



# Douglas County Township Handbook

Updated February 25, 2025

# Douglas County Township Handbook

## Resources

- **Township Road Book (2019)**

- Please see the KAC website here for the pdf- <https://www.kansascountyhighway.org/resources/township-info/township-book-december-2017.pdf/view>
- Note- This book was made in 2019 so some portions may be outdated, particularly the Township Calendar and some statutes. Please see materials below for up-to-date information.



Township Book  
November 2019.pdf

Double-click the pdf icon above to open the Township Road Book

- **State Statutes- Kansas Statutes Annotated (K.S.A.)**

- <http://ksrevisor.gov/ksa.html> The chapters most often referenced by township officials are Chapters-
  - 8- Automobiles and Other Vehicles
  - 12- Cities and Municipalities
  - 19- Counties and County Officers
  - 21- Crimes and Punishments
  - 24- Drainage and Levees
  - 25- Elections
  - 66- Public Utilities
  - 68- Roads and Bridges
  - 79- Taxation
  - 80- Townships and Township Officers
  - 82- Waters and Watercourses
- Additional information on specific statutes can be found in the 2019 Township Road Book <https://www.kansascountyhighway.org/resources/township-info/township-book-december-2017.pdf/view> however, the statutes in the Township Road Book may not be up to date, so be sure to reference the most current statutes at <http://ksrevisor.gov/ksa.html>

- **Relevant Douglas County Code**

- The County Code can be found here- <https://www.dgcoks.gov/administration/county-code>
- Speed limits and other traffic signs: 9-301

- Approval of property entrances on public roadways: 9-107.3, 9-202, and 9-509
- Permits for work in public roadways- <https://www.dgcoks.gov/public-works/road-utility-permits>
- Chapter Nine of the Douglas County Code can be found by double-clicking the icon below.



Chapter 9.pdf

- **Oath of Office Template**

- **K.S.A. 54-106-** All officers elected or appointed under any law of the state of Kansas shall, before entering upon the duties of their respective offices, take and subscribe an oath or affirmation, as follows: "I do solemnly swear [or affirm, as the case may be] that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of [name of position title]. So help me God."
- A sample oath of office can be found by double-clicking the icon below.



Oath%20of%20Office.docx

- **Township Calendar**

**The following items are required by state law.**

**Annually:**

- County Engineer required to host an annual meeting to discuss road issues with township officials. Douglas County Public Works has hosted this meeting in November for the last several years.

**Monthly:**

- First of every month the township road overseer makes an itemized report to the township board. K.S.A. 68-538

**January:**

- January 15: Township Clerk submits annual statement to the county engineer of all road work in the previous year. K.S.A. 68-539
- January 31: Township Board submits annual report on expenditures to the County Clerk for review and approval by County Commission. K.S.A. 80-302

**February:**

- Township Trustee meets with the Board of County Commissioners and provides an auditing report and detail of township affairs. K.S.A. 80-304

**March:**

- Last Monday: The township board of highway commissioners shall hold regular meetings on the last Monday of March, June, September, and December. K.S.A. 68-523 & 524
- The township trustee, clerk and treasurer of each municipal township shall constitute an auditing board. The auditing board shall meet in March, June, September, and December of each year and examine and audit all claims against the township. K.S.A. 80-302

**June:**

- Last Monday: The township board of highway commissioners shall hold regular meetings on the last Monday of March, June, September, and December. K.S.A. 68-523 & 524
- The township trustee, clerk and treasurer of each municipal township shall constitute an auditing board. The auditing board shall meet in March, June, September, and December of each year to examine and audit all claims against the township. K.S.A. 80-302

**August:**

- August 1: Last day for township board to meet and prepare budget. K.S.A. 79-2927
- August 5: Last day for publishing notice of budget hearing. K.S.A. 79-2929
- August 15: Last day for public hearing on budget. K.S.A. 79-2933
- August 25: Last day to certify the budget. K.S.A. 79-1801

**September:**

- Within 30 days of primary, general, and special election candidates must submit financial expenses. K.S.A. 25-904
- Last Monday: The township board of highway commissioners shall hold regular meetings on the last Monday of March, June, September, and December. K.S.A. 68-523 & 524
- The township trustee, clerk and treasurer of each municipal township shall constitute an auditing board. The auditing board shall meet in March, June, September, and December of each year to examine and audit all claims against the township. K.S.A. 80-302

**October:**

- Last Saturday: Township treasurer presents certified statement and books to township board at their annual meeting. K.S.A. 80-402 & 80-405. Treasurer files duplicate copy of report with the County Clerk. K.S.A. 80-403

