

ABILENE CITY COMMISSION - REGULAR MEETING AGENDA
ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET
January 25, 2021 - 4:00 pm

DUE TO COVID-19 AND SOCIAL DISTANCING WE ARE ENCOURAGING VIEWING ALL MEETINGS VIRTUALLY ON THE LIVE STREAMED CITY OF ABILENE'S YOUTUBE PAGE AT https://www.youtube.com/channel/UCNURrU0ueP6_dRpHYu1wJEg

1. Call to Order
2. Roll Call: ___ Rein ___ Marshall ___ Ostermann ___ Shafer ___ Witt
3. Pledge of Allegiance

Consent Agenda (*Consent Agenda items will be acted upon by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.*)

4. Agenda Approval for the January 25, 2021 City Commission Meeting
5. Meeting Minutes: January 11, 2021 Regular Meeting

Public Comments and Communications

6. Persons who wish to address the City Commission may do so when called upon by the Mayor.

Old and New Business

7. Consider the purchase refinance of the fire truck and water meters.
8. Consider water main improvement bids for N. Brown St.
9. Consider the purchase of extrication tools for the fire department.
10. City Manager profile presentation and compensation by Beth Tatarko with Austin Peters Group.

Reports

11. City Manager reports.

Adjournment

12. Consideration of a motion to adjourn the January 25, 2021 City Commission meeting.

Future Meeting Reminders:

- City Commission Study Session, February 1 at 4 pm
- City Commission Meeting, February 8 at 4 pm



Abilene City Commission Meeting Minutes
Abilene Public Library – 209 NW Fourth Street
January 11, 2021 @ 4:07 p.m.
Abilene, Kansas

1. Call to Order

2. Roll Call – City Commission Present: Mayor Ostermann, Commissioners Rein, Marshall, Shafer, and Witt.

Staff Present: City Manager Foltz, City Attorney Martin, Finance Director Rothchild, Convention and Visitors Bureau Director Roller-Weeks, Parks and Recreation Director Timbrook, Zoning Administrator Zook and Public Works Director Schrader.

3. Pledge of Allegiance

City Commission Installation

4. Mayoral and Vice Mayor selection

Motion by Commissioner Shafer, seconded by Commissioner Ostermann to appoint Brandon Rein Mayor and Dee Marshall as Vice-Mayor. Motion carried unanimously 5-0.

Consent Agenda

5. Agenda Approval for the January 11, 2021 City Commission Meeting

6. Meeting minutes: December 14, 2020, 2020 Regular Meeting

7. Meeting minutes: January 4, 2021 Special Meeting

8. Approval of the 2021 City Board appointments

Motion by Commissioner Marshall, seconded by Commissioner Ostermann to approve the Consent Agenda as presented. Motion carried unanimously 5-0.

Public Comments and Communications

9. Persons who wish to address the City Commission may do so when called upon by the Mayor.

There were no public comments or communications.

Old and New Business

10. Consider Resolution No. 011121-1 A RESOLUTION AUTHORIZING THE CITY OF ABILENE'S FINANCIAL STATEMENTS FOR FISCAL YEAR 2021 TO BE PREPARED IN COMPLIANCE WITH THE CASH BASIS AND BUDGETARY LAWS OF THE STATE OF KANSAS.

Motion by Commissioner Marshall, seconded by Commissioner Shafer to approve Resolution No. 011221-1 **A RESOLUTION AUTHORIZING THE CITY OF ABILENE'S FINANCIAL STATEMENTS FOR FISCAL YEAR 2021 TO BE PREPARED IN COMPLIANCE WITH THE CASH BASIS AND BUDGETARY LAWS OF THE STATE OF KANSAS.** Motion carried unanimously 5-0.

11. Consider Resolution 011121-2 A RESOLUTION OF THE CITY OF ABILENE, KANSAS APPROVING THE SALE OF A CERTAIN PROJECT FINANCED WITH THE PROCEEDS OF REVENUE BONDS OF THE CITY; AUTHORIZING THE EXECUTION AND DELIVERY OF (1) A BILL OF SALE, (2) A TERMINATION AND RELEASE OF LAND LEASE AND SITE LEASE, AND (3) A SATISFACTION, DISCHARGE AND RELEASE OF INDENTURE.

Mary Carson, Triplett Woolf and Garretson, LLC, presented information via telephone regarding Resolution No. 011121-2.

