Regular Council - Sep 9th, 2026 Agenda

Wednesday, September 9, 2026 at 6:30 PM

Council Chambers

Page

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

3. ROLL CALL

4. ACCEPTANCE OF AGENDA

Action: Motion to approve the August 12th City Council meeting minutes as (presented / amended).

5. CONSENT AGENDA

Action: Motion to accept the consent agenda items as (presented / amended) and authorize the Mayor to sign.

5.1 Minutes- Regular City Council Meeting 5

Minutes - August 12th City Council Meeting.pdf

5.2 Sheriff Calls

5.3 Financial Report 10

August 2026 Financial Report.pdf

6. PUBLIC HEARING

Hearing on exceeding the Revenue Neutral Rate for the City of Douglass 2027 Annual Operating Budget

7. Consideration of A RESOLUTION OF THE CITY OF DOUGLASS, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE FOR 2027 - Resolution 2026-06 19

Resolution 2026-06.pdf

Action: Motion to (adopt / deny / table) the RESOLUTION OF THE CITY OF DOUGLASS, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE FOR 2027.

8. PUBLIC HEARING

Hearing on the proposed 2027 City of Douglass Annual Operating Budget

9. Consideration of adoption of 2027 City of Douglass Annual Operating Budget 20

2027 State Budget Form.pdf

Action: Motion to (adopt / deny / table) the 2027 City of Douglass Annual Operating Budget as (published / amended) and authorize all appropriate signatures.

10. PUBLIC FORUM

11. SPEAKER'S FORUM

12. OLD BUSINESS

13. NEW BUSINESS

13.1 E-Bikes and E-Scooters - Council Discussion 35

Memo - #Bikes and E-Scooters.pdf

Action: No action required. This is to provide an opportunity for discussion

13.2 Douglass City Pool 2026 End of Season Financial Report 36

MEMO - Douglass City Pool 2026 End of Season Financial Report.pdf

Action: No action required.

13.3 Consideration of Replacement of Planning and Board of Zoning Appeals Commission Board Member 42

Memo - Replacement of Planning Board Member.pdf

Action: Motion to (approve / deny / table) replacing Planning and Board of Zoning Appeals Commission Board Member, Eric Triplett to an open position.

13.4 Kansas Gas Service / One Gas Franchise Ordinance - Ordinance 941 43

Memo - Douglass KGS Franchise Agreement.pdf

Douglass KGS Franchise Agreement - Sales and Transportation 7.30.26.pdf

Action: Motion to (approve / deny / table) Ordinance 941, granting Kansas Gas Service, a division of ONE Gas, Inc., a natural gas franchise with the City of Douglass for a period of ten years.

13.5 Incorporation of the 2026 Uniform Public Offense Code for Kansas Cities with Certain Omissions, Changes, and Additions - Ordinance 942 58

Memo - 2026 Uniform Public Offense Code.pdf

Ordinance 942 UPOC adoption September 2026.pdf

Action: Motion to (approve / deny / table) Ordinance 942, the 2026 Uniform Public Offense Code for Kansas Cities, 42nd Edition, with the specified local omissions, changes, and additions.

13.6 Incorporation of the 2026 Standard Traffic Ordinance for Kansas Cities with Certain Omissions, Changes, and Additions - Ordinance 943 63

Memo - 2026 Standard Traffic Ordinance.pdf

Ordinance 943 STO adoption September 2026.pdf

Action: Motion to (approve / deny / table) Ordinance 943, the 2026 Standard Traffic Ordinance for Kansas Cities, 53rd Edition, with the specified local omissions, changes, and additions.

13.7 Adopting Butler County Building Code and Authorizing Agreement to City Administrator - Ordinance 944 70

Memo 13.6 - Adopting Butler County Building Code and Authorizing Agreement to Administer - Ordinance 944.pdf

Ordinance 944 adopting Butler Co Building Code and Authorizing Agreement to Administer (Sept. 2026).pdf

Action: Motion to (approve / deny / table) Ordinance No. 944 Adopting Butler County Building Code and Authorizing the Administration and Enforcement of the City's adopted Building Code by Butler County pursuant to an Agreement Approved by the Governing Body.

13.8 Authorizing City Staff to Arrange and Pay for Butler County Inspections Pending Agreement - Resolution 2026-07 75

Memo 13.8 - Interim Building Code Services Resolution 2026-07.pdf

Resolution 2026-07 authorizing City Staff to arrange and pay for BUCO inspections pending agreement (Sept. 2026).pdf

Action: Motion to (approve / deny / table) Resolution 2026-07 Authorizing City staff to Coordinate with Butler County, Kansas, for the Temporary Administration and Enforcement of the City's building code including Fees for Services Pending Approval of a Formal Written Agreement.

13.9 Establishing Administrative Fees Under Building Code - Resolution 2026-08 78

Memo 13.9 - Building Code Administrative Fees - Resolution No. 2026-08.pdf

Resolution 2026-08 establishing administrative fees under Building Code (Sept. 2026).pdf

Action: Motion to (approve / deny / table) Resolution No. 2026-08 establishing City of Douglass administrative fees for building code applications and inspections.

13.10 Allowing the City Administrator to Approve Abatements - Resolution 2026-09 80

Memo 13.10 - Weed and Grass Abatement for Resolution 2026-09.pdf

Resolution 2026-09 authorizing Staff to enforce grass-weed abatement.pdf

Action: Motion to (approve / deny / table) Resolution No. 2026-09 Designating the City Administrator as the Public Officer for Purposes of Authorizing City Staff to Perform Weed and Grass Abatements under the Direction and Approval of the City Administrator.

13.11 Frontier Day Common Consumption Area - Ordinance 945 84

Memo 13.11 - Common Consumption District Ordinance 945.pdf

Ordinance 945 for Frontier Days CCA.pdf

Action: Motion to (approve / deny / table) Ordinance No. 945 establishing the Frontier Days Common Consumption Area, subject to all required permits and applicable laws.

14. STAFF REPORTS

14.1 City Administrator's Report 94

Report 14.1 - City Administrator SEPT 2026 Report.pdf

14.2 City Treasurer's Report 95

Report - September Treasurer's Report.pdf

14.3 City Superintendent's Report 98

Memo - Public Works Report.pdf

14.4 City Court/Utility Clerk Report 99

Report 14.4 August Council Update - Court & Utility.pdf

15. CITY COUNCIL COMMENTS

16. MAYOR'S COMMENTS

17. EXECUTIVE SESSION

18. ADJOURNMENT

MINUTES
CITY COUNCIL MEETING
City Hall - Douglass, Kansas
August 12, 2026, 6:30 P.M.

1. **PLEDGE OF ALLEGIANCE AND INVOCATION -** Pledge of Allegiance led by Mayor Mike Shirley, Invocation led by Council member Jay Sanderson.

2. **CALL TO ORDER -** Mayor Shirley called the meeting to order at 6:30pm.

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

4. **PROCLAMATION**
   Mayor Shirley read a proclamation recognizing the Bulldogs Baseball Team's victory of the 13U 2026 Single-A World Series Championship. Members of the team and their families were present for the reading of the proclamation.

5. **ACCEPTANCE OF THE AGENDA:**

   Action: Jay Sanderson moved to accept the agenda as published. Mark Roberts seconded the motion. Motion carried 5/0.

6. **PUBLIC FORUM -** No members of the public wished to speak.

7. **SPEAKER'S FORUM**

   7.1 - Residents Lisa and Robert Bohon presented a request to Council for utility bill relief due to an unusually high monthly bill with no evidence of a leak occurring.

   Action: Jay Sanderson moved to authorize Danielle Gaobr to investigate the previous 6 months of water usage at 115 S Poplar and make adjustments to the resident's bill that was sent in error. Mark Roberts seconded the motion. Motion carried 5/0.

8. **SHERIFF UPDATES -** No representative of the Sheriff's Office was present at this point in the meeting. A Sheriff's update was given following staff reports in Section 11 of the agenda.

9. CONSENT AGENDA

9.1 - Minutes - July 8, 2026 Regular City Council Meeting
9.2 - Sheriff Calls Report
9.3 - July 2026 Financial Report

Action: Jay Sanderson moved to approve the consent agenda. Trent Roberts seconded the motion. Motion carried 5/0.

10. OLD BUSINESS

10.1 - Hydrovac Purchase Memo

Danielle Gabor explained the associated memo, including Hydrovacc size options, cost of each option, and financing structures. Danielle stated staff recommendation was to purchase the 300 gallon Hydrovac, due to cost effectiveness. Danielle further stated staff recommended purchasing in full up front with funds front the water fund.

Action: Mark Roberts moved to purchase the 300 gallon vac trailer from Ditch Witch for $48,867.34. Ken Phillips seconded the motion. Motion carried 5/0.

11. NEW BUSINESS

11.1 - Presentation of the Proposed 2027 City of Douglass Budget

Consultant Ty Lasher presented a summary of the proposed 2027 budget. Council member Jason Cathey expressed the $4,500 allocated for water tower maintenance would not be sufficient for the maintenance needed. Mayor Shirley stated the possibility of allocating part of the Library reserve for water tower maintenance instead of the streets fund. Council member Mark Roberts stated that if major and costly maintenance is needed on the water tower, the City may need to borrow money from Kansas Department of Health and Environment. Consultant Ty Lasher stated that some water tower maintenance companies will work with municipalities to spread out the cost of maintenance over time. Council member Mark Roberts requested staff provide a report of the history of water tower expenses and the work completed on the water tower to allow Council to make a decision.

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

Action: Jay Sanderson moved to set the RNR hearing for Wednesday, September 9th at 6:00pm at City Hall for the purpose of hearing testimony of all interested taxpayers desiring to be heard. Jason Cathey seconded the motion. Motion carried 5/0.

Action: Jay Sanderson moved to hold the 2027 budget hearing on Wednesday, September 9th, 2026 at 6:30pm at City Hall. Jason Cathey seconded the motion. Motion carried 5/0.

City Clerk's note: Due to a conflict with Resolution 2026-04 passed at the July 8th, 2026 meeting, which stated that the RNR hearing will take place at 6:30pm on September 9th, 2026 at City Hall, the action taken here setting the RNR hearing for 6:00pm on September 9th is void. The RNR hearing will be held September 9th at 6:30pm at City Hall, as originally passed in Resolution 2026-04.

11.3 - Guv Guy Consulting Agreement Renewal

Danielle Gabor stated staff recommended renewing the City's contract with Guv Guy Consulting for a period of one year. Danielle stated the new contract included reduced costs and a shift of focus from assisting with routine City operations to more specialized projects. Mayor Shirley stated his recommendation of approving the agreement.

Action: Mark Roberts moved to extend the one-year agreement with Guv Guy Consulting agreement for the City of Douglass. Trent Roberts seconded the motion. Motion carried 4/1.

11.4 - Resolution 2026-05 Calling an Election to Renew the 1% Retailers' Sales Tax for Street Maintenance and Improvements.

Mayor Shirley explained that one of the City's two 1% sales tax levies sunsets at the end of 2027, and to avoid the City paying for a special election, renewing the sales tax must be on the November 2026 ballot. Mayor Shirley recapped a conversation that took place during the budget workshop that discussed allocating the sales tax revenue to the streets fund, rather than its current allocation to the general fund.

Action: Mark Roberts moved to approve Resolution 2026-05. Jay Sanderson seconded the motion. Motion carried 5/0.

12. STAFF REPORTS

11.1 - City Administrator: Danielle Gabor discussed the contents of the City Administrator's report that was included in the agenda packet.

11.2 - City Treasurer: Kate Schieferecke discussed the contents of the City Treasurer's report that was included in the agenda packet.

11.3 - City Superintendent: Mike Gowlovech shared the contents of his City Superintendent report that was included in the agenda packet.

Additional Report: Butler County Sheriff's Office

Deputy Scarborough and Lieutenant Gurley of the Butler County Sheriff's Office provided a report. Lieutenant Gurley stated the Sheriff's Office is aware of the City Council's intent to reduce the City's contract from 3 deputies to 2 deputies. He stated this change would allow for a deputy to be on duty every day of the week, but not every shift, and that the deputies on duty will rotate every 2 months. Deputy Scarborough stated traffic infractions have slowed down with deputy presence.

Mayor Shirley inquired about the correct procedure for stopping at a stop sign. Deputy Scarborough stated that drivers must make a full stop behind the stop sign, then may move past the stop sign to view oncoming traffic. Deputy Scarborough stated that if a line is painted in front of the stop sign, drivers must stop before the line.

13. CITY COUNCIL COMMENTS

Council members provided comment.

14. MAYOR'S COMMENTS

Mayor Shirley provided comment.

15. EXECUTIVE SESSION

Action: Jay Sanderson moved to recess into executive session to discuss matters of attorney - client privilege starting at 8:17pm and going until 8:22pm and including the Mayor, Council, City Attorney and City Administrator. The motion was not seconded.

Mayor Shirley called the meeting back to order at 8:22pm.

16. ADJOURNMENT

Action: Ken Phillips moved to adjourn the meeting. Jay Sanderson seconded the motion. Motion carried 5/0.

Approved by the City Council this 9th day of September, 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.

AUGUST

2026

FINANCIAL

REPORT

AP History Report

City of Douglass (COD)

9/2/2026 8:50:06 AM

AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date	Disc/Ded Amount	Original Amount
Totals For Vendor						
AP / AIRGAS / AIRGAS USA, LLC					**Net Adjustment**	$118.60
					Invoice	$118.60
Totals For Vendor						
AP / ALANSEXCAVATING / ALAN'S EXCAVATING INC					**Net Adjustment**	$2,234.43
					Invoice	$2,234.43
Totals For Vendor						
AP / ARC PHYSICAL THERAPY PLUS / ARC PHYSICAL THERAPY PLUS					**Net Adjustment**	$35.00
					Invoice	$35.00
Totals For Vendor						
AP / BUTLER COUNTY SHERIFF'S DEPT / Butler County Sheriff's Dept					**Net Adjustment**	$22,395.52
					Invoice	$22,395.52
Totals For Vendor						
AP / COMM-TRONIX / Comm-Tronix					**Net Adjustment**	$1,775.00
					Invoice	$1,775.00
Totals For Vendor						
AP / D & S AUTO SUPPLY / D & S Auto Supply					**Net Adjustment**	$176.71
					Invoice	$176.71
Totals For Vendor						
AP / D GERBER COMMERCIAL POOL / D Gerber Commercial Pool Products And Services LLC					**Net Adjustment**	$340.00
					Invoice	$340.00
Totals For Vendor						
AP / DANIELS READY MIX / Daniels Ready Mix					**Net Adjustment**	$1,264.00
					Invoice	$1,264.00
Totals For Vendor						
AP / FLIPPO LAN / Lan Flippo					**Net Adjustment**	$375.00
					Invoice	$375.00
Totals For Vendor						
AP / GIBSON, WATSON, MARINO, LLC / GIBSON, WATSON, MARINO, LLC					**Net Adjustment**	$2,377.76
					Invoice	$2,377.76
Totals For Vendor						
AP / GOV GUY CONSULTING / Guv Guy Consulting					**Net Adjustment**	$7,146.25
					Invoice	$7,146.25
Totals For Vendor						
AP / HUB INTERNATIONAL MID-AM / Hub International Mid-am Prem Trust Fund					**Net Adjustment**	$250.00
					Invoice	$250.00
Totals For Vendor						
AP / JAYHAWK / Advantage Computer					**Net Adjustment**	$1,046.50
					Invoice	$1,046.50
Totals For Vendor						
AP / JESSICA WILLIAMS / JESSICA WILLIAMS					**Net Adjustment**	$59.16
					Invoice	$59.16
Totals For Vendor						
AP / JONES TIRE / Jones Tire					**Net Adjustment**	$0.00

AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date		Disc/Ded Amount	Original Amount
						Invoice	$300.00
						Payment	$300.00
Totals For Vendor							
AP / JULIE HOLTHAUS, CPA / Julie Holthaus, CPA						Net Adjustment	$5,831.25
						Invoice	$5,831.25
Totals For Vendor							
AP / KDHE / KDHE-Bureau Of Water						Net Adjustment	$16,927.28
						Invoice	$16,927.28
Totals For Vendor							
AP / LEAGUE OF KS MUN. / The League Of Kansas Municipalities						Net Adjustment	$1,400.89
						Invoice	$1,400.89
Totals For Vendor							
AP / LEASE FINANCE PARTNERS / LEASE FINANCE PARTNERS						Net Adjustment	$1,367.82
						Invoice	$1,367.82
Totals For Vendor							
AP / LUKEDOCKERS / LUKE DOCKERS						Net Adjustment	$0.00
						Invoice	$35.00
						Payment	$35.00
Totals For Vendor							
AP / MAXIMUM OUTDOOR EQUIPMENT / MAXIMUM OUTDOOR EQUIPMENT & SERVICE						Net Adjustment	$320.29
						Invoice	$320.29
Totals For Vendor							
AP / MERIDIAN ANALYTICAL LABS / MERIDIAN ANALYTICAL LABS LLC						Net Adjustment	$90.00
						Invoice	$90.00
Totals For Vendor							
AP / MIKE SHIRLEY / MIKE SHIRLEY						Net Adjustment	$0.00
						Invoice	$400.00
						Payment	$400.00
Totals For Vendor							
AP / MURET / WILLIAM E MURET, LLC						Net Adjustment	$600.00
						Invoice	$600.00
Totals For Vendor							
AP / PAVEMENT MAINTENANCE PRODUCTS / McConnell & Associates						Net Adjustment	$129.99
						Invoice	$129.99
Totals For Vendor							
AP / PERFORMANCE THREADZ / Perfomance Threadz						Net Adjustment	$25.00
						Invoice	$25.00
Totals For Vendor							
AP / PROFESSIONAL TURF PRODUCTS / PROFESSIONAL TURF PRODUCTS,LP						Net Adjustment	$438.03
						Invoice	$438.03
Totals For Vendor							
AP / RIVER VALLEY SUPPLY / RIVER VALLEY SUPPLY						Net Adjustment	$267.83
						Invoice	$267.83

AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date	Disc/Ded Amount	Original Amount
Totals For Vendor						
AP / RURAL WATER DISTRICT NO / Rural Water District No 6					**Net Adjustment**	$18,387.05
					Invoice	$18,387.05
Totals For Vendor						
AP / SECURITY OIL / Security Oil					**Net Adjustment**	$2,929.83
					Invoice	$2,929.83
Totals For Vendor						
AP / SHE-SHEDS PET GROOMING, LLC / She-Sheds Pet Grooming LLC					**Net Adjustment**	$645.00
					Invoice	$995.00
					Payment	$350.00
Totals For Vendor						
AP / SOUTH CENTRAL SEALING LLC / South Central Sealing Llc					**Net Adjustment**	$975.00
					Invoice	$975.00
Totals For Vendor						
AP / TRIPLETT ERIC / Eric Triplett					**Net Adjustment**	$0.00
					Invoice	$527.67
					Payment	$527.67
Totals For Vendor						
AP / VALIDITY / VALIDITY					**Net Adjustment**	$69.70
					Invoice	$69.70
Totals For Vendor						
AP / VISION CARE DIRECT / Vision Care Direct					**Net Adjustment**	$517.98
					Invoice	$517.98
Totals For Vendor						
AP / WICHITA PUMP / WICHITA PUMP & SUPPLY CO INC					**Net Adjustment**	$2,912.68
					Invoice	$2,912.68
Totals For Vendor						
AP / WICHITA TRACTOR / Wichita Tractor Co.					**Net Adjustment**	$69.78
					Invoice	$69.78
Grand Totals					**Net Adjustment**	$93,499.33
					Invoice	$95,112.00
					Payment	$1,612.67
					Unapplied Payment	$0.00

August ACH Transactions			
Date Cleared	**Recipient**	**Description**	**Amount**
3-Aug	Empower - KPERS 457	13 transactions of $75 and one transaction of $255 - catching up on KPERS 457 contributions from January 2026 - present	$ 975.00
3-Aug	Waste Connections	Community clean-up 2026 service	$ 791.26
4-Aug	Cox	Pool phone + internet bill	$ 76.01
4-Aug	Cox	City Hall phone + internet bill	$ 760.77
4-Aug	KS Dept of Revenue	Payroll tax payment	$ 294.91
4-Aug	KS Dept of Revenue	Payroll tax payment	$ 432.88
4-Aug	KS Dept of Revenue	Payroll tax payment	$ 495.81
4-Aug	KS Dept of Revenue	Payroll tax payment	$ 1,165.21
4-Aug	KS Dept of Revenue	Payroll tax payment	$ 1,336.89
4-Aug	KS Dept of Revenue	Payroll tax payment	$ 1,389.10
4-Aug	KS Dept of Revenue	Payroll tax payment	$ 1,447.97
5-Aug	VISA	See Visa Report	$ 644.36
5-Aug	VISA	See Visa Report	$ 4,212.29
5-Aug	VISA	See Visa Report	$ 2,932.03
6-Aug	KPERS	Optional Group Life Ins. August premium	$ 20.83
6-Aug	KS Dept of Labor	Penalty for late report filing	$ 80.69
6-Aug	KS Dept of Labor	Tax remittance	$ 200.00
6-Aug	KS Dept of Revenue	Remittance for 8/6 payroll	$ 1,164.07
6-Aug	KPERS	Remittance for 8/6 payroll	$ 3,620.79
6-Aug	IRS	Remittance for 8/6 payroll	$ 5,899.85
7-Aug	Empower - KPERS 457	Remittance for 8/6 payroll	$ 75.00
7-Aug	AT&T	Telecomm services	$ 227.75
13-Aug	Evergy	Electric for City premises	$ 4,529.11
13-Aug	KS Gas Service	Gas for City premises	$ 375.04
13-Aug	Waste Connections	Burnsite service location	$ 555.41
13-Aug	Waste Connections	August trash service	$ 15,970.86
13-Aug	Cox	Telecomm services	$ 630.00
14-Aug	Liberty National	August premium for employee policies	$ 24.28
14-Aug	AIC of Kansas	July - Sept premium for temp disability policy	$ 2,168.40
20-Aug	KPERS	Remittance for 8/20 payroll	$ 3,481.14
28-Aug	BCBS KS	September health insurance premium	$ 5,706.14
31-Aug	RCB Bank	Positive Pay Fee	$ 35.00
		Total	**$ 61,718.85**

August VISA Report

Card Number	Name on Card	Date	Vender	Amount	Description
8072	M. Gowlovech	8/2/2026	Leslie's Pool Suply	$ 7.82	Pool supplies
		8/5/2026	Casey's	$ 3.36	Ice for water samples
		8/5/2026	City Blue Print Inc	$ 134.82	Map books
		8/6/2026	Family Dollar	$ 22.50	Shop water
		8/7/2026	Walmart - Augusta	$ 21.94	Supplies for pool
		8/9/2026	Menards	$ 18.26	Shop supplies
		8/13/2026	Family Dollar	$ 43.25	Kennel supplies
		8/17/2026	Betty's	$ 70.63	Safety meeting lunch
		8/24/2026	Amazon	$ 145.72	Misc. public works supplies
		8/26/2026	Austin Hose	$ 114.50	Hydro-vac part
		8/26/2026	Amazon	$ 16.99	Weed eater parts
		8/28/2026	Family Dollar	$ 20.60	Shop water
		8/28/2026	Central Ag Wheel and Tire	$ 102.13	Pool supplies
		8/30/2026	Casey's	$ 9.67	Supplies for well 12
		8/30/2026	KSAG.GOV	$ 285.00	Filing fee for Small Animal Shelter License
1311	D Gabor	8/5/2026	Vintage Villa	$ 89.60	T-shirts for Public Works staff
		8/12/2026	Dillon's	$ 50.73	Refreshments for Council meeting reception
		8/12/2026	League of Kansas Municipalit	$ 77.40	Municipal finance & budget virtual training - Danielle
		8/19/2026	Amazon	$ 57.78	Office supplies
		8/26/2026	Amazon	$ 87.01	Additional file cabinet for City Hall
		8/27/2026	Walgreens	$ 4.98	Office supplies
		8/28/2026	League of Kansas Municipalit	$ 25.80	Personnel policies webinar - Kate
		8/28/2026	League of Kansas Municipalit	$ 154.80	KOMA/KORA training for Kate
		8/28/2026	League of Kansas Municipalit	$ 77.40	Municipal finance & budget virtual training - Kate
		8/28/2026	League of Kansas Municipalit	$ 25.80	Social media webinar - Kate
		8/28/2026	League of Kansas Municipalit	$ 25.80	Social media webinar - Danielle
		8/28/2026	League of Kansas Municipalit	$ 49.76	Standard Traffic Ordinance + Uniform Public Offense Code - hard copies
5676	K Schieferecke	8/4/2026	Adobe Inc	$ 15.96	Software subscription
		8/4/2026	Adobe Inc	$ 15.79	Software subscription
		8/10/2026	Amazon	$ 33.98	Office supplies - City Hall
		8/11/2026	Amazon	$ 70.64	Receipt book for Court
		8/11/2026	Worksteps	$ 75.00	Pre-employment physical
		8/13/2026	KDHE Bureau of Water	$ 25.00	Fee for Mike G water certification exam
		8/13/2026	O'Reilly	$ 119.71	Public works supplies
		8/13/2026	Eco Curve Pest Solutions	$ 109.59	Extermination services
		8/14/2026	KTA payment	$ 21.38	Tolls for Mike G's Topeka trip in July
		8/14/2026	Adobe Inc	$ 76.65	Software subscription
		8/14/2026	Digital Office Systems	$ 128.68	Office supplies - City Hall
		8/14/2026	Meridian Analytical Labs	$ 90.00	Water testing Invoice #6002155
		8/14/2026	Meridian Analytical Labs	$ 90.00	Water testing Invoice #6002928
		8/16/2026	Verizon Wireless	$ 40.01	Telecomm Services
		8/16/2026	USPS	$ 82.00	Postage
		8/18/2026	WSU Marketplace	$ 50.00	CCMFOA Membership for Kate
		8/19/2026	USPS	$ 19.11	Postage - public health violations
		8/27/2026	Adobe Inc	$ 15.96	Software subscription
			Total August Charges	**$ 2,823.51**	

August 2026 Payroll Report			
Pay Date	**Pay Period**	**Description**	**Gross Pay**
6-Aug	July 20th - August 2nd	Includes pool staff	$26,737.48
20-Aug	August 3rd - August 16th	Includes one week of pool staff	$23,956.99

Note: Previous reports have reported net pay (after tax and deductions), but upon further consideration staff's opinion is that reporting gross pay is a more informative reporting metric for Council due to variations in deductions to employee pay.

August 2026 Paid Overtime Hours Report by Department		
Pay Period	**Public Works**	**Admin**
July 20th - August 2nd	9	10.08
August 3rd - August 16th	14	4.75

August 2026 Revenue		
Water	$	43,606.61
Trash	$	18,023.34
Sewer	$	29,479.72
Late Fees	$	723.97
Reconnect Fees	$	350.00
Total	**$**	**92,183.64**

Statement Date **8/31/2026**

RCB Checking Account		
Prev. Balance	$	848,767.54
Deposits/Credits	$	285,665.54
Checks/Debits	$	884,433.08
Interest Paid	$	194.42
Current Balance	$	250,194.42

Note: $586,780.77 was transferred from Checking to open Money Market Sweep Account

RCB Money Market Sweep Account		
Prev. Balance	$	-
Deposits/Credits	$	654,285.68
Checks/Debits	$	175,751.95
Interest Paid	$	199.32
Current Balance	$	478,733.05

Combined Account Balances as of 8/31		
Checking	$	250,194.42
Money Market	$	478,733.05
Total Balance	**$**	**728,927.47**

RESOLUTION NO. 2026-06

CITY OF DOUGLASS, KANSAS

A RESOLUTION OF THE CITY OF DOUGLASS, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE

WHEREAS, the Revenue Neutral Rate for the City of Douglass 2027 Annual Budget was calculated at 51.224 mills by the Butler County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the City of Douglass will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a public hearing on September 9, 2026 at 6:30 pm allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the City of Douglass, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

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

The City of Douglass shall levy a property tax rate for 2027 exceeding the Revenue Neutral Rate of 51.224 mills.

This Resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this ____ day of _____ and SIGNED by the Mayor.

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

Council Member Votes & Signatures:

Mark Roberts: _____ Vote: ____ Trent Roberts: _____ Vote: ____

Ken Phillips: _____ Vote: ____ Jay Sanderson: _____ Vote: ____

Jason Cathey: _____ Vote: ____

2027

CERTIFICATE

To the Clerk of Butler County, State of Kansas
We, the undersigned, officers of
City of Douglass
certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2027; and
(3) the Amount(s) of 2026 Ad Valorem Tax are within statutory limitations.

Table of Contents:		Page No.	2027 Adopted Budget: Budget Authority for Expenditures	2027 Adopted Budget: Amount of 2026 Ad Valorem Tax	2027 Adopted Budget: Final Tax Rate (County Clerk's Use Only)
Allocation of MVT, RVT, and 16/20M Veh Tax		2			
Schedule of Transfers		3			
Statement of Indebtedness		4			
Statement of Lease-Purchases		5			
Computation to Determine State Library Grant		6			
Fund	**K.S.A.**				
General	12-101a	7	1,162,192	496,789	
Debt Service	10-113				
Library	12-1220		119,600	108,842	
Employee Benefits			217,420	58,313	
Special Highway			287,000		
Water Utility			541,200		
Sewer Utility			405,600		
Solid Waste Utility			180,300		
Stormwater Utility					
Non-Budgeted Funds					
Totals		xxxxxx	2,913,312	663,944	
Budget Hearing Notice					County Clerk's Use Only
Combined Rate and Budget Hearing Notice					
RNR Hearing Notice					
Neighborhood Revitalization					Nov 1, 2026 Total Assessed Valuation

Revenue Neutral Rate	51.224
Does budget require a resolution to exceed the Revenue Neutral Rate?	**YES**

Assisted by: _____

Address: _____

Email: _____

Date Attested: _____ 2026

_____
County Clerk

_____ _____
_____ _____
_____ _____
Governing Body

City of Douglass

2027

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

Budgeted Funds for 2026	Ad Valorem Levy Tax Year 2025	Allocation for Proposed Year 2027				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	483,151	50,430	1,197	131	748	75
Debt Service						
Library	105,864	11,050	262	29	164	16
Employee Benefits	56,715	5,920	141	15	88	9
TOTAL	645,730	67,400	1,600	175	1,000	100

County Treas Motor Vehicle Estimate 67,400

County Treas Recreational Vehicle Estimate 1,600

County Treas 16/20M Vehicle Estimate 175

County Treas Commercial Vehicle Tax Estimate 1,000

County Treas Watercraft Tax Estimate 100

Motor Vehicle Factor 0.10438

Recreational Vehicle Factor 0.00248

16/20 Vehicle Factor 0.00027

Commercial Vehicle Factor 0.00155

Watercraft Factor 0.00015

City of Douglass 2027

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2025	Current Amount for 2026	Proposed Amount for 2027	Transfers Authorized by Statute
Water Fund	Water Reserve Fund	15,000	15,000	-	K.S.A. 12-825d
Water Fund	General Fund	15,000	15,000	20,000	K.S.A. 12-825d
Water Fund	Employee Benefits Fund	-	-	55,600	K.S.A. 12-825d
Water Fund	Special Highway Fund	-	-	20,000	K.S.A. 12-1,119
Sewer Fund	Sewer Reserve Fund	118,892	118,892	-	K.S.A. 12-825d
Sewer Fund	General Fund	-	-	60,000	K.S.A. 12-825d
Sewer Fund	Bond & Interest Fund	10,882	10,882	-	K.S.A. 12-825d
Sewer Fund	Special Highway Fund	16,286	16,286	20,000	K.S.A. 12-1,119
Sewer Fund	Employee Benefits Fund	-	-	55,100	K.S.A. 12-825d
Solid Waste Fund	General Fund	30,000	30,000	-	K.S.A. 12-825d
Solid Waste Fund	Employee Benefits Fund	-	-	6,500	K.S.A. 12-825d
Library Reserve Fund	Special Highway Fund	-	-	90,000	K.S.A. 12-1,119
General Fund	Special Highway Fund	-	-	85,000	K.S.A. 12-1,119
General Fund	Employee Benefits Fund	-	-	60,000	K.S.A. 79-2958
	Totals	206,060	206,060	472,200	
	Adjustments*				
	Adjusted Totals	206,060	206,060	472,200	

*Note: Adjustments are required only if the transfer is being made in 2026 and/or 2027 from a non-budgeted fund.

City of Douglass

2027

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amt Outstanding Jan 1, 2026	Date Due		Amount Due 2026		Amount Due 2027	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
None											
Total G.O. Bonds					**0**			**0**	**0**	**0**	**0**
Revenue Bonds:											
None											
Total Revenue Bonds					**0**			**0**	**0**	**0**	**0**
Other:											
KDHE Loan 2405 Water	9/26/2011	2/1/2027	3.53	65,843	6,332	2/1& 8/1	2/1& 8/1	205	4,420	650	5,682
KDHE Loan 1541-01 Sewer	4/6/04	3/1/2025	2.71	1,288,296	0	3/1 &9/1	3/1 &9/1	0	0	0	0
KDHE Loan 1788-01 Sewer	9/1/2016	9/1/2036	2.20	493,808	322,299	3/1 & 9/1	3/1 & 9/1	6,289	26,759	6,289	26,759
KDHE Loan 3080 Water	8/1/2023	8/1/2044	2.02	295,000	259,515	2/1 & 8/1	2/1 & 8/1	928	11,906	928	11,906
Total Other					**588,146**			**7,422**	**43,085**	**7,867**	**44,347**
Total Indebtedness					**588,146**			**7,422**	**43,085**	**7,867**	**44,347**

City of Douglass

2027

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Items Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance As Beginning of 2026	Payments Due 2026	Payments Due 2027
2022 Catepilar Backhoe Loader	7/15/2022	60 months	3.98	90,616	36,380	20,343	20,343
2023 Tractor Mower	9/1/2023	60 months	4.96	50,323	31,603	11,628	11,628
2023 Kubota	10/1/2023	60 months	4.96	36,635	22,653	8,368	8,368
				Totals	**90,636**	**40,339**	**40,339**

***If leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.**

City of Douglass 2027

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **General**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1	100,000	153,045	206,090
Receipts:			
Ad Valorem Tax	462,135	483,151	xxxxxxxxxxxxxxxx
Delinquent Tax	7,000	7,000	5,000
Motor Vehicle Tax	50,703	48,697	50,430
Recreational Vehicle Tax	1,358	1,303	1,197
16/20M Vehicle Tax	1,642	981	131
Commercial Vehicle Tax	720	689	748
Watercraft Tax	75	75	75
Gross Earning (Intangible) Tax			0
Franchise Fees	65,500	65,500	64,000
Fines & Fees	13,000	13,000	15,600
Permits & Licenses	12,025	12,025	20,270
Pool Revenues	14,300	14,300	17,800
Miscellaneous Revenues	36,887	18,624	41,500
Transfers In	45,000	45,000	65,000
Sales Tax	140,000	140,000	145,000
Comp Use Tax	115,000	115,000	36,000
In Lieu of Tax (IRB)			
Interest on Idle Funds	10,000	10,000	25,000
Neighborhood Revitalization Rebate	-14,783	-14,783	-17,744
Miscellaneous			
Does miscellaneous exceed 10% of Total F			
Total Receipts	**960,562**	**960,562**	**470,007**
Resources Available:	**1,060,562**	**1,113,607**	**676,097**
Expenditures:			
Administration	468,000	468,000	412,350
Planning & Zoning	3,500	3,500	82,800
Public Safety	180,000	180,000	257,000
Municipal Pool	67,600	67,600	88,000
Parks & Grounds	10,000	10,000	110,000
Economic Development	0	0	65,000
Mayor & Council	0	0	25,000
Animal Control (Combined with Public Safety in 2027)	5,000	5,000	0
Streets (Combined with Special Highway Fund for 2027)	168,417	168,417	0
Stormwater (Created Separate Stormwater Enterprise Fund in 2027)	5,000	5,000	0
Library (Combined with Library Fund in 2	0	0	0
			0
Cash Reserve (2027 column)			122042
Miscellaneous			
Does miscellaneous exceed 10% of Total F			
Total Expenditures	**907,517**	**907,517**	**1,162,192**
Unencumbered Cash Balance Dec 31	153,045	206,090	xxxxxxxxxxxxxxxx
2025/2026/2027 Budget Authority Amount	907,617	1,247,391	1,162,192
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	1,162,192
		Tax Required	486,095
	Delinquent Comp Rate:	2.2%	10,694
		Amount of 2026 Ad Valorem Tax	**496,789**