- Following quarterly meeting: Trustee prepares statement of all bills allowed. K.S.A. 80-406

### **November:**

- Election Day: Township officers to post treasurer's report and trustees report at polling locations in the township. K.S.A. 80-407

### **December:**

- Within 30 days of primary, general, and special election candidates must submit financial expenses. K.S.A. 25-904
- Last Monday: The township board of highway commissioners shall hold regular meetings on the last Monday of March, June, September, and December. K.S.A. 68-523 & 524
- The township trustee, clerk and treasurer of each municipal township shall constitute an auditing board. The auditing board shall meet in March, June, September, and December of each year to examine and audit all claims against the township. K.S.A. 80-302

### **• Roads**

- Road maintenance responsibilities- <https://www.dgcoks.gov/public-works/road-maintenance-responsibility>
- County road map- <https://www.dgcoks.gov/media/10190>

### **• Budgeting**

- The Kansas Department of Administration publishes numerous budget and audit resources on their website for townships, cities, and counties- <https://admin.ks.gov/offices/accounts-reports/local-government/municipal-services>

#### **○ Budget Timeline**

- June 15: Assessed property valuations from county clerks – will include RNR
- July 20: Last day to notify county clerk of intent to levy above RNR (provide proposed tax rate and hearing information)
- August 20 – September 20: Hold RNR hearing prior to or in conjunction with budget hearing
  - Each hearing must be published and in each case must be done at least 10 days prior to the hearing date.
- August 25: Subdivisions not exceeding RNR will submit budget to county clerk
- August 20 October 1: Governing body formally adopts budget
- August 30 - October 1: Governing body certifies budget to county clerk
- By December 31: County Clerk provides budget to Municipal Services

- **State Budget Workshop**
  - After following this link- <https://admin.ks.gov/offices/accounts-reports/local-government/municipal-services> Click on the section to the right called “Email notifications.” Then click on “Other Municipal Subdivisions” to sign up for notifications. The budget workshop invitation is sent annually to this mailing list from the State.
- **Property Tax Calendar**
  - Please see the Kansas Department of Revenue website- <https://www.ksrevenue.gov/pvdproptaxcal.html>
- **Revenue Neutral Rate**
  - Please consult the League of Kansas Municipalities guide- [https://cdn.ymaws.com/www.lkm.org/resource/resmgr/files/infographics/SB\\_13\\_Infographic\\_v3.pdf](https://cdn.ymaws.com/www.lkm.org/resource/resmgr/files/infographics/SB_13_Infographic_v3.pdf)
  - RNR explanation KS Municipal Services Budget Workshop- <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:69f7794b-51b4-4063-b518-b13e34f081dc>
- **Taxation**
  - Ad Valorem taxes & mill levy rate explanation- <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:eb44aa53-7d9b-47a8-9844-d54a86979162>
- **Kansas Local Technical Assistance Program (LTAP) and Rural Transit Assistance Program (RTAP)**
  - Various public works resources can be found here- <https://kutcreources.ku.edu/>

## FAQs

- **Can I contact the county for legal advice?**
  - County counsel may be available to township officers in certain circumstances. Please email the County Administrator.
- **Questions about the Kansas Open Meetings Act (KOMA) or Kansas Open Records Act (KORA)**
  - Please consult the Kansas Attorney General’s resources- <https://www.ag.ks.gov/divisions/administration/open-government/resources>
  - And the Kansas Attorney General’s website- <https://www.ag.ks.gov/divisions/administration/open-government/koma-faq>
  - Kansas Association of Counties KOMA and KORA webinars (scroll to bottom of webpage)- <https://kansascounties.org/page/FoundationsinCountyGovernmentProgram>