Motion by Commissioner Shafer, seconded by Commissioner Marshall to approve Resolution No. 011121-2, **A RESOLUTION OF THE CITY OF ABILENE, KANSAS APPROVING THE SALE OF A CERTAIN PROJECT FINANCED WITH THE PROCEEDS OF REVENUE BONDS OF THE CITY; AUTHORIZING THE EXECUTION AND DELIVERY OF (1) A BILL OF SALE, (2) A TERMINATION AND RELEASE OF LAND LEASE AND SITE LEASE, AND (3) A SATISFACTION, DISCHARGE AND RELEASE OF INDENTURE.** Motion carried unanimously 5-0.

Reports

12. City Manager reports

Staff continues to gather information on the Rural Water District fee increase proposal. We hope to find a workable solution soon.

The Recycling Center is closed until January 16th.

Plans are underway to begin the Faith Avenue detention pond project on January 18th, weather permitting.

The County's use of the Civic Center for their offices has been delayed until March due to remodeling delays at the courthouse. They will be at the Civic Center until the end of August.

The next City Commission Study Session will be on Tuesday, January 19th due to the Martin Luther King, Jr. Day holiday.

The timeline for the City Manager recruitment process has been sent out. If you have any questions, please direct them to Beth Tatarko.

Adjournment

13. Consideration of a motion to adjourn the January 11, 2021 City Commission meeting.

Motion by Commissioner Marshall, seconded by Commissioner Shafer to adjourn at 4:32 p.m. Motion carried unanimously 5-0.

(Seal)

Brandon Rein, Mayor

ATTEST:

Shayla L. Mohr
Deputy City Clerk



CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

01/25/2021

Originating Department

Prepared By:

Approved For Agenda By:
(Office Use Only)

Administration

Marcus Rothchild

JF

AGENDA ITEM HEADING:

Lease purchase refinance, fire truck and water meters.

BACKGROUND:

The City's lease purchase options showed potential for savings based on today's low interest rates. To save on expenses, staff reached out to our current lenders to consider refinancing our lease purchase options for the water meters and 2019 fire engine.

FISCAL NOTE:

Finalizing interest rates on Friday and will bring information to study session for your review.

COMMISSION ACTION:

Consider refinancing the lease purchases for the Fire Truck and Water Meters.



CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

1/25/2021

Originating Department

Public Works

Prepared By:

Lon Schrader

Approved For Agenda By:
(Office Use Only)

JF

AGENDA ITEM HEADING:

2021 Waterline Replacement

BACKGROUND:

A scope of work, specifications and bid invitations were prepared by Public Works staff for the installation of new 8" and 6" water mains and 1" service lines on N. Brown Street, from NE 10th to NE 12th Streets. The work generally includes about 800' of 8" pipe, 45' of 6" and 500' of 1" service lines, connections to existing mains and all related appurtenances.

The bid invitation was advertised to the public and sent to 4 contractors.

We received only one bid, which was from J & K Contracting, Inc. of Junction City, Kansas in the amount of \$49,682.20.

Our estimate for the project was in the amount of \$53,816.07.

This is the bid for the labor and all related work, the City of Abilene purchases and provides the material and currently have received a bid for just over \$20,000.

FISCAL NOTE:

In the 2021 CIP preparation, we budgeted \$80,000 for a water main improvement.

COMMISSION ACTION OPTIONS:

Approval of the bid received from J & K Contractors, Inc., Junction City, Kansas in the amount of \$49,682.20.



KANSAS

2021 Waterline Replacement Project

Project No. 21-1WL "ADDENDUM" (added quantities are for potholing at 8 locations)

Work to be completed in Abilene, Kansas from NE 10th to NE 12th in the east & west right-of-way of N. Brown Street.