CPA Summary

City of Douglass 2027

OPTIONAL DETAIL PAGE FOR ANY FUND

Adopted Budget Fund - Detail Expend	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Expenditures:			
Administration			
Salaries	210,000	210,000	60,350
Contractual	140,000	140,000	72,000
Commodities	18,000	18,000	77,000
Capital Outlay & Transfers	80,000	80,000	183,000
JW Douglass Addition	20,000	20,000	20,000
Total	**468,000**	**468,000**	**412,350**
Planning & Zoning			
Salaries	0	0	23,000
Contractual	3,000	3,000	55,800
Commodities	500	500	4,000
Capital Outlay	0	0	0
Total	**3,500**	**3,500**	**82,800**
Public Safety			
Salaries	0	0	32,000
Contractual	174,500	174,500	210,000
Commodities	4,000	4,000	15,000
Capital Outlay	1,500	1,500	0
Total	**180,000**	**180,000**	**257,000**
Municipal Pool			
Salaries	21,700	21,700	40,000
Contractual	24,000	24,000	14,000
Commodities	20,000	20,000	34,000
Capital Outlay	2,000	2,000	0
Total	**67,700**	**67,700**	**88,000**
Parks & Grounds			
Salaries	10,000	10,000	63,000
Contractual	0	0	16,000
Commodities	0	0	16,000
Capital Outlay	0	0	15,000
	0	0	0
Total	**10,000**	**10,000**	**110,000**
Mayor & Council			
Salaries	0	0	9,000
Contractual	0	0	11,000
Commodities	0	0	5,000
Capital Outlay	0	0	0
	0	0	0
Total	**0**	**0**	**25,000**
Economic Development			
Salaries	0	0	32,000
Contractual	0	0	19,000
Commodities	0	0	14,000
Capital Outlay	0	0	0
	0	0	0
Total	**0**	**0**	**65,000**
Animal Control			
Salaries	0	0	0
Contractual	2,500	2,500	0
Commodities	2,500	2,500	0
Capital Outlay	0	0	0
Total	**5,000**	**5,000**	**0**
Page Total	**734,200**	**734,200**	**1,040,150**

City of Douglass 2027

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Debt Service**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax	0	0	xxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
	0	0	0
Cash Reserve (2027 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxx
2025/2026/2027 Budget Authority Amou	216	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
	Delinquent Comp Rate:	2.2%	0
		Amount of 2026 Ad Valorem Tax	0

Adopted Budget **Library**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1	9,766	6,447	1,141
Receipts:			
Ad Valorem Tax	101,266	105,864	xxxxxxxxxxxxxxxx
Delinquent Tax	2,200	2,250	2,327
Motor Vehicle Tax	10,961	11,000	11,050
Recreational Vehicle Tax	293	250	262
16/20M Vehicle Tax	100	30	29
Commercial Vehicle Tax	100	100	164
Watercraft Tax	155	50	16
Interest on Idle Funds			2,000
Neighborhood Revitalization Rebate	-3,239	-3,050	-3,888
Miscellaneous			
Does miscellaneous exceed 10% of Total			
Total Receipts	**111,836**	**116,494**	**11,960**
Resources Available:	**121,602**	**122,941**	**13,101**
Expenditures:			
Appropriation to Library Board	115,155	121,800	119,600
Miscellaneous			0
Does miscellaneous exceed 10% of Total			
Total Expenditures	**115,155**	**121,800**	**119,600**
Unencumbered Cash Balance Dec 31	6,447	1,141	xxxxxxxxxxxxxxxx
2025/2026/2027 Budget Authority Amou	115,155	121,800	119,600
		Non-Appropriated Balance	0
		Total Expenditure/Non-Appr Balance	119,600
		Tax Required	106,499
	Delinquent Comp Rate:	2.2%	2,343
		Amount of 2026 Ad Valorem Tax	**108,842**

Qualifies for

CPA Summary

City of Douglass 2027

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Employee Benefits**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1	25,000	33,437	44,072
Receipts:			
Ad Valorem Tax	54,246	56,715	xxxxxxxxxxxxxxx
Delinquent Tax	0	0	500
Motor Vehicle Tax	5,667	5,716	5,920
Recreational Vehicle Tax	152	153	141
16/20M Vehicle Tax	52	63	15
Commercial Vehicle Tax	55	68	88
Watercraft Tax	0	0	9
Transfers In	0	0	111,200
Interest on Idle Funds			500
Neighborhood Revitalization Rebate	(1,735)	-2,080	-2,083
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**58,437**	**60,635**	**116,290**
Resources Available:	**83,437**	**94,072**	**160,362**
Expenditures:			
FICA	10,000	10,000	33,000
Unemployment Insurance	0	0	8,700
KPERS	0	0	58,000
Health / Dental / Vision Insurance	0	0	80,000
Workers Comp	40,000	40,000	28,000
Miscellaneous	0	0	9,720
Cash Reserve (2027 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**50,000**	**50,000**	**217,420**
Unencumbered Cash Balance Dec 31	33,437	44,072	xxxxxxxxxxxxxxx
2025/2026/2027 Budget Authority Amount	50,000	94,132	217,420
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	217,420
		Tax Required	57,058
	Delinquent Comp Rate:	2.2%	1,255
		Amount of 2026 Ad Valorem Tax	58,313

Adopted Budget

0	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Reserve (2027 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxx
2025/2026/2027 Budget Authority Amount	0	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
	Delinquent Comp Rate:	2.2%	0
		Amount of 2026 Ad Valorem Tax	0

CPA Summary

	A	B	C	D	E
1		City of Douglass			2027
2					
3		**FUND PAGE FOR FUNDS WITH NO TAX LEVY**			
4		Adopted Budget	Prior Year	Current Year	Proposed Budget
5		**Special Highway**	Actual for 2025	Estimate for 2026	Year for 2027
6		Unencumbered Cash Balance Jan 1	8,000	28,656	34,312
7		Receipts:			
8		State of Kansas Gas Tax	45,020	45,020	45,020
9		County Transfers Gas	6,970	6,970	6,970
10		Comp Use Sales Tax			36,000
11		Transfers In	16,286	16,286	202,010
12					
13					
14		Interest on Idle Funds			
15		Miscellaneous			
16		Does miscellaneous exceed 10% of Total Re			
17		**Total Receipts**	**68,276**	**68,276**	**290,000**
18		**Resources Available:**	**76,276**	**96,932**	**324,312**
19		Expenditures:			
20		Personal Services	47,620	47,620	79,000
21		Contractual Services			175,500
22		Commodities			32,500
23		Transfers Out			
24		Cash Reserve (2027 column)		15,000	
25		Miscellaneous			
26		Does miscellaneous exceed 10% of Total Ex			
27		**Total Expenditures**	**47,620**	**62,620**	**287,000**
28		Unencumbered Cash Balance Dec 31	28,656	34,312	37,312
29		2025/2026/2027 Budget Authority Amount:	47,620	96,956	287,000
30					
31					
32					
33		Adopted Budget	Prior Year	Current Year	Proposed Budget
34		**Water Utility**	Actual for 2025	Estimate for 2026	Year for 2027
35		Unencumbered Cash Balance Jan 1	308,095	265,795	225,495
36		Receipts:			
37					
38		Charges to Customers	375,000	375,000	440,000
39		Penalties	5,000	5,000	6,000
40		Connect & Recconect Fees	1,000	1,000	7,000
41		Tap Fees	200	200	3,000
42					
43		Interest on Idle Funds			
44		Miscellaneous			
45		Does miscellaneous exceed 10% of Total Re			
46		**Total Receipts**	**381,200**	**381,200**	**456,000**
47		**Resources Available:**	**689,295**	**646,995**	**681,495**
48		Expenditures:			
49		Personal Services	100,000	100,000	146,000
50		Contractual Services	75,000	75,000	70,300
51		Commodities	160,000	160,000	195,800
52		Capital Outlay	25,000	25,000	0
53		Water Tower	4,500	4,500	4,500
54		Leases	9,000	7,000	9,000
55		Transfers	30,000	30,000	95,600
56		Loans	20,000	20,000	20,000
57					
58		Cash Reserve (2027 column)			
59		Miscellaneous			
60		Does miscellaneous exceed 10% of Total Ex			
61		**Total Expenditures**	**423,500**	**421,500**	**541,200**
62		Unencumbered Cash Balance Dec 31	265,795	225,495	140,295
63		2025/2026/2027 Budget Authority Amount:	425,661	644,834	541,200
64					
65		CPA Summary			
66					
67					
68					
69		Page No.			

City of Douglass 2027

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Sewer Utility**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1	425,889	301,531	177,173
Receipts:			
Late Fees	3,400	3,400	3,000
Charges to Customers	260,000	260,000	280,000
Connection Fees	100	100	3,000
Comp Use Sales Tax			48,000
Interest on Idle Funds	100	100	2,000
Miscellaneous			2,600
Does miscellaneous exceed 10% of Total R			
Total Receipts	**263,600**	**263,600**	**338,600**
Resources Available:	**689,489**	**565,131**	**515,773**
Expenditures:			
Personal Services	65,000	65,000	149,000
Contractual Services	40,000	40,000	64,400
Commodities	48,000	48,000	16,800
KDHE Sewer Loan 1788-01	32,982	32,982	33,500
KDHE Sewer Loan 1541-01	39,851	39,851	0
Sewer Maintenance	13,000	13,000	
Transfer to Debt Service	0	0	
Transfer to Special Highway	16,286	16,286	20,000
Transfer to Sewer Reserve Fund	90,000	90,000	
Transfer to Employee Benefits	0	0	55,100
Transfer to General Fund	0	0	60,000
2022 Cat Backhoe	20,343	20,343	4,000
Ventrac Mower	11,628	11,628	0
Kubota Tractor	8,368	8,368	2,800
Cash Reserve (2027 column)			
Miscellaneous	2,500	2,500	
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**387,958**	**387,958**	**405,600**
Unencumbered Cash Balance Dec 31	301,531	177,173	110,173
2025/2026/2027 Budget Authority Amoun	400,100	552,989	405,600

Adopted Budget **Solid Waste Utility**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1	38,000	39,500	27,000
Receipts:			
Charges to Customers	175,000	175,000	182,000
Interest on Idle Funds			
Miscellaneous	1,500	1,500	
Does miscellaneous exceed 10% of Total R			
Total Receipts	**176,500**	**176,500**	**182,000**
Resources Available:	**214,500**	**216,000**	**209,000**
Expenditures:			
Personal Services	0	0	9,000
Contractual Services	145,000	145,000	163,450
Commodities	0	0	1,250
Transfers	30,000	30,000	6,600
Cash Reserve (2027 column)		14,000	
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**175,000**	**189,000**	**180,300**
Unencumbered Cash Balance Dec 31	39,500	27,000	28,700
2025/2026/2027 Budget Authority Amoun	175,000	189,152	180,300

CPA Summary

Page No.

City of Douglass 2027

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Stormwater Utility**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Salaries & Wages			
Employee Benefits			
Cash Reserve (2027 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2025/2026/2027 Budget Authority Amount	0	0	0

Adopted Budget **0**	Prior Year Actual for 2025	Current Year Estimate for 2026	Proposed Budget Year for 2027
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Salaries & Wages			
Employee Benefits			
Cash Reserve (2027 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2025/2026/2027 Budget Authority Amount	0	0	0

Fund established for 2027 budget.

City of Douglass

NON-BUDGETED FUNDS

(Only the actual budget year for 2025 is reported)

2027

Non-Budgeted Funds

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Water Reserve Fund		**Sewer Reserve Fund**		**Street Reserve Fund**		**General Fund Reserve F**		**Library Reserve Fund**		
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	206,300	Cash Balance Jan 1	269,700	Cash Balance Jan 1	125,000	Cash Balance Jan 1	257,900	Cash Balance Jan 1	91,300	950,200
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
	0		0		0		0		0	
Total Receipts	0	Total Receipts	0	Total Receipts	0	Total Receipts	0	Total Receipts	0	0
Resources Available:	206,300	Resources Available:	269,700	Resources Available:	125,000	Resources Available:	257,900	Resources Available:	91,300	950,200
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
	0		0		0		0	Transfer to Highway	90,000	
Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	90,000	90,000
Cash Balance Dec 31	206,300	Cash Balance Dec 31	269,700	Cash Balance Dec 31	125,000	Cash Balance Dec 31	257,900	Cash Balance Dec 31	1,300	860,200 **
										860,200 **

** Note: These two block figures should agree.

CPA Summary

2027 Neighborhood Revitalization Rebate

Budgeted Funds for 2027	2026 Ad Valorem before Rebate**	2026 Mil Rate before Rebate	Estimate 2027 NR Rebate
General	496,791	39.406	17,744
Debt Service			0
Library	108,850	8.634	3,888
Employee Benefits	58,320	4.626	2,083
			0
			0
			0
TOTAL	663,961	52.667	23,715

2026 July 1 Valuation: 12,606,859

Valuation Factor: 12,606.859

Neighborhood Revitalization Subj to Rebate: 450,280

Neighborhood Revitalization factor: 450.28

**This information comes from the 2027 Budget Summary page. See instructions tab #12 for completing the Neighborhood Revitalization Rebate table.

Page No.

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		xxxxxxxxxxxxxxxx		
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: September, 9, 2026

SUBJECT: E-Bikes and E-Scooters – Council Discussion

SUMMARY:

Concerns have been brought up regarding the use of e-bikes and e-scooters within the City, particularly relating to safety and the speed at which these devices can travel. There is additional concern regarding youth using e-bikes and e-scooters and the potential safety considerations associated with their operation.

The City currently adopts the Standard Traffic Ordinance for Kansas Cities by reference, along with certain local provisions and modifications. As the City prepares to consider adoption of the 2026 Standard Traffic Ordinance, this provides an opportunity to review how the current traffic regulations apply to e-bikes and e-scooters.

The City Attorney can review the applicable state and City regulations, including the provisions contained in the Standard Traffic Ordinance, and compare how municipalities of similar size and location address e-bikes and e-scooters.

At this time, no specific changes to City regulations are being proposed. The purpose of this item is to provide an opportunity for Council to discuss the subject and determine whether additional review or discussion is warranted.

STAFF RECOMMENDATION OF COUNCIL ACTION: No action required. This item is intended as an open discussion to receive Council input and determine whether further review is desired.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

TO: Mayor Shirley and Douglass City Council

FROM: Kate Schieferecke, City Clerk / Treasurer

DATE: September 9th, 2026

SUBJECT: 2026 Douglass City Pool End of Season Financial Report

SUMMARY:

This memo is provided to provide a financial picture of 2026 City Pool operations.

I. Revenue

Line item	Amount	Comments
Daily Admission	$5,132.00	2566 purchased
Family Passes	$3,250.00	26 purchased
Individual Pool Passes	$420.00	7 purchased
Punch Card Admission	$507.50	29 purchased
Love in a Lunchbox Passes Reimbursement	$308.00	154 passes used
Swim Lessons (Child, Private, Little Wigglers)	$2,090.00	70 child lessons, 11 private, 6 LW
Water Aerobics Admission	$149.00	149 purchased, 2 season passes
Pool Parties	$3,150.00	12 purchased
Pool Noodle Rental	$11.00	11 purchased
Jaws Movie Night Event	$215.00	Admission + special concessions
Concessions Sales	$5,527.75	Net profit of $1,060.93
TOTAL REVENUE	**$18,735.25**	

Revenue line items in greater detail are attached to this memo.

II. Expenses

Line item	Amount	Comments
Gross wages	$34,091.00	
Liability Insurance (EMC)	$6,550.00	
Misc. Contract Labor	$1,225.00	
Chemicals	$16,168.34	
Pool Supplies	$5,523.36	
Concession Supplies	$4,466.82	
Utilities (Evergy & Cox)	$5,965.70	Estimate for full budget year
Lifeguard Certifications	$900.00	
Miscellaneous	$373.94	
Total 2026 Expenses	**$75, 264.16**	

Line items in greater detail are attached to this memo.

III. Operating Deficit

Total Revenue	$18,735. 25
Total Expenses	$75,264.16
Operating Deficit	**-$56,528.91**

IV. Attendance Numbers

Admission Type	Number of Visits	Comments
Daily Admission	2566	
Season Pass (Family + Individual)	506	
Punch Cards	139	
Love in a Lunchbox Passes	154	
TOTAL ADMISSIONS	3,365	Average of 43 visitors per day May 23 – August 9th, not taking into account days the pool closed due to weather or maintenance.

STAFF RECOMMENDATION OF COUNCIL ACTION:

No action needed, memo provided for informational purposes. Please thank our dedicated pool managers and staff for their hard work contributing to the City Pool, an important asset of the City's quality of life!

Staff is happy to answer any questions.