- **Questions about executive session**
  - **K.S.A. 75-4319-** [http://ksrevisor.gov/statutes/chapters/ch75/075\\_043\\_0019.html](http://ksrevisor.gov/statutes/chapters/ch75/075_043_0019.html)
  - **Please consult the Kansas Attorney General’s website if you cannot find your question here:** <https://www.ag.ks.gov/divisions/administration/open-government/kora-faq>
  - **Who can be present in executive session?**
    - Only members of the public body holding the discussion have a right to be in executive sessions. The public body may discretionarily include anyone they believe will aid them in that discussion.
  - **What topics can be discussed in executive session?**
    - Allowed topics for discussion in executive session can be found in K.S.A. 75-4319- [http://ksrevisor.gov/statutes/chapters/ch75/075\\_043\\_0019.html](http://ksrevisor.gov/statutes/chapters/ch75/075_043_0019.html)
  - **How does a public body properly go into an executive session?**
    - First, the public body must be in an open session, before going into an executive session.
    - Then, a motion must be made, and seconded.
    - The motion must contain statement of Justification for closure; Subject(s) to be discussed; and Time and place open meeting will resume.
    - Example: "Madam Chairman, I move we recess into executive session to discuss disciplinary action against a student in order to protect the privacy of the parties involved. We will reconvene the open meeting in the conference room at 8:30 p.m."
  - **When making a motion to go into an executive session, are justification and subject the same thing?**
    - No. Motions for executive session should contain subject and justification statement, which are not the same thing. The subject is one of the topics listed in K.S.A. 75-4319(b). The justification is an explanation of what is to be discussed (without revealing confidential information.)
  - **Must motions to go into executive session be recorded in the minutes of meetings?**
    - Yes. All executive session motions must be recorded in minutes.
- **Can a township purchase land without submitting a question to the ballot?**
  - Sometimes. Townships may only purchase land without first having an election if (1) the land is less than 10 acres and (2) the cost of the land is paid out of the township’s general fund.
  - K.S.A. 80-104 states: “Except as provided by subsection (b), the board shall not acquire any land or erect buildings thereon or purchase such schoolhouse or appropriate any of the moneys of the township or levy any tax therefor without first submitting the question to a vote of the electors of the township.”  
[http://ksrevisor.gov/statutes/chapters/ch80/080\\_001\\_0004.html](http://ksrevisor.gov/statutes/chapters/ch80/080_001_0004.html)
    - Subsection (b) then states: “The township board may acquire, either by purchase or by lease, not to exceed 10 acres of land for the township. The cost of such land may be paid out of the general fund of the township or from the general road fund of the township, or from either or both of the funds.”

- **Can a township construct a building without an election?**
  - No. K.S.A. 80-104 requires that townships submit a question to the ballot before erecting any buildings.
  
- **Do township vehicles need to be marked?**
  - Yes, please consult K.S.A. Chapter 8, Article 3 for more information on publicly owned vehicles- [http://ksrevisor.gov/statutes/ksa\\_ch8.html](http://ksrevisor.gov/statutes/ksa_ch8.html)
  
- **Questions about treasurer's bond**
  - Please consult K.S.A. 80-203-  
[http://ksrevisor.gov/statutes/chapters/ch80/080\\_002\\_0003.html](http://ksrevisor.gov/statutes/chapters/ch80/080_002_0003.html)
  - Douglas County requires the treasurer's bond to be in the amount of at least 1/3 of the township's budget.
  
- **Equipment Reserve Funds**
  - Please consult K.S.A. 80-122-  
[http://ksrevisor.gov/statutes/chapters/ch80/080\\_001\\_0022.html](http://ksrevisor.gov/statutes/chapters/ch80/080_001_0022.html)
  - What is the maximum amount that can be contributed to an equipment reserve fund per year?
    - "Moneys not to exceed 25% annually of the township general fund may be budgeted and transferred to such fund."
  - What can be purchased with the funds in this reserve?
    - "For the purposes of this act, equipment shall include machinery, vehicles and any other equipment or personal property."
  - Can funds in this reserve be transferred if they are no longer needed in the reserve?
    - "If the township board determines that money which has been credited to such fund or any part thereof is not needed for the purposes for which so budgeted or transferred, the board may transfer, by adoption of a resolution, such amount not needed to the general fund and such retransfer and expenditure thereof shall be subject to the budget requirement provisions of K.S.A. 79-2925 to 79-2937, and amendments thereto."
  
- **Public Meeting Minutes**
  - Meeting minutes should be taken at each public meeting following Robert's Rules of Order guidelines.
  - The **complete** motion to enter into executive session and the resulting vote **must** be entered into the meeting minutes.
  
- **Record Retention**
  - Townships are required to keep records according to the records retention schedule and are responsible for the storage of records.



- Please consult K.S.A. 12-120 and 12-121 for detailed requirements-  
[http://ksrevisor.gov/statutes/chapters/ch12/012\\_001\\_0020.html](http://ksrevisor.gov/statutes/chapters/ch12/012_001_0020.html)  
[http://ksrevisor.gov/statutes/chapters/ch12/012\\_001\\_0021.html](http://ksrevisor.gov/statutes/chapters/ch12/012_001_0021.html)