January 7, 2021

Item No.	Description	Quantity	Unit	Unit Price	Total
1	Bore & install 8" DR-14 C-900 certi-lok pipe	790	LF	\$ 20 ⁻	\$ 23,700 ⁻
2	Bore & install 6" DR-14 C-900 certi-lok pipe	44	LF	\$ 25 ⁻	\$ 1,100 ⁻
3	Install & connect tapping saddles, perform service taps, replace 1" meter, barrels, curb steps, meter setters & flush lines	13	Each	\$ 600 ⁻	\$ 7,800 ⁻
4	Install 3, 1" HDPE service lines on same side as main	55	LF	\$ 10 ⁻	\$ 550 ⁻
5	Bore & install 10, 1" HDPE service lines across street	445	LF	\$ 12 ⁻	\$ 5,340 ⁻
6	Install 8" x 8" x 6" tee (NE 11th & Tom Smith Circle)	2	Each	\$ 250 ⁻	\$ 500 ⁻
7	Remove 36" section of existing 8" PVC, install long sleeve & 8" x 8" x 8" tee (NE 12th & Brown)	1	Each	\$ 1,500 ⁻	\$ 1,500 ⁻
8	Install 8" MJ water valves	2	Each	\$ 150 ⁻	\$ 300 ⁻
9	Install 6" MJ water valves	2	Each	\$ 150 ⁻	\$ 300 ⁻
10	Placement of 1/2 washed limestone or clean sand to bed all mechanical fittings, fire hydrants & drains. (City will furnish rock or sand)	6	Tons	\$ 50 ⁻	\$ 300 ⁻
11	Saw cut (concrete) 4" to 6" depth	90	LF	\$ 6 ⁻	\$ 540 ⁻
12	Pavement, dirt removal & disposal to City site	20	CV	\$ 30 ⁻	\$ 600 ⁻
13	Flowable fill for street & parking lot repair	14	CV	\$ 100 ⁻	\$ 1,400 ⁻
14	Concrete for street, parking lot, curb/gutter or sidewalk repair 4" x 5' x 5' & 6" x 8' x 8'	10	SY	\$ 120 ⁻	\$ 1,200 ⁻
15	Install 6" 45° MJ elbows	2	Each	\$ 150 ⁻	\$ 300 ⁻
16	Install 6", 4 1/2' bury, fire hydrant, 6" MJ gate valve & 6" x 6" x 6" MJ tee	1	Each	\$ 1,250 ⁻	\$ 1,250 ⁻
17	Install 8" 45° MJ elbows	2	Each	\$ 150 ⁻	\$ 300 ⁻

Back 1/14/21 10:00 A.M.
 JK Contracting LLC
 PO Box 302
 Junction City, KS. 66441
 Shannon Ink & Embroidery, Com

17a	11 1/4" 8" MJ fittings to align pipe (new connection at NE 12th & Brown)	2	Each	\$	150	\$	300
18	Install 6" x 4" MJ reducer & 4" dresser to connect to existing 4" CI (Tom Smith Circle)	1	Each	\$	250	\$	250
19	Remove 8" MJ pipe cap from 8", connect 8" pipe to existing tee (NE 10th & Brown)	1	Each	\$	250	\$	250
20	Install 6" dresser connecting new PVC to existing CI pipe (NW 11th)	1	Each	\$	250	\$	250
21	Install tracer wire	1,334	LF	\$	0.30	\$	400.20
22	Seeding & finishing work	1	LS	\$	1,000	\$	1,000
23	Furnish & install tablets for chlorination, disinfection, pressure test & flush per KDHE requirements	1	LS	\$	250	\$	250
24	Traffic control & fence enclosing unattended open excavations	1	LS	\$	1	\$	1
25	Mobilization	1	LS	\$	1	\$	1
"All mechanical joint fittings require restraints"				TOTAL BID			
				\$	4,168.20		



CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

1/25/21

Originating Department

Prepared By:

Approved For Agenda By:
(Office Use Only)

Fire Dept.

Kale Strunk, Interim Fire Chief

JF

AGENDA ITEM HEADING:

Consider approval for rescue/extrication tools for the fire department rescue and squad trucks

BACKGROUND:

The City of Abilene along with Dickinson County and neighboring departments discussed updating rescue equipment used within the County by local fire and rescue departments. The participating rescue squads met to discuss the best option for all. They met with vendors last year and made the decision to accept the bid from Okie Extrication. The County budgeted \$75,000 for extrication tool replacement for the three squads in Dickinson County. The City of Abilene budgeted \$43,000 in the 2021 equipment reserve fund to purchase the upgraded tools for our rescue unit and squad truck. The items that are to be replaced include:

- An electric pump motor
- Cutters
- Spreaders
- Rams
- Hoses and accessories
- Battery powered extrication tools (versatility in remote situations)
- Mounting brackets
- Lift bags (to assist in lifting heavy vehicles)
- Struts (expand our stabilization and lifting capabilities)

The advantage to this is that the three rescue units in Dickinson County will be replacing 15-year-old equipment. Our current extrication equipment is no longer capable of performing extrication operations on modern vehicles, due to advancements in technology, design and high tensile steels used to keep passenger compartments safe. Also, personnel will be trained to safely and efficiently operate equipment that will be uniform County wide with the ability to interchange equipment if needed on a large incident saving time and possibly lives.

All equipment is made in the USA and will come with a Lifetime warranty. We have support for these tools as close as Salina, Kansas.

The total request for extrication tools for the Abilene Fire Department is \$66,670.28

FISCAL NOTE:

The purchase of these tools will be \$43,000 from the equipment reserve fund which was budgeted for 2021 and funds are available, the additional \$25,000 from Dickinson County for rescue tools. We have received notification from Brad Homman that funds are available. The County will purchase the tools and the City of Abilene will reimburse the County. Delivery of the new tools will be approximately 4 weeks after they are ordered.