Thank you,

Kate Schieferecke
City Clerk / Treasurer

2026 Douglass City Pool
Revenue

Admissions Revenue		
Line Item	**Qty**	**Revenue**
Daily Admission	2566	$ 5,132.00
Family Pass	26	$ 3,250.00
Individual Pool Pass	7	$ 420.00
Punch card	29	$ 507.50
Child Swim Lessons	70	$ 1,750.00
Private Lessons	11	$ 220.00
Water Aerobics	149	$ 149.00
Aerobics Season Pass	2	$ 40.00
Little Wigglers	6	$ 120.00
Pool Parties <30	9	$ 1,950.00
Pool Parties 31-60	2	$ 415.00
Pool Parties 60-100	1	$ 185.00
Party Deposits	12	$ 600.00
Love in a Lunchbox Reimbursement	154	$ 308.00
TOTAL ADMISSIONS REV.		**$ 15,046.50**
CONCESSIONS REVENUE		
Line Item	**Qty**	**Revenue**
Candy bars	1350	$ 2,025.00
Pop	365	$ 730.00
Crackers/chips	1078	$ 539.00
Flavor Ice	713	$ 356.50
Water	317	$ 317.00
Gatorade	128	$ 256.00
Pickle	254	$ 254.00
Large popsicle	213	$ 213.00
$10 Concessions card	1	$ 10.00
$20 Concessions card	10	$ 200.00
$5.00 Concession Card	1	$ 5.00
Cookies	334	$ 167.00
Pickle Popsicle	451	$ 112.75
Ring Pop	199	$ 99.50
Gatorade Glaciers	123	$ 61.50
Small Slim Jim	123	$ 61.50
Shark candy bracelet	38	$ 38.00
Fruit Roll / Fruit snacks	63	$ 31.50
Small Airheads	42	$ 21.00
Famous Amos	13	$ 13.00
Mini Airhead xtreme	18	$ 9.00
Goldfish	11	$ 5.50
Dum Dums	8	$ 2.00
TOTAL CONCESSIONS REVENUE		**$ 5,527.75**

Miscellaneous Revenue			
Line Item	**Qty**	**Revenue**	
Pool Noodle Rental	11	$	11.00
T-Shirt Purchases	15	$	75.00
Jaws Movie Event		$	215.00
TOTAL MISCELLANEOUS REVENUE		**$**	**301.00**

Total 2026 Revenue	**$18,735.25**

2026 Douglass City Pool Expenses

GL Code / Description	Date	Vendor	Amount	Description
01.04.6102 - GROSS WAGES				
	5/21 - 8/9	N/A	$ 34,091.00	Total gross wages paid
01.04.6116 - INSURANCE				
	4/10/2026	EMC Insurance	$6,550.00	Share of EMC liability insurance
01.04.6118 - MISC. CONTRACT LABOR				
	4/23/2026	Mayer Specialty Services, LLC	$ 1,225.00	Vacuum water & debris out of pool
01.04.6380 - SUPPLIES				
Chemicals	4/10/2026	D. Gerber Commercial Pool Products	$ 14,694.05	Pool chemicals
	6/26/2026	D. Gerber Commercial Pool Products	$ 1,132.88	Pool chemicals - Pulsar Plus Shock
	6/26/2026	Hach Company	$ 341.41	Pool chemicals
Supplies	5/27/2026	D. Gerber Commercial Pool Products	$2,000.00	Auto controller for baby pool
	4/30 - 8/12	River Valley Supply	$ 591.32	Misc supplies
	8/12/2026	D. Gerber Commercial Pool Products	$ 250.00	Service call
	8/12/2026	D. Gerber Commercial Pool Products	$ 90.00	Wall brush
	7/27/2026	Amazon	$ 121.70	Umbrellas for lifeguard stands
	5/19/2026	Amazon	$ 784.08	Guard swm suits + whistles
	3/24/2026	Lowe's	$ 20.40	Supplies
01.04.6382 - CONCESSION SUPPLIES				
	5/22 - 7/30	Sam's Club	$ 4,106.82	Concession supplies orders
	5/22 - 7/30	Mileage for pool manager to pick up	$ 360.00	Mileage paid
01.04.7002 - UTILITIES				
	2026 EST. FULL YEAR	Evergy	$ 4,903.70	$3,707.70 paid YTD, remaining months est. based on 2025
	2026 EST. FULL YEAR	Cox Business - Phone + Internet	$ 1,062.00	$675.00 paid YTD
01.04.7003 - DUES, LICENSES, PERMITS				
	6/26/2026	Arkansas City Recreation Commission	$ 900.00	2026 Lifeguard certifications
01.04.7008 - REPAIRS - GENERAL				
	6/26/2026	D. Gerber Commercial Pool Products	$ 1,665.86	Pump head, injection valve, chemical feed pump, shipping & handling
01.04.7012 - MISCELLANEOUS				
	5/21/2026	Casey's	$ 89.94	Pizza for lifeguards on pool cleaning day
	6/15/2026	Vintage Villa	$ 284.00	T-shirts for pool staff
		TOTAL 2026 EXPENSES	**$ 75,264.16**	

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Replacement on Planning Commission and Board of Zoning Appeals

SUMMARY:

This item is being brought before the City Council for consideration of the replacement of Eric Triplett on the Planning Commission and Board of Zoning Appeals for good cause.

Mr. Triplett was provided written notice that the City Council would consider his replacement at the September Council Meeting. The notice also advised him that he may attend the meeting and be heard regarding the matter.

If Council determines to remove Mr. Triplett, the resulting position would be open for a future appointment.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends that the City Council consider the replacement of Eric Triplett on the Planning Commission and Board of Zoning Appeals.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Kansas Gas Service Natural Gas Franchise Agreement

SUMMARY:

The City Attorney has prepared Ordinance 941 granting Kansas Gas Service, a division of ONE Gas, Inc., a natural gas franchise with the City of Douglass. The proposed Franchise Agreement would replace the City's existing franchise under Ordinance 745.

The proposed franchise grants Kansas Gas Service a non-exclusive right and privilege to use the City's public ways for its natural gas facilities. The franchise term is 10 years from the Effective Date, compared to the 20-year term under Ordinance 745.

The proposed Ordinance 941 increases the franchise fee from 5% to 6%. The 6% fee applies to actual gross receipts from the sale of natural gas and transportation of natural gas to customers within the City. Ordinance 745 provides for a 5% fee based on gross cash receipts from the sale of natural gas for consumption within the City.

The proposed ordinance also updates the terms governing use of City rights-of-way, restoration, facility relocation, inspection, indemnification, and other operational requirements.

Kansas Gas Service must submit written acceptance of the franchise within 60 days following final passage and approval, unless excusable neglect applies. The ordinance defines the Effective Date as the date Kansas Gas Service submits its written acceptance following the City's final passage and approval. The franchise becomes effective following City approval, Company acceptance, and publication, with the contract effective as of the date of Company acceptance.

The proposed ordinance also revises the franchise fee reopener provisions, including review of the fee after five years and every five years thereafter, as well as provisions addressing changes in law and comparable franchise fees.

Until the new franchise becomes effective, Kansas Gas Service will continue to pay the compensation provided under Ordinance 745 and amendments thereto. If accepted, the proposed franchise will constitute the entire agreement between the City and Kansas Gas Service regarding the franchise and will supersede prior agreements and understandings concerning the same subject matter.

Major Changes Between the Previous and the Proposed Ordinance

Provision	Ordinance 745	Proposed Ordinance 941
Franchise Term	20 years	10 years
Franchise Fee	5%	6%
Fee Basis	Gross cash receipts from sale of natural gas for consumption within the City	Actual gross receipts from sale and transportation of natural gas to customers within the City
Acceptance / Effective Date	Company files written acceptance after approval; franchise becomes effective under the timing provisions in Section 10	Company must submit written acceptance within 60 days following final passage and approval, unless excusable neglect applies; Effective Date is the date of Company acceptance
Operational Requirements	General requirements for City regulations, notice of work, restoration, and protection of the City	More detailed requirements for work notice, restoration, inspection, facility relocation, utility coordination, indemnification, and related matters
Franchise Fee Reopener	Reopening provisions addressing changes in law, industry conditions, economic changes, and competitive access	Fee review after five years and every five years thereafter, changes in law, and comparable-fee provisions

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of the Ordinance 941 granting Kansas Gas Service, a division of ONE Gas, Inc., a natural gas franchise with the City of Douglass for a period of ten years.

Staff is happy to answer any questions.
Thank you, Danielle Gabor

(Published in _____ on _____, 20____)

ORDINANCE NO. 941

AN ORDINANCE GRANTING KANSAS GAS SERVICE, A DIVISION OF ONE GAS, INC., A CONTRACT FOR A NATURAL GAS FRANCHISE TO CONSTRUCT, OPERATE, AND MAINTAIN ALL FACILITIES NECESSARY OR PROPER FOR THE TRANSMISSION, TRANSPORTATION, DISTRIBUTION, SUPPLY, AND SALE OF NATURAL GAS TO CONSUMERS; GRANTING THE RIGHT AND PRIVILEGE TO USE THE RIGHT-OF-WAY FOR SAID PURPOSE; PRESCRIBING THE TERMS AND CONDITIONS OF SUCH FRANCHISE; AND REPEALING ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT WITH SAID PURPOSE.

I. RECITALS

WHEREAS, Kansas Gas Service, a division of ONE Gas, Inc. ("Company"), an Oklahoma corporation, holds a Certificate of Public Convenience and Necessity from the State Corporation Commission of the State of Kansas to operate as a natural gas public utility within the State of Kansas; and

WHEREAS, Company owns and operates a system for the transmission, transportation, distribution, supply, or sale of natural gas in the State of Kansas, and has built, or proposes to build, natural gas Facilities within and through the City of Douglass, Kansas ("City") for those purposes; and

WHEREAS, City and Company both desire that Company sell or furnish natural gas to the inhabitants of City; and

WHEREAS, K.S.A. 12-2001, as amended, authorizes City, by ordinance, to contract with Company for a franchise to sell or furnish natural gas to the inhabitants of City, and to grant Company the right and privilege to use the streets and alleys of City for that purpose;

NOW, THEREFORE, IN CONSIDERATION OF THE BENEFITS TO BE DERIVED BY CITY AND ITS INHABITANTS, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLASS, KANSAS:

II. DEFINITIONS

In this Franchise, the following words and phrases have the meanings given below. Words used in the present tense include the future tense, and words in the singular include the plural. The word "shall" is always mandatory and not merely permissive.

A. **"City"** means the City of Douglass, Kansas, and, where the context is appropriate, each of its departments, divisions, and component units, including any public trust or authority of which the City is a beneficiary.

B. **"Company"** means Kansas Gas Service, a division of ONE Gas, Inc., and its successors and permitted assigns.

C. **"Effective Date"** means the date Company submits its written acceptance of this Franchise with City, following City's final passage and approval of this Franchise.

D. **"Facilities"** means natural gas transmission and distribution facilities located in the Public Ways, including, but not limited to, mains, pipes, pipelines, services, laterals, conduits, valves, boxes, regulating and reducing stations, and related equipment or appurtenances, used to transmit, transport, distribute, supply, or sell natural gas.

E. **"Franchise"** means the right and privilege granted to Company under this Franchise Ordinance to use City's Public Ways to transmit, transport, distribute, supply, or sell natural gas to City and its inhabitants, through City and beyond its limits, and to do all things necessary or proper to carry on that business.

F. **"Franchise Fee"** means the fee Company pays to City under this Franchise.

G. **"Franchise Ordinance"** means this Ordinance, which contracts with and grants to Company a natural gas Franchise.

H. **"Gross Receipts"** means all money Company actually collects from the sale or transportation of natural gas within the corporate limits of City. Gross Receipts do not include: connection, disconnection, or reconnection fees; temporary service charges; late-payment or delayed-payment charges; collection fees; bad debts; customer project contributions; meter-test fees; amounts collected from customers as reimbursement of the Franchise Fee; returned-check charges; or credit extended under the Cold Weather Rule (or any substitute rule) of the Kansas Corporation Commission.

I. **"Person"** means any natural person, and any entity of any kind, including a corporation, limited liability company, partnership, joint venture, association, trust, or other legal or commercial organization. "Person" also includes any federal, state, or local governmental entity, including any agency, department, authority, commission, political subdivision, or instrumentality thereof.

J. **"Public Improvements"** means any public facility, building, or capital improvement, including, without limitation, streets, alleys, sidewalks, sewers, water and drainage facilities, and other right-of-way improvements that is planned, constructed, reconstructed, maintained, or repaired by City or another governmental entity, or otherwise paid for with public funds.

K. **"Public Way" or "Public Ways"** means the area on, below, or above the present and future public streets, avenues, alleys, bridges, boulevards, roads, highways, parks, parking areas, sidewalks, and other public areas, and general utility easements that are dedicated to or acquired by City. Public Ways do not include easements obtained by private entities providing utility services, or private easements in platted subdivisions or tracts.

L. **"Sales Customer"** means any Person located within the corporate limits of City that purchases natural gas from Company for delivery to that Person within City through Company's Facilities.

M. **"Transportation Customer"** means any Person located within the corporate limits of City that purchases natural gas from a supplier other than Company and receives transportation service from Company for delivery of that natural gas to that Person within City through Company's Facilities.

III. FRANCHISE

A. Grant of Franchise. In consideration of the benefits to City and its inhabitants, City grants Company a non-exclusive Franchise to lay, construct, extend, maintain, alter, inspect, repair, replace, protect, relocate, change the size of, operate, and remove Facilities along, across, over, upon, and under City's Public Ways. Company may use this Franchise to transmit, transport, distribute, supply, or sell natural gas to City and its inhabitants, through City and beyond its limits, and to do all things necessary or proper to carry on that business.

B. Term of Franchise. A period of ten (10) years from the Effective Date.

C. No Title to Public Ways. This Franchise does not convey any title, legal or equitable, in City's Public Ways to Company. It gives Company only the right and privilege to occupy City's Public Ways for the purposes and the period stated in this Franchise.

D. Exclusions. This Franchise does not:

1. Authorize Company to use facilities or personal property owned or controlled by City or a third party without that party's consent;

2. Authorize Company to lay, construct, extend, maintain, alter, inspect, repair, replace, protect, relocate, change the size of, operate, or remove Facilities on City property other than City's Public Ways;

3. Excuse Company from obtaining the appropriate access or attachment agreements before locating Facilities on property owned or controlled by City or a third party, other than City's Public Ways; or

4. Except as expressly stated in this Franchise, excuse Company from obtaining any permit, license, certification, grant, registration, or other authorization required by any body with jurisdiction over Company.

E. Competitively Neutral. Company is authorized to use City's Public Ways in an equitable, competitively neutral, and non-discriminatory manner for the purposes and period stated in this Franchise.

F. Proprietary and Administrative Nature. City and Company agree that this Franchise reflects a bargained-for contractual exchange of consideration, including payment of the Franchise Fee for Company's use of City's Public Ways. In entering into this Franchise, City acts in its proprietary and administrative capacity with respect to the use of its property and the receipt of compensation for that use.

IV. COMPENSATION

A. Compensation for Franchise. In consideration of this Franchise, Company shall pay City, for the term of this Franchise, a Franchise Fee equal to:

1. Six percent (6%) of the actual Gross Receipts Company collects from the sale of natural gas to its Sales Customers located within the corporate limits of City; and

2. Six percent (6%) of the actual Gross Receipts Company collects from the transportation of natural gas to its Transportation Customers located within the corporate limits of City.

B. Payment Schedule. On a monthly basis, Company shall pay City the Franchise Fee, for the preceding monthly period.

C. Payment Obligation. Company's obligation to pay the Franchise Fee shall begin with the first monthly billing cycle following the Effective Date. Before the Effective Date, Company shall continue to calculate and pay City the compensation provided in Ordinance No. 745, and amendments thereto.

D. No Additional Fees. The Franchise Fee is full and reasonable compensation to City for Company's use and occupancy of the Public Ways during the term of this Franchise. Except as expressly provided in this Franchise, the Franchise Fee is in lieu of any separate tax, charge, assessment, license, or fee that City might otherwise impose for the right to use or occupy its Public Ways. Any fee otherwise imposed by ordinance for a permit or other use of the Public Ways is included within the Franchise Fee and shall not be separately assessed or collected from Company during the term of this Franchise. Except as provided in Section VI(C), if City requires Company, or a contractor, subcontractor, or agent acting on Company's behalf, to pay any permit fee, application fee, review fee, inspection fee, or similar charge in connection with activities authorized by this Franchise, including as a condition of submitting or processing a permit application through an electronic permitting system, City shall promptly refund such fee or charge to Company upon Company's request and submission of reasonable documentation of the payment. Nothing in this Article limits City's authority to enforce procedural or administrative requirements governing use of the Public Ways, including permitting, inspection, traffic control, and restoration standards, which Company shall comply with. Notwithstanding, Company shall be responsible for City's reasonable, actual, and verifiable costs directly caused by Company's activities in the Public Ways, including the cost of repairing or restoring City's Public Ways damaged by Company. Such costs are not Franchise Fees, and City may recover them separately.

E. Proration. If a Sales Customer or Transportation Customer does not pay a monthly bill from Company in full, Company shall prorate the Franchise Fee remitted to City on such bill. The amount the Sales Customer or Transportation Customer actually pays shall be applied proportionally to all charges on the bill, and Company shall remit to City the same proportion of the Franchise Fee as the amount paid bears to the total bill. If Company later collects any remaining amounts due on such bill, Company shall remit to City its proportional share of the Franchise Fee on those additional amounts.

F. Audits and Corrections. Upon City's written request, Company shall provide a statement showing how the Franchise Fee was calculated. Under K.S.A. 12-2001, as amended, City may examine, at all reasonable times, all books, receipts, files, records, and documents of Company necessary to verify such statement and to correct it if it is found to be wrong. If the statement showing how the Franchise Fee was calculated is incorrect, Company shall pay any additional amount owed, or City shall refund any overpayment, based on the corrected statement. City's acceptance of any Franchise Fee is not an agreement that the amount paid is correct, and is not a release of any claim of City.

V. USE OF CITY'S PUBLIC WAYS

A. Authorized Uses. Company may lay, construct, extend, maintain, alter, inspect, repair, replace, protect, relocate, change the size of, operate, or remove natural gas transmission and distribution Facilities along, across, over, upon, and under City's Public Ways, for the purpose of transmitting, transporting, distributing, supplying, or selling natural gas to City and its inhabitants, through City and beyond its limits, and to do all things necessary or proper to carry on that business.

B. Company's Use Subordinate to City's Use. Except as provided in this Franchise, or as regulated by state or federal law, Company's use of City's Public Ways shall be subordinate to City's use or occupation of its Public Ways for any public purpose. City may exercise its home rule powers in managing and regulating its Public Ways, provided that any such exercise is competitively neutral and is not unreasonable or discriminatory. Company shall construct and maintain its Facilities so they do not unreasonably obstruct or hinder ordinary travel, public safety, or the lawful use of City's Public Ways by other utilities.

C. Applicable City Code. Except as provided in this Franchise, or as regulated by state or federal law, Company's use of City's Public Ways is subject to all City ordinances, policies, regulations, and rules now in effect or later adopted. Nothing in this Franchise, however, waives Company's right to oppose, challenge, or seek judicial review of any such ordinance, policy, regulation, or rule.

D. Interference. Company shall locate its Facilities within City's Public Ways so they do not obstruct or interfere with City's water pipes, drains, sewers, other structures, or Public Improvements already installed within the Public Ways.

E. Permits. Except in an emergency, Company shall obtain any necessary permit before it constructs, reconstructs, repairs, maintains, or relocates its Facilities within City's Public Ways. Company shall use any standard permit form City prescribes and shall comply with all City ordinances, policies, regulations, and rules now in effect or later adopted that govern the information required in a permit application and the procedures for obtaining permits; provided, however, that no permit shall be conditioned on payment of an additional fee. Any permit fee or other charge paid in connection with a permit application submitted by Company, or by a contractor, subcontractor, or agent acting on Company's behalf, shall be subject to refund as provided in Section IV(D).

F. City's Use of Public Ways. City reserves the right to lay, or permit to be laid, cables, electric conduits, water, sewer, gas, or other pipelines, and to perform or permit any underground work it deems necessary and proper, along, across, over, or under any Public Way. In permitting such work, City shall not be liable to Company for any damage to Company's Facilities unless, and only to the extent to, such damage is caused by the negligence or willful misconduct of City or its officers, employees, agents, contractors, or subcontractors.

G. Facility Relocation; Generally. Whenever, because of establishing or changing the grade of any street, or the location or manner of construction of any Public Way, City determines it is necessary to alter, change, adapt, or conform any portion of Company's Facilities located in the Public Way, City shall give Company reasonable notice. Company shall relocate its affected Facilities within a reasonable time, not less than one hundred eighty (180) days after receiving final plans and notice to relocate without claim for reimbursement or compensation for damages against City. Notwithstanding the foregoing, City may request that Company complete a relocation in less than one hundred eighty (180) days after receipt of final plans and notice to relocate. Company shall use commercially reasonable efforts to complete the relocation within the time requested by City; provided however failure to complete the relocation within the requested time shall not constitute a breach of this Franchise, negligence, or other wrongful conduct by Company, shall not be grounds for revoking this Franchise, and Company shall not be liable to City or any third party for any costs, claims, expenses, penalties, damages, delay damages, or other liabilities arising from or related to Company's inability to satisfy the requested relocation schedule. This provision does not require Company to alter, change, adapt, or conform any portion of its Facilities without reimbursement or compensation where Company acquired the right to locate them, whether by private right-of-way grant, utility easement, or otherwise, before the location was designated a Public Way.

H. Facility Relocation; Private or Economic Development. If City requires Company to adapt, conform, alter, relocate, or change its Facilities or property to enable any Person, other than City, to use the Public Way that Person shall reimburse Company for any and all loss, cost, or expense caused by the change. As used in this paragraph, "Person" does not include the regular departments of City, or any trust or authority formed by or for the benefit of City for public utility purposes. "Person" does include any other agency or authority of City, whether acting in a governmental or non-governmental capacity, including, without limitation, any urban renewal authority or any other agency or authority that, as part of its program, clears whole tracts of land within the municipal corporate limits or relocates citizens for purposes of urban development or similar aims.

I. Facility Location; Coordination. Company shall participate in the Kansas One-Call utility location program and shall mark its Facilities within City's Public Ways in accordance with the Kansas Underground Utility Damage Prevention Act, K.S.A. 66-1801 *et seq*., as amended. Company shall cooperate promptly when City requests information about the location of Company's Facilities within City's Public Ways. Company shall designate and maintain an agent who is familiar with its Facilities and responsible for providing the timely information City needs to design, place, and relocate Company's Facilities within City's Public Ways.

J. Facility Relocation; Repeat. Company shall pay for the first relocation of its Facilities required under Section V(G). If City requires Company to relocate the same Facilities

again within five (5) years after that relocation is completed, City shall reimburse Company for the full cost of the later relocation.

VI. NOTICE OF WORK AND DUTY TO REPAIR

A. Notice of Work; Required Information. Except in an emergency, before Company begins any construction, maintenance, or extension of its Facilities within City's Public Ways that requires excavation, Company shall provide information about the work to be performed. City may require this information on its standard permit form. In an emergency, Company may begin work without first providing the information, but shall submit it within five (5) business days after beginning the work.

B. Restoration Obligation. Before beginning any construction, maintenance, or extension work on its Facilities within City's Public Ways, Company shall inspect existing conditions within and adjacent to the work area and report any existing damage or concerns to City. If Company damages, displaces, or removes any earth, materials, sidewalks, pavement, crossings, utilities, Public Improvements, or other improvements within City's Public Ways, Company shall fully repair or replace them so they are in the same or better condition than before the work began. All repair and replacement work shall comply with City's municipal standards then in existence, shall be completed in a manner satisfactory to City's authorized representative, shall be performed after Company completes the work permitted under this Franchise, and shall be performed without cost to, or reimbursement from, City.

C. Costs Chargeable to Company. Company is subject to the following fees and costs in connection with its use and occupancy of any Public Way:

1. If Company has not timely completed a repair or replacement required by this Article, City may charge Company its standard permit fee, or another comparable fee set by City ordinance, for each area impacted, to recover the costs of the construction and repair activity;

2. Repair and restoration costs to repair or restore City's Public Ways because of damage caused by Company that Company does not timely repair or restore; and

3. Inspection fees to recover all reasonable, actual, and verifiable costs of City's inspection of Company's work in City's Public Ways, when the Facilities are of such scope and magnitude that City must incur those inspection costs through an outside party.

VII. INDEMNIFICATION

A. Responsibility. It shall be the responsibility of Company to take reasonable and proper precautions to protect and defend its Facilities in the Public Ways from harm or damage. If Company fails to accurately or timely locate Facilities when requested, in accordance with the Kansas Underground Utility Damage Prevention Act, K.S.A. 66-1801 *et seq.*, as amended, it has no claim for costs or damages against the City and its authorized contractors unless such parties are responsible for the harm or damage by its negligence or intentional conduct. The City, its officers, employees and its authorized contractors, or subcontractors shall be responsible for taking

reasonable precautionary measures, including but not limited to, calling for utility locations and observing marker posts when working near Company's Facilities.

B. Indemnification. Company shall indemnify and hold City and its officers and employees harmless against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees (including reasonable attorney fees and costs of defense), proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including personal or bodily injury (including death), property damage or other harm for which recovery of damages is sought, to the extent that it is found by a court of competent jurisdiction to be caused by the negligence of Company, any agent, officer, director, representative, employee, affiliate or subcontractor of Company, or its respective officers, agents, employees, directors or representatives, while installing, repairing or maintaining Facilities in the Public Ways.

C. Exclusion. The indemnity provided by this section does not apply to any liability resulting from the negligence of the City, its officers, employees, contractors or subcontractors. If Company and the City are found jointly liable by a court of competent jurisdiction, liability shall be apportioned comparatively in accordance with the laws of the State of Kansas without, however, waiving any governmental immunity available to the City under state law and without waiving any defenses of the parties under state or federal law. This section is solely for the benefit of the City and Company and does not create or grant any rights, contractual or otherwise, to any other Person.

D. Notice of Claims. Company or City shall promptly advise the other in writing of any known claim or demand against Company or the City related to or arising out of Company's activities in the Public Ways.

VIII. RULES AND REGULATIONS FOR COMPANY'S SERVICES

Company may make and enforce reasonable rules and regulations it considers necessary for extending its Facilities, selling or furnishing natural gas, and prudently conducting its business, provided that those rules and regulations do not conflict with the laws of the State of Kansas or with the orders, rules, or regulations of the Kansas Corporation Commission or other regulatory authority having jurisdiction over Company.

IX. INSURANCE REQUIREMENTS

A. Term; Coverage Required. During the term of this Franchise, the Company shall maintain insurance coverage at its sole expense with financially reputable insurers authorized to do business within the State of Kansas. The Company shall provide the following insurance:

1. Workers' compensation as provided for under any worker's compensation or similar law in the jurisdiction where any work is performed with an employers' liability limit equal to the amount required by law.

2. Commercial general liability, including coverage for contractual liability and products completed operations liability on an occurrence basis or a claims made basis, with a limit of Two Million Dollars combined single limit per occurrence for bodily injury, personal injury, and property damage liability. The City shall be included as an additional

insured with respect to liability arising from the Company's operations under this Franchise.

3. Auto Liability Insurance with limits of insurance of $1,000,000 Combined Single Limit for bodily injury and property damage covering ownership or use of all owned, hired and non-owned autos used in connection with the operations and activities authorized pursuant to this Franchise.

B. Self-Insurance Authorized. As an alternative to the above insurance requirements, if self-insurance is allowed by state law for one or more of the required coverages, Company may present certificate or permit of self-insurance issue by state to satisfy the insurance requirement(s) of this Article.

X. REVOCATION

A. Grounds for Revocation. City may revoke this Franchise if Company (a) fails to comply with its provisions or (b) performs or permits any act prohibited by or in violation of this Franchise.

B. Opportunity to Cure. Before City may revoke this Franchise, City shall give Company written notice describing the alleged failure or violation. Company shall have sixty (60) days from the date of the notice to cure the identified issue. If Company has not cured the failure or violation within that sixty (60) day period, City may proceed with revocation.

C. Extended Cure Period. If the default cannot reasonably be cured within sixty (60) days, Company shall be entitled to an automatic extension for a reasonable additional period, provided that within the sixty (60) day period Company (a) has taken reasonable steps to begin curing the default and (b) is diligently pursuing completion of the cure.

D. Governing Body Action. Revocation must be approved by an affirmative vote of the governing body present and voting at a public meeting, with the grounds for revocation stated in the action. Before the governing body acts, Company (a) shall receive reasonable notice of the date, time, and location of the meeting and (b) shall have the right to address the governing body.

E. Reservation of Remedies. Nothing in this Article limits either party's right to pursue any other remedy available at law.

F. Appeal Period. If the governing body votes to revoke this Franchise, Company shall have thirty (30) days to appeal the decision to (a) the District Court of the county where City is located or (b) the District Court of Johnson County, Kansas.

G. Effectiveness of Revocation. Revocation becomes effective at the end of the thirty (30) day appeal period, unless Company timely files an appeal.

H. Status Pending Appeal. If Company timely appeals, revocation is stayed pending the court's final judgment.

I. Force Majeure; Legal Proceedings Exception. Revocation shall not be based on failures or violations caused by events beyond Company's control or by bona fide legal proceedings.

XI. RESERVATION OF RIGHTS

A. City Retention of Legal Powers. By agreeing to enter into this Franchise with Company, City does not waive any of its legal, regulatory, or governmental rights or powers under: (a) the laws of the State of Kansas, as amended; (b) applicable federal laws or regulations, as amended; (c) City's home rule authority under the Constitution of the State of Kansas; or (d) any existing or future ordinances of City.

B. Reservation of Rights by Both Parties. By agreeing to this Franchise, City does not waive or prejudice any of its current or future legal rights, positions, claims, arguments, or remedies. By agreeing to this Franchise, Company likewise does not waive or prejudice any of its current or future legal rights, positions, claims, arguments, or remedies. City and Company each expressly reserve all rights and remedies available at law or in equity, including the right to challenge, defend, support, oppose, or take any position regarding the legality or appropriateness of any current or future laws, non-franchise ordinances, regulations, orders, rulings, or other governmental actions.

XII. ACCEPTANCE

A. Acceptance; Effective Date; Contract Formation. City's passage and approval of this Franchise is City's exercise of its proprietary or administrative authority to offer the Franchise on the terms stated herein. Company accepts that offer by submitting a written acceptance with the City Clerk.

B. Time to Accept. Company shall submit its written acceptance within sixty (60) days after City's final passage and approval of this Franchise, unless the failure to do so results from excusable neglect by either City or Company. A late acceptance due to excusable neglect does not automatically void this Franchise, and by submitting its written acceptance, Company accepts the provisions, terms, and conditions of this Franchise.

C. When Effective. This Franchise becomes effective after passage and approval by City, acceptance by Company, and publication in the official City newspaper. Once Company submits its written acceptance, this Franchise and Company's acceptance together constitute a contract between City and Company, effective as of the date Company submits its acceptance with City.

D. Entire Agreement; Binding Effect; Amendments. Once accepted by Company, this Franchise is the entire agreement between City and Company regarding this Franchise. It supersedes all prior oral or written understandings, agreements, representations, or negotiations regarding the same subject matter.

E. Binding Agreement. This Franchise is binding on City and Company and on their respective successors and assigns. It may not be amended, and no additional obligations may be imposed, unless both parties consent in writing.

XIII. REOPENER

A. Review of Franchise Fee. Either City or Company may request a review of the Franchise Fee after the first five (5) years of this Franchise, and once every five (5) years after that. The requesting party shall give the other party written notice at least one hundred twenty (120) days before the end of the applicable five-year period. The notice shall specifically identify the requested changes to the Franchise Fee. After receiving a timely request, City and Company shall negotiate in good faith on a mutually acceptable amendment to the Franchise Fee.

B. Change in Law. At Company's written request, this Franchise shall be reopened and renegotiated at any time if a change in federal, state, or local law, regulation, or order materially affects Company's rights or obligations. This includes, without limitation, changes affecting the scope of the Franchise granted to Company or the compensation payable to City.

C. Comparable Fee. The Franchise Fee shall not exceed the percentage rate later approved for any fee paid to City by another public utility for use of the Public Ways, if that fee is based in any way on revenues or gross receipts from the sale, transportation, or distribution of natural gas or electric energy to customers within City. This comparison does not include fees paid by a municipally owned electric utility. If, after the Effective Date, another public utility selling, transporting, or distributing natural gas or electric energy in City is required to pay a lower percentage-based fee than the Franchise Fee, then, upon notice from Company, this Franchise shall automatically reopen to negotiate a lower Franchise Fee percentage rate.

XIV. ANNEXATIONS

City shall promptly notify Company in writing, and provide a map, of areas newly annexed into or deannexed from the corporate limits of City, and Company shall update its records for purposes of paying Franchise Fees as soon as reasonably practicable after receiving such notice. Notwithstanding anything to the contrary in this Franchise, Franchise Fees shall not take effect within any annexed area until the beginning of the monthly billing cycle that begins no more than sixty (60) days after City provides Company with a certified copy of the annexation ordinance, proof of publication as required by law, and a map of City detailing the annexed area.

XV. AUTHORITY TO CONTRACT FOR FRANCHISE

This Franchise is granted under K.S.A. 12-2001, and amendments thereto. Any ordinances or parts of ordinances in conflict with the terms of this Franchise Ordinance are repealed, or treated as having no effect, as of the first monthly billing cycle following the Effective Date of this Franchise.

XVI. TRANSFER AND ASSIGNMENT

Company shall not assign, sell, lease, or otherwise transfer, in any manner, to any third party not affiliated with Company the rights and privileges granted under this Franchise, except as provided below. Any assignment, sale, lease, or other transfer by Company of the Franchise to any third party not affiliated with Company is ineffective and void unless:

1. The proposed assignment, sale, lease, or transfer is in writing;

2. The prospective assignee, buyer, lessee, or other transferee agrees in writing to accept and become responsible for full performance of all conditions, covenants, obligations, and liabilities in this Franchise; and

3. Such writing is submitted to the City Clerk.

XVII. NOTICES

Company shall at all times maintain with City a local point of contact who is available at all times to act on behalf of Company in an emergency. Company shall provide City with that local contact's name, address, telephone number, fax number, and email address. Either party may give the other emergency notice by telephone to the designee listed below. All other notices between the parties shall be in writing and shall be made by personal delivery, by deposit in the U.S. Mail, by Certified Mail (return receipt requested), or by the email addresses provided below. Any notice served by U.S. Mail or Certified Mail (return receipt requested) is deemed delivered upon actual receipt, unless otherwise provided. Except for emergencies, notices to the parties shall be sent to the following:

City:	**Company:**
The City of Douglass Attn: City Administrator Douglass, Kansas 67039 Phone: 316-747-2109 Fax: N/A Email: mshirley@cityofdouglassks.com andrew@gwmks.com	Kansas Gas Service, a Div. of ONE Gas, Inc. Attn: Legal Department 7421 W. 129th Street Overland Park, KS 66213-2713 Phone: (913) 319-8619 Fax: N/A Email: kgsfranchises@onegas.com
Emergency Contact Information:	
Emergency Designee: _____	Natural Gas Emergency No.: 888-492-4950
Emergency Contact No.: _____	Local Contact Name: _____
Emergency Email: _____	Local Contact Email: _____

(or to replacement addresses later designated in writing).

XVIII. AGREEMENT TO RENEGOTIATE

If the Kansas Corporation Commission takes any action regarding this Franchise, or any amendment to it, that prevents Company from recovering from its customers any costs or fees provided for in this Franchise, the parties shall renegotiate this Franchise to comply with or conform to the Commission's ruling.

PASSED, ADOPTED, AND APPROVED this _____ day of _____, 20____.

CITY OF DOUGLASS, KANSAS

[seal]

_____

_____, Mayor

ATTEST:

_____

_____, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Incorporating the 2026 Uniform Public Offense Code for Kansas Cities

SUMMARY:

The City Attorney has prepared Ordinance No. 943 incorporating by reference the Standard Traffic Ordinance for Kansas Cities.

The ordinance incorporates the Standard Traffic Ordinance for the purpose of regulating traffic within the City of Douglass. It also includes specified local omissions, changes, and additions addressing traffic regulations within the City, including special purpose vehicles, speed limits, truck routes, sound amplification systems in vehicles, J-turns, school zone speed limits, and no parking zones.

The ordinance replaces Articles 114.1 through 114.5 of the Standard Traffic Ordinance with Chapter 14, Article 4 of the Douglass Code relating to special purpose vehicles.

Ordinance No. 943 repeals conflicting ordinances, except for existing ordinances establishing speed limits in residential districts. The ordinance will take effect upon publication in the official City newspaper.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of Ordinance 942 incorporating the 2026 Uniform Public Offense Code for Kansas Cities, with the specified local omissions, changes, and additions.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

ORDINANCE NO. 942

AN ORDINANCE AMENDING CHAPTER XI, ARTICLES 1 AND 2 OF THE CODE OF THE CITY OF DOUGLASS, KANSAS REGARDING THE REGULATION OF PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF DOUGLASS; INCORPORATING BY REFERENCE THE "UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES", 42nd EDITION (2026) WITH CERTAIN ADDITIONS; AND REPEALING ALL OTHER ORDINANCES IN CONFLICT THEREWITH.

Be it ordained by the governing body of the City of Douglass, Kansas:

SECTION 1. Chapter XI, Article 1 of the Douglass Code is hereby repealed and amended as follows:

11-101. Incorporating Uniform Public Offense Code.

There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Douglass, Kansas; that certain code known as the "Uniform Public Offense Code", 42nd Edition (2026), prepared and published by the League of Kansas Municipalities, Topeka, Kansas, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than three (3) copies of said Uniform Public Offense Code shall be marked or stamped "Official Copy as Incorporated by Ordinance No. _____," with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this Ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours.

SECTION 2. Chapter XI, Article 2 of the Douglass Code is hereby repealed and amended as follows:

Article 2. Local Provisions

11-201. Posting bills.

It shall be unlawful for any person to post or put any handbills, advertisements, posters, show bills or other signs on any building, pole or property in or along any public street or way in the city, except with the permission of the owner thereof.

11-202. Trespass; Responsibility of parents and/or guardians.

It shall be unlawful for any parent, guardian or other person having the legal care or custody of any minor child under 18 years of age to allow or permit such minor

child to violate any of the provisions of Article 6, Sec. 6.7. (Criminal Trespass) of the Uniform Public Offense Code.

11-203. Same; penalty.

Any person violating Sections 11-202 shall, upon conviction thereof be fined a sum not exceeding $300.00, or by imprisonment for not more than 60 days, or be both fined and imprisoned.

11-204. Curfew; exceptions.

It shall be unlawful for any minor under the age of 17 years to loiter, idle, wander, stroll or play in or upon the public streets, highways, road, alleys, parks, playgrounds, or other public grounds, public places and public buildings, places of amusement and entertainment, vacant lots or other unsupervised places, and including the driving of cars or being passengers thereof, except as hereinafter provided, between the hours of 11:00 p.m. and 6:00 a.m. of the following day. Provided, however, that the provisions of Sections 11-205:207 shall not apply to a minor accompanied by his or her parents, guardian or other adult person having the care and custody of the minor or where the minor is on an emergency errand or legitimate business directed by his or her parent, guardian or other adult person having care and custody of the minor, or when the minor is going to, attending, or returning from any school function, place of amusement or other activity generally open to the public wherein minors are permitted to attend, from the place by the shortest and most direct route to the place of residence of the minor. When any school function, place of amusement or other activity, as aforesaid, shall be located outside the limits of the city, the minor shall take the most direct route from the point of entry of the city limits to the place of residence of the minor. Sections 11-205:207 shall not apply to any person, regardless of age, who is a married person.

11-205. Same; duty of parent; guardian.

It shall be unlawful for the parent, guardian, or other adult person having the care and custody of a minor under the age of 17 years to permit such minor to loiter, idle, wander, stroll or play in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds, public places, and public buildings, places of amusement and entertainment, vacant lots or other unsupervised places between the hours of 11:00 p.m. and 6:00 a.m. of the following day.

11-206. Same; penalty.

Any minor violating the provisions of Sections 11-205:206 shall be dealt with in accordance with law and procedure where applicable. Any police officer finding a minor under the age of 17 years, violating the provisions of Sections 11-205:206

shall warn the child to desist from such violation and immediately return home, and shall promptly report the violation to the chief of police, who shall cause a written notice to be served upon the parent, guardian, or person in charge of such child who shall permit such child again to violate the provisions of Sections 11-205:206 after receiving written notice of the first violation shall, upon conviction thereof, be fined not less than $5.00 and not more than $100.00 for such offense, the same fines which can be imposed upon offending juveniles.

11-207. Loud speakers and sound amplifiers; permit required.

It shall be unlawful for any person to play, use or operate on the streets, alleys, or public grounds of the city any instrument known as a loud speaker or sound amplifier, without first procuring a permit from the mayor. Such permit shall be granted or refused at the discretion of the mayor.

11-207. Uttering and illegal dumping.

(a) Within the City of Douglass, it shall be unlawful for any person to litter, scatter or spill solid waste, dump or dispose of solid waste at any site other than at a licensed sanitary landfill or other licensed processing facility or to store, collect, transport, process, dispose of, sell or offer for sale solid waste or salvage materials so as to create a nuisance or other than as provided for in this chapter. Solid waste collection vehicles licensed as covered trucks shall be deemed to be in violation of this section if the cover is not in place providing an effective cover during the transporting of any solid waste contained therein.

{b) Any person who shall be convicted of violating this section shall be deemed guilty of a misdemeanor and shall be punished by a fine of not more than one thousand dollars. Each day that any violation of this chapter occurs shall constitute a separate offense and shall be punishable as a separate violation. If upon trial of any person found guilty of a misdemeanor, it shall appear to the court that the violation complained of as proscribed in this chapter is continuing, the court shall enter such order as it shall deem appropriate to cause the violation to be abated or shall order reimbursement of expenses to the City of Douglass for any such violation abated by the City prior to conviction.

(c) For purposes of this section, "solid waste" means useless, unwanted or discarded solid or liquid (including sewage) material relating to or produced by agricultural, commercial, domestic or industrial activities, including but not limited to garbage, paper, rock, cans, bottles and other containers, packing material, household wares, ashes, lumber, masonry, concrete and other building materials, appliances and furniture, pesticides, chemicals, pathological materials, radioactive, flammable and explosive materials, oils and solvents, manure, implements and machinery, street sweepings and mud trap accumulations, provided that the term solid waste does

not include any uncontaminated earth, stone, minerals or junk vehicles.

SECTION 3. Repeal. All other ordinances or portions thereof in conflict with this Ordinance are repealed.

SECTION 4. Effective Date. This ordinance shall take effect and be in force from and after its publication in the official City newspaper.

PASSED BY THE Governing Body of Douglass, Kansas, on this 9th day of September, 2026.

CITY OF DOUGLASS, KANSAS

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Incorporating the 2026 Standard Traffic Ordinance for Kansas Cities

SUMMARY:

The City Attorney has prepared Ordinance 943 incorporating by reference the 2026 Standard Traffic Ordinance for Kansas Cities.

The ordinance incorporates the Standard Traffic Ordinance for the purpose of regulating traffic within the City of Douglass. It also includes specified local omissions, changes, and additions addressing traffic regulations within the City, including special purpose vehicles, speed limits, truck routes, sound amplification systems in vehicles, J-turns, school zone speed limits, and no parking zones. The ordinance replaces Articles 114.1 through 114.5 of the Standard Traffic Ordinance with Chapter 14, Article 4 of the Douglass Code relating to special purpose vehicles.

Ordinance No. 943 repeals conflicting ordinances, except for existing ordinances establishing speed limits in residential districts. The ordinance will take effect upon publication in the official City newspaper.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of Ordinance 943 incorporating the 2026 Standard Traffic Ordinance for Kansas Cities, with the specified local omissions, changes, and additions.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

ORDINANCE NO. 943

AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF DOUGLASS, KANSAS: INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES," 53rd EDITION OF 2026 WITH CERTAIN OMISSIONS, CHANGES, AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS AND PENALTIES; AMENDING SECTION 14-101; AND REPEALING ALL ORDINANCES IN CONFLICT THEREWITH.

Be it Ordained by the Governing Body of the City of Douglass, Kansas:

SECTION 1. Chapter 14 Article 1 of the Code of the City of Douglass is hereby amended to read as follows:

14-101. INCORPORATING STANDARD TRAFFIC ORDINANCE. There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Douglass, Kansas that certain standard traffic ordinance known as the "Standard Traffic Ordinance for Kansas Cities," 53rd Edition of 2026, prepared and published in book form by the league of Kansas Municipalities, Topeka, Kansas. No fewer than three copies of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. _____," and to which shall be attached a copy of this ordinance, and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient.

14-102. TRAFFIC INFRACTIONS AND TRAFFIC OFFENSES.

(A) An ordinance traffic infraction is a violation of any section of this ordinance that prescribes or requires the same behavior as that prescribed or required by a statutory provision that is classified as the traffic infraction in K.S.A. 8-2118.

(B) All traffic violations which are included within this ordinance, and which are not ordinance traffic infractions, as defined in subsection (a) of this section, shall be considered traffic offenses.

14-103. Addition to standard traffic ordinance.

Articles 114.1, 114.2, 114.3, 114.4 114.5 of the Standard Traffic Ordinance for Kansas Cities, 53rd Edition of 2026 are hereby replaced with Chapter 14, Article 4

of the Douglass Code (Special Purpose Vehicles).

SECTION 2. Chapter 14 Article 2 of the Code of the City of Douglass is hereby amended to read as follows:

14-201. Careless driving.

It shall be unlawful for any person to operate, accelerate, or halt any vehicle upon a public highway, street, or alley within the city in a manner not reasonably necessary for the ordinary use or normal operation thereof, or in such a manner as to indicate a careless or heedless disregard for the rights or the safety of others, or in such a manner as to endanger or be likely to endanger any person or property.

14-202. Certain speed limits.

Article 7, Section 33 of the Standard Traffic Ordinance for Kansas Cities, be amended to the extent that:

(a) The speed limit on First Street, between Highway 77 and the Santa Fe railroad tracks be increased to 30 m.p.h.; subject, however, to previously and currently existing school zone speed limits in that area.

(b) The speed limit on Second Street and Fourth Street from Elm Street east in the city shall be 20 m.p.h. Any speed in excess of 20 m.p.h. on the streets in the designated area shall be deemed a violation of this code and punishable as set forth in the "Standard Traffic Ordinance for Kansas Cities."

(c) It shall be unlawful for any person to operate a motor vehicle in any alleyway within the city limits at a speed in excess of 10 miles per hour, it shall be unlawful for any person to operate a motor vehicle in any alleyway of the city when using the alleyway as a through thoroughfare, it being understood that the purpose of the alley is to grant access to landowners whose rear yards about the alleyway, it shall be unlawful for any person by motor vehicle or other means to cause ruts or damage to the alleyways.

14-203. Truck routes.

(a) The governing body is hereby authorized to designate and establish truck routes through the city for the use of transports and heavy vehicles as hereinafter defined. All such routes shall be marked by suitable signs by the city to advise the traveling public of the existence of such truck routes.

(b) From and after the designation and signing of any truck route as provided for herein, every transport, truck tractor, farm tractor, road tractor,

trailer, mobile home, semitrailer and every other truck or vehicle of a licensed capacity in excess of 4,000 gross vehicle weight {GVW) shall use and follow such prescribed route or routes while within the city and shall not use any residential street or other street except as stated herein. When it is necessary for any such vehicle to deliver or load freight or cargo at a destination not on a designated route, the vehicle may leave the truck route by the most direct and shortest route and return to the truck route the same way after loading or delivery. City police officers may direct the routing of all such vehicles.

(c) No transport or other truck carrying gasoline, benzene, hazardous materials or other flammable or explosive liquids or gases, whether empty or full, shall stop within 300 feet of a school building except for emergency refueling, repairs or delivery of product.

(d) For the purpose of this section, the following streets, avenues and traffic ways of the city are hereby designated as truck routes: 1st Street from west city limits to 77 Highway.

(e) No transport, truck tractor, farm tractor, road tractor, trailer, mobile home, semitrailer, nor any vehicle of a licensed capacity of more than 24,000 pounds GVW shall be, at any time, parked or left unattended on any street, avenue or public way within the city except on such streets, avenues and public ways that have been specifically designated for such parking by the city. This provision shall not apply for the stopping of trucks for emergency refueling or making repairs. All such vehicles may be stored on private property, either on vacant ground or in a building, if such property is zone B-1, B-2 or 1-1, unless such parking shall constitute a fire hazard or shall be prohibited by building codes or zoning ordinances of the city or shall be dangerous to persons or property.

14-204. Loud sound amplification systems in vehicle; definitions.

(a) Definitions.

(1) Sound Amplification System - Any radio, tape player, compact disc player, loud speaker, or other electronic device used for the amplification of sound.

(2) Plainly Audible - Any sound produced by a sound amplification system from within the vehicle, which clearly can be heard at a distance of 50 feet or more. Measurement standards shall be by the auditory senses, based on direct line of sight. Words or phrases need not be discernible and bass reverberations are included. The motor vehicle may be stopped, standing, parked or moving on a street, highway, alley, parking lot, or driveway, on either public or private property.

(b) No person operating or occupying a motor vehicle on a street, highway, alley, parking lot or driveway, whether public or private property, shall operate or permit the operation of any sound amplification system from within the vehicle so that the sound is plainly audible at a distance of 50 or more feet from the vehicle.

(c) It is an affirmative defense to a charge under this section that the operator was not otherwise prohibited by law from operating the sound amplification system, and that any of the following apply:

(1) The system was being operated to request medical or vehicular assistance or to warn of a hazardous road condition;

(2) The vehicle was an emergency or public safety vehicle;

(3) The vehicle was owned and operated by the city or a gas, electric, communications or refuse company; or

(4) The system or vehicle was used in authorized public activities, such as parades, fireworks, sports events, musical productions, and other activities which have the approval of the governing body or a department of the city authorized to grant such approval.

(d) Any person, individual, partnership, corporation, or association who violates any of the provisions of this section is guilty of a misdemeanor and, upon conviction, shall be punished as follows:

(1) For a first offense, a fine of not less than $50.00 nor more than $500.00;

(2) For a second and subsequent offense in a calendar year, a fine of not less than $100.00 nor more than $750.00.

Each separate offense in violation thereof which is found to exist or continues to exist shall be a separate offense and punishable as such hereunder.

14-205. J-turns.

(a) In the area designated as the Central Business District, the driver of a vehicle shall not cross the center line of any street to enter a parking space on the opposite side of the street. This section shall not in any way limit the ability of a driver to cross the center line to enter a private driveway, street, parking lot, alley, or the like. The Central Business District shall be designated as Forrest Street from 2nd to 4th Street and 3th Street from Maple to Walnut Street.

(b) The driver of any vehicle shall not turn such vehicle so as to proceed in the opposite direction upon any street in the designated Central Business District, nor upon any other street unless such movement can be made in safety without interfering with other traffic.

14-206. School zone speed limits.

(a) The following areas are designated as school zones:

(1) First Street from Highway 77 to Elm Street

(2) First Street from Poplar Street to Willow Street

(3) Third Street from Poplar Street to Willow Street

(4) Fourth Street from Willow Street to Chestnut Street

(5) Fifth Street from Willow Street to Chestnut Street

(6) Chestnut Street from Fourth Street to Sixth Street

(b) The speed limit in a school zone shall be 20 miles per hour when a flashing yellow 20 miles per hour speed limit indicator is operating or at times posted on school zone signs and school is in session.

14-207. No parking zones.

The following are designated as no parking zones:

(a) In the north Right of Way of East First Street, beginning at the West Right of Way of U.S. Hwy 77, going west to the West Right of Way of School Street.

SECTION 4. Repeal. All ordinances or portions thereof in conflict with this Ordinance are repealed, except ordinances setting speed limits in residential districts, which shall remain in effect.

SECTION 5. Effective Date. This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of Douglass, Kansas this 9th day of September, 2026.

CITY OF DOUGLASS, KANSAS

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Ordinance No. 944 – Butler County Building Code

SUMMARY:

Ordinance No. 945 amends Sections 4-201 and 4-202 of the Code of the City of Douglass relating to the adoption and administration of the Butler County Building Code. The ordinance incorporates the Butler County Building Code, as amended, by reference and authorizes the City to enter into an agreement with Butler County for administration and enforcement of the Building Code within the City.

Under the ordinance, future amendments, supplements, revisions, replacements, or readopted editions of the Butler County Building Code that are lawfully adopted by Butler County would become part of the City's Building Code upon their effective date in Butler County without further action by the City.

An agreement with Butler County may authorize County personnel to perform building-code administration and enforcement services within the City, including plan review, permit issuance, fee collection, contractor licensing, inspections, enforcement, recordkeeping, and administrative appeals.

The Governing Body retains authority to approve, amend, renew, replace, or terminate an agreement with Butler County. Upon approval, the Mayor and City Clerk are authorized to execute the agreement on behalf of the City.

The ordinance also allows the Governing Body to establish separate City administrative fees by resolution in addition to fees or charges imposed by Butler County under the Building Code or an agreement with the City.

Existing Sections 4-201 and 4-202, along with ordinances or portions of ordinances in conflict with the ordinance, would be repealed. The ordinance would take effect following passage, approval, and publication as provided by law.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of Ordinance No. 944 amending Sections 4-201 and 4-202 of the Code of the City of Douglass and authorizing the administration and enforcement of the City's adopted Building Code by Butler County pursuant to an agreement approved by the Governing Body.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

ORDINANCE NO. 944

AN ORDINANCE AMENDING SECTIONS 4-201 AND 4-202 OF THE CODE OF THE CITY OF DOUGLASS, KANSAS, RELATING TO THE ADOPTION AND ADMINISTRATION OF THE BUTLER COUNTY BUILDING CODE; INCORPORATING THE BUTLER COUNTY BUILDING CODE, AS AMENDED, BY REFERENCE; AUTHORIZING THE ADMINISTRATION AND ENFORCEMENT THEREOF BY BUTLER COUNTY under AGREEMENT; AND REPEALING EXISTING SECTIONS 4-201 AND 4-202.
BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLASS, KANSAS:

SECTION 1. Section 4-201 of the Code of the City of Douglass, Kansas, is hereby amended to read as follows:

4-201. Butler County Building Code incorporated.

(a) The Butler County Building Code, as presently adopted and as hereafter amended, supplemented, revised, replaced or readopted from time to time by the Board of County Commissioners of Butler County, Kansas, is hereby adopted and incorporated by reference as the Building Code of the City of Douglass, Kansas. It is the express legislative intent of the Governing Body that amendments, supplements, revisions and replacement editions lawfully adopted by Butler County shall, upon their effective date in Butler County, be incorporated into and become part of the Building Code of the City without the necessity of further ordinance or other legislative action by the City.

(b) References in the Butler County Building Code to the Board of County Commissioners or other governing body shall mean the Governing Body of the City of Douglass with respect to the exercise of legislative authority, the adoption or amendment of ordinances, the commencement of judicial proceedings on behalf of the City, or any other power which by law must be exercised by the Governing Body of the City; provided, however, that administrative functions may be performed by Butler County officers, employees, boards or agencies to the extent authorized by law and by an agreement entered into under Section 4-202.

(c) In accordance with K.S.A. 12-3010, and amendments thereto, at least one copy of the Butler County Building Code and all amendments incorporated herein shall be marked or stamped **"Official Copy as Incorporated by Ordinance No. _____"**, shall have a copy of the incorporating ordinance attached thereto, and shall be filed with the City Clerk and available for public inspection during reasonable business hours.

(d) **City Administrative Fees.** In addition to any permit fees, inspection fees, plan review fees, contractor fees, or other charges imposed pursuant to the Butler County Building Code, as adopted by the City, the Governing Body of the City of Douglass may from time to time establish by resolution such administrative, processing, application, technology, recordkeeping, or other City fees as the Governing Body determines are reasonable and appropriate in connection with the administration of the City's building-code program. Any such City fee shall be separate from and in addition to fees or charges imposed or collected by Butler County under the Butler County Building Code or pursuant to any agreement between the City and Butler County. City administrative fees may be collected by the City, or, if authorized by agreement, by Butler County on behalf of the City, and shall be remitted and accounted for in the manner established by the City or the applicable agreement. The establishment, amendment, or repeal of any fee under this subsection shall not require amendment of this Article or of the Butler County Building Code.

SECTION 2. Section 4-202 of the Code of the City of Douglass, Kansas, is hereby amended to read as follows:

4-202. Administration by Butler County; agreement authorized.

(a) The City may contract or otherwise enter into an agreement with Butler County, Kansas, for the administration of the Building Code adopted by Section 4-201 and for the performance of building and related inspection services within the City.

(b) Any such agreement may provide, to the extent permitted by law, for Butler County and its officers, employees and agents to perform on behalf of the City such functions as plan review, issuance of building and trade permits, collection of permit and inspection fees, contractor licensing, inspections, issuance of notices or orders, stop-work orders, administrative enforcement, maintenance of records, administrative appeals, and such other building-code administration and enforcement services as may be agreed upon by the City and Butler County.

(c) Any agreement authorized by this section may be entered into under K.S.A. 12-2908, and amendments thereto, or pursuant to any other authority provided by law.

(d) While acting pursuant to an agreement authorized by this section, the Butler County Building Official, inspectors and other designated Butler County officers and employees may exercise within the City those administrative

powers and duties assigned to them by the Building Code and the agreement, to the extent permitted by law.

(e) The Governing Body is authorized to approve, amend, renew, replace or terminate any agreement contemplated by this section. Upon approval by the Governing Body, the Mayor and City Clerk are authorized to execute such agreement on behalf of the City.

SECTION 3. REPEAL. Existing Sections 4-201 and 4-202 of the Code of the City of Douglass, Kansas, and all ordinances or parts of ordinances in conflict are hereby repealed.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause or provision of this Ordinance is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect and be in force from and after its passage, approval and publication as provided by law.

PASSED AND APPROVED by the Governing Body of the City of Douglass, Kansas, this _____ day of _____, 2026.

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Resolution No. 2026-07 – Interim Building-Code Services

SUMMARY:

Consideration of Resolution No. 2026-07 authorizes City staff to coordinate with Butler County for the temporary administration and enforcement of the City's adopted building code while the City and County negotiate a formal written agreement.

The resolution authorizes Butler County to provide building-code services, including plan review, permit processing, inspections, re-inspections, administrative review, recordkeeping, and other customary services necessary to administer and enforce the City's building code.

The resolution authorizes the Mayor, City Administrator, City Clerk, and other appropriate City staff to negotiate reasonable fees and compensation with Butler County. It also authorizes the City Clerk and other appropriate staff to approve and pay reasonable invoices and expenses for services provided, provided the expenditures are within available and lawfully appropriated City funds and are consistent with the compensation agreed upon by staff.

The resolution is intended as an interim measure and will remain in effect until a formal written agreement takes effect, the Governing Body repeals or terminates the resolution, or Butler County ceases providing the services. The resolution takes effect immediately upon adoption.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of Resolution No. 2026-07 authorizing City staff to coordinate with Butler County for interim building-code administration and enforcement services and to negotiate and pay reasonable fees for those services pending approval of a formal written agreement.

Staff is happy to answer any questions.
Thank you, Danielle Gabor

RESOLUTION NO. 2026-07

A RESOLUTION AUTHORIZING CITY STAFF TO COORDINATE WITH BUTLER COUNTY, KANSAS, FOR THE TEMPORARY ADMINISTRATION AND ENFORCEMENT OF THE CITY'S BUILDING CODE; AUTHORIZING THE NEGOTIATION AND PAYMENT OF REASONABLE FEES FOR SUCH SERVICES PENDING APPROVAL OF A FORMAL WRITTEN AGREEMENT; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Douglass, Kansas (the "City"), has adopted the Butler County Building Code for application within the corporate limits of the City; and

WHEREAS, the Governing Body desires that Butler County, Kansas ("Butler County"), through its appropriate departments, officers, employees, and agents, administer and enforce the City's adopted building code, including the provision of plan review, permitting, inspection, and related building-code services; and

WHEREAS, the City and Butler County intend to negotiate and enter into a formal written agreement governing the provision of such services; and

WHEREAS, the Governing Body finds it necessary and appropriate to provide for the uninterrupted administration and enforcement of the City's building code during the interim period before a formal written agreement is approved and executed; and

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

SECTION 1. Interim Building-Code Services Authorized. The appropriate officers and employees of the City are hereby authorized and directed to coordinate with Butler County for the temporary provision of building-code administration and enforcement services within the City, including, as applicable, plan review, permit processing, inspections, re-inspections, administrative review, recordkeeping, and other customary services reasonably necessary to administer and enforce the building code adopted by the City.

SECTION 2. Authority to Negotiate Fees. The Mayor, City Administrator, City Clerk, and other appropriate City staff are hereby authorized to negotiate with Butler County concerning the fees, charges, costs, and other reasonable compensation to be paid by the City for services provided by Butler County pursuant to this Resolution.

SECTION 3. Authority to Pay Fees and Expenses. Pending approval and execution of a formal written agreement between the City and Butler County, the City Clerk and other appropriate City officers and employees are authorized to approve and pay reasonable invoices, charges, fees, and expenses submitted by Butler County for building-code services actually provided to or on behalf of the City, provided that such expenditures are within available and lawfully appropriated City funds and are consistent with the fees or other compensation agreed upon by City staff pursuant to Section 2.

SECTION 4. Interim Administrative Authority. During the period this Resolution remains in effect, Butler County building officials, inspectors, and other personnel providing services at the request of the City are authorized, to the extent permitted by law and by the City's ordinances, to perform the administrative functions assigned to them under the building code adopted by the City.

SECTION 5. Formal Agreement. City staff and the City Attorney are authorized and directed to negotiate a formal written agreement with Butler County governing the continued provision of building-code administration and enforcement services. Any such agreement shall be presented to the Governing Body for consideration and approval before execution unless execution has otherwise been expressly authorized by the Governing Body.

SECTION 6. Temporary Nature of Authorization. The authority granted by this Resolution is intended as an interim measure and shall remain in effect until the earliest of: (a) the effective date of a formal written agreement between the City and Butler County governing such services; (b) repeal or termination of this Resolution by the Governing Body; or (c) cessation by Butler County of the provision of such services.

SECTION 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED AND APPROVED by the Governing Body of the City of Douglass, Kansas, this _____ day of _____, 2026.

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Resolution No. 2026-08 – Building Code Administrative Fees

SUMMARY:

Resolution No. 2026-08 establishes City of Douglass administrative fees for building code applications and inspections. The resolution is based on the City Code provision authorizing the Governing Body to establish City administrative fees in addition to fees otherwise imposed under the Butler County Building Code.

The resolution establishes a $10.00 City administrative fee for each application submitted under the Building Code and a $10.00 City administrative fee for each inspection visit performed in connection with the administration or enforcement of the Building Code.

These fees are in addition to all permit, inspection, plan review, application, and other fees imposed under the Butler County Building Code. The resolution takes effect upon adoption.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of Resolution No. 2026-08 establishing City of Douglass administrative fees of $10.00 per building code application and $10.00 per inspection visit.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

RESOLUTION NO. 2026-08

A RESOLUTION ESTABLISHING CITY OF DOUGLASS ADMINISTRATIVE FEES FOR BUILDING CODE APPLICATIONS AND INSPECTIONS.

WHEREAS, the City of Douglass, Kansas, has adopted the Butler County Building Code for application within the City; and

WHEREAS, the City Code authorizes the Governing Body to establish City administrative fees in addition to fees otherwise imposed under the Building Code;

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

Section 1. Application Fee. A City of Douglass administrative fee of Ten Dollars ($10.00) is hereby imposed for each application submitted under the Building Code.

Section 2. Inspection Fee. A City of Douglass administrative fee of Ten Dollars ($10.00) is hereby imposed for each inspection visit performed in connection with the administration or enforcement of the Building Code.

Section 3. Additional Fees. The fees established by this Resolution are in addition to all permit, inspection, plan review, application, and other fees imposed pursuant to the Butler County Building Code.

Section 4. Effective Date. This Resolution shall take effect upon its adoption.

ADOPTED by the Governing Body of the City of Douglass, Kansas, this _____ day of _____, 2026.

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Resolution No. 2026-09 – Weed and Grass Abatement

SUMMARY:

The City Attorney has prepared Resolution No. 2026-09 designating the City Administrator as the public officer responsible for the administration and enforcement of Chapter 8, Article 4 of the Douglass Code relating to weeds and grasses.

The resolution authorizes the City Administrator to designate, approve, and direct City employees to assist with property inspections, notices, documentation of violations, and the cutting, destruction, removal, or other lawful abatement of weeds and grasses. City employees may not perform an abatement of private property without prior approval or direction from the City Administrator or an authorized designee.

Before an abatement is performed the applicable notice and procedural requirements must be satisfied. It also establishes administrative procedures for documenting notice, compliance efforts, abatements, and associated costs.

The resolution is intended to implement the existing provisions of Chapter 8, Article 4 and does not limit existing authority or create additional obligations for the City. It will take effect immediately upon adoption.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of Resolution No. 2026-09 designating the City Administrator as the public officer for purposes of Chapter 8, Article 4 of the Douglass Code and authorizing City staff to perform weed and grass abatements under the direction and approval of the City Administrator.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

RESOLUTION NO. 2026-09

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF DOUGLASS, KANSAS, DESIGNATING THE CITY ADMINISTRATOR AS THE PUBLIC OFFICER FOR PURPOSES OF CHAPTER 8, ARTICLE 4 OF THE CODE OF THE CITY OF DOUGLASS, KANSAS, AND AUTHORIZING CITY STAFF TO PERFORM WEED AND GRASS ABATEMENT UNDER THE DIRECTION AND APPROVAL OF THE CITY ADMINISTRATOR.

WHEREAS, Chapter 8, Article 4 of the Code of the City of Douglass, Kansas, regulates weeds and grasses and provides for the abatement of properties that are in violation thereof; and

WHEREAS, Section 8-403(a) of the Code provides that the Governing Body shall designate a public officer to be charged with the administration and enforcement of Article 4; and

WHEREAS, the Governing Body desires to designate the City Administrator as such public officer and to establish clear administrative authority and procedures for City staff to carry out lawful abatements.

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

SECTION 1. DESIGNATION OF PUBLIC OFFICER. The City Administrator is hereby designated as the "public officer" charged with the administration and enforcement of Chapter 8, Article 4, Sections 8-401 through 8-407, of the Code of the City of Douglass, Kansas, and shall have all authority granted to the public officer by such provisions and applicable Kansas law.

SECTION 2. AUTHORITY TO UTILIZE CITY STAFF. The City Administrator is authorized to designate, approve, and direct City employees to assist in the administration and enforcement of Chapter 8, Article 4, including the inspection of properties, preparation and delivery of notices, documentation of violations, and the cutting, destruction, removal, or other lawful abatement of weeds and grasses. No City employee shall undertake an abatement of private property pursuant to this Resolution except with the prior approval or direction of the City Administrator or the Administrator's authorized designee.

SECTION 3. NOTICE AND DUE DILIGENCE PRIOR TO ABATEMENT. Before City staff performs an abatement, the City Administrator or authorized City staff shall confirm that the notice and procedural requirements of Section 8-403 of the City Code and applicable Kansas law have been satisfied.

As part of the City's administrative procedures, City staff shall make reasonable efforts to provide the owner, occupant, or other responsible person with written notice identifying:

(a) the condition or conditions constituting the violation;
(b) the action required to correct the violation;
(c) the deadline by which the property must be brought into compliance;
(d) the right to request any hearing provided by Section 8-403;
(e) notice that, if the violation is not corrected within the applicable time period, the City may enter the property and perform the necessary abatement; and
(f) to the extent reasonably practicable, the date, anticipated date, or reasonably identifiable time period after which City staff may proceed with the abatement if the property remains in violation.

The City Administrator may authorize additional letters, notices, telephone calls, personal contacts, posting, photographs, or other reasonable measures intended to provide actual notice and document the City's efforts to obtain voluntary compliance; provided, however, that such additional measures shall supplement and shall not replace any notice required by Section 8-403 or applicable Kansas law.

SECTION 4. AUTHORIZATION TO ABATE. Upon expiration of the applicable compliance period, and after any timely requested hearing has been resolved, the City Administrator may determine that the property remains in violation and may authorize City staff to enter upon the property and cut, destroy, remove, or otherwise abate the offending weeds or grasses as authorized by Sections 8-404 and 8-405 of the City Code.

The City Administrator may establish reasonable internal procedures concerning the timing, personnel, equipment, documentation, photographs, work records, and other matters associated with an abatement.

SECTION 5. COST RECORDS. City staff performing an abatement shall maintain reasonable records of the labor, equipment, materials, contractual expenses, administrative expenses, and other costs associated with the abatement so that such costs may be recovered or assessed as authorized by Section 8-404 of the City Code and applicable Kansas law.

SECTION 6. NO LIMITATION OF EXISTING AUTHORITY OR ADDITIONAL OBLIGATION. This Resolution is intended to implement and facilitate the administration of Chapter 8, Article 4 of the City Code. Nothing herein shall be construed to limit any authority otherwise granted to the City, the Governing Body, the City Administrator, or other City officials under the City Code or Kansas law, and this Resolution shall not enlarge or expand the legal obligations of the City.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

ADOPTED AND APPROVED by the Governing Body of the City of Douglass, Kansas, this ____ day of _____, 2026.

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: Consideration of Ordinance No. 945 – Frontier Days Common Consumption Area

SUMMARY:

The City Attorney has prepared Ordinance No. 945 establishing a Common Consumption Area (CCA) for the annual Frontier Days event pursuant to K.S.A. 41-2659.

The CCA would be in effect only during the officially scheduled hours of the one-day Frontier Days event each year in September or October, between 9:00 a.m. and 11:59 p.m. The CCA would include:

- Forrest Street, from 2nd Street to 4th Street
- 3rd Street, from Maple Street to Walnut Street
- The adjoining public sidewalks and public rights-of-way within these areas.

Operation of the CCA would require both a City special event permit approved by the City Administrator and a Common Consumption Area permit from the Kansas Division of Alcoholic Beverage Control.

During the CCA event hours, and while all required permits are valid, possession and consumption of alcoholic liquor and cereal malt beverages would be authorized within the designated area. Alcoholic beverages would not be permitted in glass containers, and open containers could not be removed from the CCA.

STAFF RECOMMENDATION OF COUNCIL ACTION: Staff recommends approval of Ordinance No. 945 establishing the Frontier Days Common Consumption Area, subject to all required permits and applicable laws.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

ORDINANCE NO. 945

AN ORDINANCE OF THE CITY OF DOUGLASS, KANSAS, ESTABLISHING A COMMON CONSUMPTION AREA FOR THE ANNUAL FRONTIER DAYS EVENT PURSUANT TO K.S.A. 41-2659; AUTHORIZING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC LIQUOR AND CEREAL MALT BEVERAGES THEREIN DURING THE FRONTIER DAYS EVENT; REQUIRING A SPECIAL EVENT PERMIT PURSUANT TO SECTIONS 3-125 AND 3-126 OF THE CITY CODE; PROHIBITING GLASS CONTAINERS; ADDING ARTICLE 3 TO CHAPTER 3 OF THE CODE OF THE CITY OF DOUGLASS, KANSAS; AMENDING SECTION 12-110 OF THE CITY CODE; AND REPEALING CONFLICTING PROVISIONS.

WHEREAS, K.S.A. 41-2659 authorizes a city, by ordinance, to establish one or more common consumption areas within the corporate limits of the City and to authorize the possession and consumption of alcoholic liquor and cereal malt beverages within such areas; and

WHEREAS, K.S.A. 41-2659 requires the ordinance establishing a common consumption area to designate the boundaries thereof and prescribe the times during which alcoholic liquor and cereal malt beverages may be consumed therein; and

WHEREAS, K.S.A. 41-719 authorizes the consumption of alcoholic liquor upon public streets, alleys, roads, sidewalks and highways located within a common consumption area established pursuant to K.S.A. 41-2659, subject to the restrictions imposed by law; and

WHEREAS, the City of Douglass conducts or permits an annual one-day community celebration known as “Frontier Days,” customarily held during September or October; and

WHEREAS, the Governing Body desires to establish a common consumption area that shall exist and be effective only during the official hours of the annual Frontier Days event and that may be utilized from year to year without the necessity of adopting a new ordinance for each annual event;

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

SECTION 1. Chapter 3 of the Code of the City of Douglass, Kansas, is hereby amended by adding Article 3, which shall read as follows:

ARTICLE 3. FRONTIER DAYS COMMON CONSUMPTION AREA

3-301. Definitions.

For purposes of this Article:

(a) "Alcoholic beverage" means alcoholic liquor or cereal malt beverage, as those terms are defined by Kansas law.

(b) "Common Consumption Area" or "CCA" means the Frontier Days Common Consumption Area established pursuant to this Article and K.S.A. 41-2659, and amendments thereto.

(c) "Frontier Days" means the annual one-day community event known as Frontier Days conducted, sponsored, permitted or authorized by the City of Douglass during September or October.

(d) "Frontier Days Event Hours" means the officially scheduled and publicly announced hours of the Frontier Days event for the applicable year, provided that such hours shall occur entirely within one calendar day and shall not begin before 9:00 a.m. or extend beyond 11:59 p.m.

(e) "Frontier Days Organizers" means the person, association, organization, committee or other entity primarily responsible for organizing and conducting the Frontier Days event.

(f) "Permit Holder" means the City of Douglass or another person or organization authorized by the Governing Body and issued a common consumption area permit by the Director of the Kansas Division of Alcoholic Beverage Control pursuant to K.S.A. 41-2659.

3-302. Frontier Days Common Consumption Area established; boundaries.

(a) Subject to the limitations and conditions contained in this Article, there is hereby established a common consumption area to be known as the "Frontier Days Common Consumption Area."

(b) The boundaries of the Frontier Days Common Consumption Area shall consist of the following areas within the City of Douglass:

(1) Forrest, from its intersection with 2nd Street through and including its intersection with 4th Street; and

(2) 3rd Street, from its intersection with Maple through and including its intersection with Walnut.

The Common Consumption Area shall include the public street, adjoining public sidewalks and public rights-of-way lying within the foregoing street segments.

(c) The Common Consumption Area established by this Article shall exist only during the Frontier Days Event Hours on the one day upon which the annual Frontier Days event is conducted. At all other dates and times, the geographic area described in subsection (b) shall not constitute a Common Consumption Area by virtue of this Article, and the possession or consumption of alcoholic beverages therein shall be subject to the laws and ordinances otherwise applicable to such property.

(d) The annual occurrence of Frontier Days and the activation of the Common Consumption Area during Frontier Days Event Hours shall not require adoption of a new ordinance, provided all permits, licenses, approvals and conditions required by this Article and Kansas law have been obtained and satisfied.

(e) The geographic boundaries established by subsection (b) shall remain the same from year to year unless amended by ordinance of the Governing Body.

(f) The City Administrator shall provide the Director of the Kansas Division of Alcoholic Beverage Control with notice of the establishment of the Common Consumption Area and a copy of this Ordinance, together with such map, description or other documentation as may be required by K.S.A. 41-2659 or the Division of Alcoholic Beverage Control.

3-303. Date and hours of annual Common Consumption Area.

(a) The Common Consumption Area shall be effective during only one calendar day in each calendar year, which day shall be the date upon which the annual Frontier Days event is held during September or October.

(b) The Common Consumption Area shall come into existence at the beginning of the officially scheduled Frontier Days Event Hours and shall automatically cease to exist at the conclusion of the Frontier Days Event Hours.

(c) In no event shall the Common Consumption Area be effective before 9:00 a.m. or after 11:59 p.m.

(d) The Frontier Days Organizers shall provide the City Administrator with the proposed date and official event hours sufficiently in advance of the event

to allow the City and the Permit Holder to obtain all licenses, permits and approvals required by law. The date and hours stated in all applications submitted to the Kansas Division of Alcoholic Beverage Control shall be consistent with this Article.

(e) If Frontier Days is postponed or rescheduled, the Common Consumption Area may operate on the rescheduled date, provided the replacement date occurs during September or October, the event remains limited to one calendar day, and all state and local permits and approvals are valid for the rescheduled date.

3-304. Special event permit required.

(a) As a condition precedent to the annual operation of the Frontier Days Common Consumption Area, the Frontier Days Organizers shall timely apply for and receive a local special event permit from the City pursuant to Sections 3-125 and 3-126 of the Code of the City of Douglass.

(b) The application shall be submitted within the time required by Section 3-125 and shall identify the location of Frontier Days, the date and hours of the event, and any anticipated need for police, fire or other municipal services.

(c) The Frontier Days Organizers shall comply with Sections 3-123 through 3-126 of the City Code and all applicable provisions of Kansas law.

(d) The issuance of a local special event permit pursuant to Sections 3-125 and 3-126 shall not constitute or substitute for a common consumption area permit issued by the Kansas Division of Alcoholic Beverage Control and shall not authorize the sale or service of alcoholic liquor, including wine, unless such sale or service is separately authorized under Kansas law.

(e) No Common Consumption Area shall become effective for any Frontier Days event unless the local special event permit required by this Section and the common consumption area permit required by K.S.A. 41-2659 have both been obtained and are in effect.

3-305. Common Consumption Area permit.

(a) No possession or consumption of alcoholic beverages shall be authorized pursuant to this Article unless a valid common consumption area permit issued by the Kansas Division of Alcoholic Beverage Control pursuant to K.S.A. 41-2659 is in effect for the applicable Frontier Days event.

(b) The City of Douglass is authorized to apply for and hold the common consumption area permit. The City Administrator is authorized to prepare, execute and submit applications, renewals, notices, fees and other documents reasonably necessary to obtain or maintain such permit.

(c) In lieu of the City serving as Permit Holder, the Governing Body may approve another person or organization qualified under K.S.A. 41-2659 to apply for and serve as the Permit Holder.

(d) The continuing effectiveness of this Article shall not eliminate or alter any requirement under Kansas law that a new or renewed common consumption area permit be obtained for each applicable permit period.

3-306. Possession and consumption; public streets.

(a) During the Frontier Days Event Hours, and only while all required permits are valid and in effect, the possession and consumption of alcoholic liquor and cereal malt beverages is hereby expressly authorized within the Common Consumption Area pursuant to K.S.A. 41-2659 and K.S.A. 41-719.

(b) The Governing Body expressly approves the possession and consumption of alcoholic liquor within the public streets, sidewalks and rights-of-way comprising the Common Consumption Area, subject to this Article and Kansas law.

(c) No person shall consume alcoholic liquor inside any motor vehicle while such vehicle is located upon any public street, alley, road or highway within the Common Consumption Area.

(d) No person shall remove any open container of alcoholic liquor or cereal malt beverage from the boundaries of the Common Consumption Area.

(e) The City Administrator or their designee may close all or any portion of the streets comprising the Common Consumption Area to motor vehicle traffic during the Frontier Days Event Hours when necessary or appropriate for public safety, compliance with Kansas law or operation of Frontier Days.

3-307. Demarcation and identification of boundaries.

(a) During the Frontier Days Event Hours, the boundaries of the Common Consumption Area shall be clearly marked and readily apparent to people entering or leaving the area.

(b) Except where a physical barrier is specifically required by K.S.A. 41-719 or other applicable Kansas law, the boundary may be marked by any apparent line of demarcation permitted by K.S.A. 41-2659, including temporary cones, markers, ropes, stanchions, pavement markings, fencing, barricades, signs or a combination thereof, provided the means utilized clearly identifies the boundary of the Common Consumption Area.

(c) Wherever K.S.A. 41-719 requires the boundary of a Common Consumption Area located upon public streets, alleys, roads, sidewalks or highways to be designated by a physical barrier, a physical barrier meeting the requirements of such statute shall be utilized.

(d) Every Common Consumption Area shall have signs conspicuously posted at appropriate locations identifying the boundaries of the area in a size and manner that provides reasonable notice to people entering or leaving the Common Consumption Area.

(e) Nothing in this Section shall require permanent fencing or permanent alterations to City streets, sidewalks or rights-of-way. All barriers, markers, signs and other boundary designations may be temporary and may be erected for the Frontier Days Event Hours and removed following conclusion of the event.

3-308. Sale and service of alcoholic beverages.

(a) Establishment of the Common Consumption Area and issuance of a common consumption area permit authorizes possession and consumption within the designated area but shall not, by itself, authorize any person to sell, offer for sale or serve alcoholic beverages.

(b) Alcoholic beverages may be sold or served within or in connection with the Common Consumption Area only by a person or entity possessing all licenses, permits, approvals and other authority required by Kansas law and the Kansas Division of Alcoholic Beverage Control.

(c) A licensee whose licensed premises are located within or immediately adjacent to the Common Consumption Area may participate in the Common Consumption Area only in accordance with K.S.A. 41-2659 and applicable requirements of the Kansas Division of Alcoholic Beverage Control.

(d) Any brewery, microbrewery, farm winery, drinking establishment, caterer, temporary permit holder or other licensee participating in Frontier Days may sell or serve only those alcoholic beverages and only in the manner authorized by its applicable state license or permit.

(e) A brewery or other licensee serving wine at Frontier Days shall possess all state licenses, permits, approvals or other authority required for the sale and service of wine at the location of Frontier Days. Neither the local special event permit issued pursuant to Sections 3-125 and 3-126 nor the Common Consumption Area permit shall independently authorize the sale or service of wine.

(f) All alcoholic beverages removed from a participating licensed premises into the Common Consumption Area shall be served in containers bearing the trade name, logo or other identifying mark required by K.S.A. 41-2659.

3-309. Glass containers prohibited.

(a) No person shall possess, carry, serve, sell, furnish or consume any alcoholic beverage within the Common Consumption Area in a glass bottle, glass cup, glass drinking vessel or other glass container.

(b) All alcoholic beverages sold, served or furnished for consumption within the Common Consumption Area shall be provided in a non-glass container permitted by Kansas law.

(c) Every licensee, vendor, permit holder and Frontier Days Organizer participating in the sale or service of alcoholic beverages shall take reasonable measures to ensure compliance with this Section.

(d) The prohibition imposed by this Section shall apply notwithstanding that possession or use of a glass container might otherwise be permitted by the state license or permit held by a seller or server.

3-310. Operational requirements.

(a) No person may sell or serve alcoholic beverages within the Common Consumption Area except during the Frontier Days Event Hours and during such shorter hours as may be required by the person's applicable license or permit.

(b) The Frontier Days Organizers shall be responsible for coordinating with the City, Permit Holder, participating licensees and law enforcement concerning placement of boundary markings, barriers, signs, entrances and exits, alcoholic beverage service areas and other reasonable measures necessary for lawful operation of the Common Consumption Area.

(c) The City Administrator and/or Permit Holder may impose reasonable operational requirements concerning boundary demarcation, entrances and exits, traffic control, security, signage, containers and vendor locations when reasonably necessary to comply with Kansas law or protect public health and safety.

3-311. Suspension or termination of annual operation.

(a) The City Administrator may prohibit, suspend or terminate the possession, consumption, sale or service of alcoholic beverages within the Common Consumption Area if:

(1) a required state or local license or permit has not been obtained or is no longer in effect;

(2) the special event permit required by Section 3-304 has not been issued or has been suspended or revoked;

(3) the Common Consumption Area is not properly marked, designated or posted as required by Kansas law;

(4) continued operation would violate Kansas law, this Article or a lawful requirement of the Kansas Division of Alcoholic Beverage Control; or

(5) an emergency or condition affecting public health or safety reasonably requires suspension or termination.

(b) The Common Consumption Area shall automatically cease to exist upon conclusion or cancellation of the Frontier Days event for that year.

3-312. Compliance with state law.

This Article shall be construed and administered in conformity with K.S.A. 41-2659, K.S.A. 41-719, Sections 3-123 through 3-126 of the City Code, and all other applicable provisions of Kansas law and applicable rules, regulations and lawful requirements of the Kansas Division of Alcoholic Beverage Control, all as amended from time to time. If any provision of this Article conflicts with a mandatory requirement of Kansas law, the mandatory requirement of Kansas law shall control.

SECTION 2. Section 12-110 of the Code of the City of Douglass, Kansas, is hereby amended to read as follows:

12-110. Prohibition against alcoholic beverages and cereal malt beverages; exception.

(a) Except as otherwise provided herein, it shall be unlawful for any person or persons to use, consume or have on the premises of any park or other City property within the City any alcoholic liquor or cereal malt beverage.

(b) Subsection (a) shall not apply to the lawful possession or consumption of alcoholic liquor or cereal malt beverages upon City property located within the Frontier Days Common Consumption Area established pursuant to Chapter 3, Article 3 of this Code during the Frontier Days Event Hours, provided that all permits required by Chapter 3, Article 3 and Kansas law are then valid and in effect.

SECTION 3. All ordinances and provisions of the Code of the City of Douglass, Kansas, in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4. If any section, subsection, sentence, clause or provision of this Ordinance is determined to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions of this Ordinance.

SECTION 5. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper as provided by law.

PASSED AND APPROVED by the Governing Body of the City of Douglass, Kansas, this _____ day of _____, 2026.

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: September, 9, 2026

SUBJECT: City Administrator Report

SUMMARY:

- Weatherization Program: The City will host a Weatherization Program information session and sign-up for income-qualifying individuals on September 24 at 6:00 p.m. at City Hall. Staff is working with community partners to help promote the event.
- Permitting: Staff has moved zoning and inspection permit forms to electronic forms at no additional software cost. Additional City forms will be transitioned as time permits.
- .gov Domain and Website: The City's .gov domain has been approved. Staff is working on the transition of City Hall email addresses and future development of the new City website.
- Newsletter: The City's September newsletter was sent September 1. The newsletter currently has 62 subscribers.
- Frontiers Day: The City will participate in Frontiers Day on September 12 with a hot dog feed and an informational table for the 1% Sales Tax Vote.
- Regional Economic Development: Staff has started participating in quarterly regional economic development meetings through the Greater Wichita Partnership, as well as other community and regional organizations as opportunities arise, to increase potential opportunities for Douglass.
- Council Meeting Agendas: This will be the last meeting on the Diligent Software. In the future the Agenda Packets will be on PDF on the Website.

<u>Upcoming Events/Meetings</u>

- September 12: Frontier Day
- September 23: Planning and Zoning Meeting 5:30
- September 24: Weatherization Program Info Session and Sign-up 6:00 PM
- October 14: Council Meeting 6:30 PM

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: September 9th, 2026

SUBJECT: City Treasurer's Report

SUMMARY:

This City Treasurer's report is to provide Council with an update on unresolved topics discussed in the August 12th Treasurer's Report. Additional information relevant to the City's finances is also provided.

Unresolved topics from August 12th Treasurer's Report:

I. IRS

Due to Kate taking a week of ETO this month, staff has not had time to pursue communicating with the IRS about investigating potentially unfiled Form 941 quarterly reports. Council will continue to be updated as more information is made available.

New Updates:

I. Money Market Sweep Account opened with RCB Bank

After previous discussion with Mayor and Council, staff initiated opening a Money Market account with RCB bank. The nature of this account is:

- Upon opening the Money Market account on August 5th, funds in excess of $250,000 were transferred from Checking to the Money Market account.
- The Checking account has a target balance of $250,000. At the close of business each day, Checking funds in excess of the target balance are moved to the Money Market account. If the Checking balance ends below $250,000, funds are pulled from the Money Market account to bring the Checking balance up to the target balance.

- The Money Market account is paid a higher interest rate than the checking account, providing higher annual interest yield to the City.

II Software Cost Savings

As software subscription service contracts come up for renewal throughout the year, City staff has been evaluating each software's usefulness and benefit to the City, and alternative options available to achieve the same output. Staff has identified several software contracts previously paid for by the City that serve a purpose that is replaceable by a more cost-effective means. The software staff has chosen not to renew are described here:

Vendor	Purpose	Proposed Alternative	GL Code used in 2025 for this vendor	Amount billed for annual contract renewal (not paid)
CivicPlus Social Media Archiving	Digitally archives social media posts for City Facebook and City Pool Facebook accounts	KORA laws do not require social media archiving – staff will not delete Facebook posts and posts can be retrieved directly from the Facebook account when needed	01.01.7010 - General Fund (Admin) - Office Supplies	$4,617.27
Mcci / GovBuilt	Online permitting platform for building & zoning permits	Terry Page has set up an online form submission system through Google Forms and Google Sheets	01.01.7003 – General Fund (Admin) – Dues, Licenses, & Permits	$4,824.00
Diligent	Council meeting agenda management software	Posting PDF links to Council agendas and packets on the website; Emailing Council members a PDF of the agenda packet	01.01.7010- General Fund (Admin) - Office Supplies	$3,149.28
			TOTAL SAVINGS	**$12,590 55**

These changes and savings will allow staff to pursue software upgrades that are more useful and beneficial to the City, without expanding the budget.

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: 09/09/2026

SUBJECT: Public Works Report August, 2026

SUMMARY:

Water Department
Water leak repaired 404 S Willow
Water leak repaired 505 S Elm
Water leak repaired 606 E First
Water leak repaired 620 S Maple
Water leak repaired 203 N Willow
Water leak repaired 221 S Poplar
Water leak repaired 113 S Forrest
Well 12 pump and motor pulled and replaced
Free chlorine burnout with RWD 6 in progress

Public Works
Pool shut down in progress
Clean up after water leaks in progress
Remainder of donated rock removed from alley
Signs on first street
Rock installed on south side of library
Concrete replacement downtown
Hydro-vac put into service
Mowing, weed eating, and spraying continues
The rip rack rock on the first pond at disposal is still one load short (ordered). Upon completion we should be approx. 445 tons used and approx. $18,000.00. That pond has approx. 3000 linear feet of bank. The second pond has approx. 2500 linear feet of bank so in theory should be able to be completed with approx. 350 tons of rock at about $12,000.00

STAFF RECOMMENDATION OF COUNCIL ACTION: No action required.

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: September 3, 2026

SUBJECT: Utility / Court Report

SUMMARY:

During the month of August, the Utility Department recorded **6 new residential service move-ins**, reflecting steady community growth and continued demand for municipal services.

In addition, the Municipal Court processed **6 citations issued throughout August**. The accompanying report provides a detailed breakdown of citation types, 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 August 01, 2026 - August 31, 2026

Municipal Court for the City of Douglass, Kansas

1. Number of cases filed during the reporting period **5**

☐ Check if no cases filed during reporting period (*Skip to Phone Number*)

2. Number of VIOLATIONS* filed during reporting period (*excluding parking violations*)

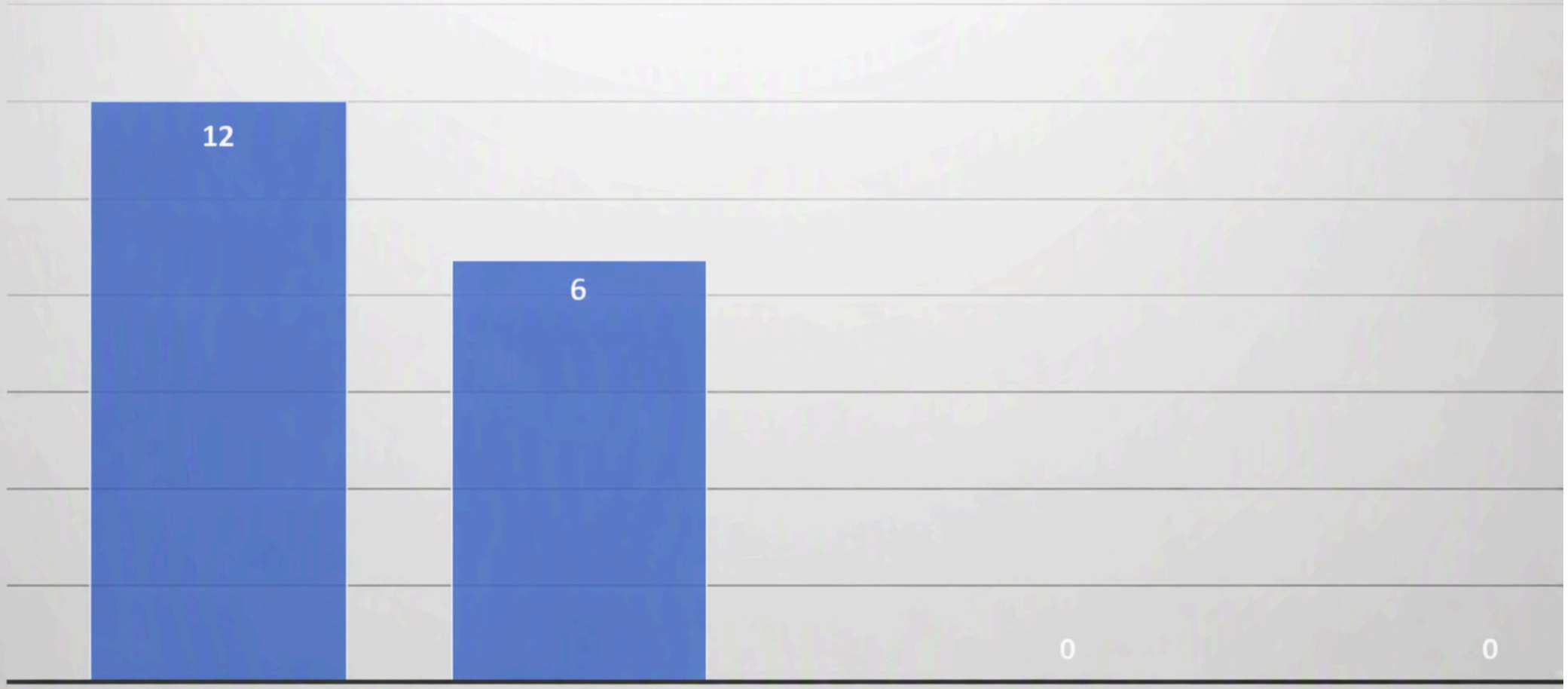
a.	Driving Under the Influence	0
b.	Other Traffic Violations	3
c.	Crimes Against Persons (e.g., Assault, Battery excluding Domestic)	0
d.	Crimes Against Property (e.g., Theft, Criminal Damage)	1
e.	Domestic Battery	0
f.	Drug Crimes (Including Paraphernalia)	2
g.	Other (Violations not counted above)	0

Total Violations **6**

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

3. Notices of appeal to the district court **0**

Utility Services Started - August 2026



	Jul-26	Aug-26	Sep-26	Oct-26	
tarted	12	6	0	0	