COMMISSION ACTION:

Consider approval for rescue/extrication tools for the fire department rescue and squad trucks for a total of \$66,670.28

Okie Extrication



TNT Rescue Systems
Res-Q-Jack Stabilization
MatJack Lift Bags

808 S.W. 26 St.
El Reno, Okla. 73036
405-590-2065
DNIC176631@aol.com

January 14, 2021

Attn: Chief Kale Strunk
Abilene Fire Department
419 N Broadway St.
Abilene, KS 67410

Chief Strunk,

ET-40-COAX 4.0Hp Electric Simo Pump.....	\$6,105.00
S-100-28-COAX Heavy Duty 28in Spreader	\$5,750.00
TLS-50-COAX Telescoping 50in Ram w/ plate ..	\$4,410.00
EXTH-30-COAX 30ft Hose	\$1,040.00
2, HRH-100-COAX 100ft Reel Hose..... \$2255 each	\$4,510.00
2, DL-6-COAX Drop Line 6ft Long	\$722.00
2, Reel Rebuild Kit	\$220.00
CP-10 Chain attachment kit	\$645.00
ESCL-29-D Battery Powered Heavy Duty Cutter	\$9,005.00
ES-100-28-D Battery Powered 28in Spreader	\$9,710.00
ER-40 Battery Powered 40in Ram	\$6,145.00
XRKIT Ram Accessory Kit	\$795.00
6, Mounting Brackets	\$990.00
ALX-4PTX Aluminum X Deluxe 4-Point Package	\$10,705.00
8, Aluminum mounting brackets.....	\$520.00
44HPK Matjack lifting kit 44ton	\$3950.00
765SC Upgrade to piston regulator	\$285.00
2, 612SC In-Line Relief Valve.....	\$170.00
Sub-Total.....	\$65,677.00
Shipping and Handling	\$993.28
Total.....	\$66,670.28

We appreciate the opportunity to help you better serve your community.

If you have any questions, please feel free to call.

..... Thanks, Joshua Rogers



OVERLAND PARK, KS OFFICE: P.O. Box 27196, Overland Park, KS 66225 Phone: (913) 851-7530
FORT COLLINS, CO OFFICE: 4809 Prairie Vista Drive, Fort Collins, CO 80526 Phone: (970) 266-8724
Fax: (913) 851-7529
www.austinpeters.com

January 19, 2021

To: Mayor and City Commissioners of Abilene

Fr: Beth Tatarko, Vice President

As you look ahead to the recruitment of a new city manager there are several market factors to consider.

1. The applicant pools have been shrinking in local government positions as wage and benefit packages have lagged the private sector and unemployment was relatively low prior to the pandemic. At the same time, retirements are increasing quickly in local government as the baby boom generation steps down. This is creating more openings and tighter competition for cities seeking talent. Many cities have focused on succession planning and turned to their own talent pool to develop and nurture leaders.
2. The climate of local government work has been affected by the tone and tenor of public discourse which has led to professionals leaving the public sector.
3. A final factor currently is the pandemic. No one really knows how many people are willing to move/relocate at this point. As Covid cases come down both locally and nationally that picture will change. As we talked with other Kansas communities who have recently filled top management positions, we have learned the picture was bleak last Spring but has improved this Fall. Several cities restarted their search this Fall. Your own local recruitments have had strong applicant pools.

The wage and compensation package for Abilene will have to be competitive to draw a good applicant pool. We have seen a rapid increase in pay for City Managers in 2019 and 2020 to attract and retain talent. In the past two weeks, we surveyed and collected data from 18 peers cities/positions. In this survey the average pay was \$125,100. The average car allowance was \$4,519, average phone allowance was 885 (several cities simply provide a phone outright rather than an allowance). Deferred compensation varied greatly ranging from less than 1% to 17%.

	Range Minimum	Range Maximum	Actual pay or Midpoint	Car Allowance	Phone
Abilene	\$ 101,462	\$ 136,986	\$ 101,462	\$3,600	City provides
Average of Kansas Peers	\$ 106,856	\$ 146,146	\$ 125,100	\$4,519	\$885 or provided by the City

Recently, Fort Scott advertised for a City Manager at the pay rate of \$115,000 to \$125,000. They hired an outside interim city manager for a four month period while they complete their search. No announcement on a candidate has been made at this point.

We recommend announcing the starting pay in the recruitment brochure. The higher you are able to start, the better the applicant pool. The Commissioners will need to determine this amount.

City Manager • Recruitment Profile



More information about Abilene and the position can be found at:
www.abilenecityhall.com

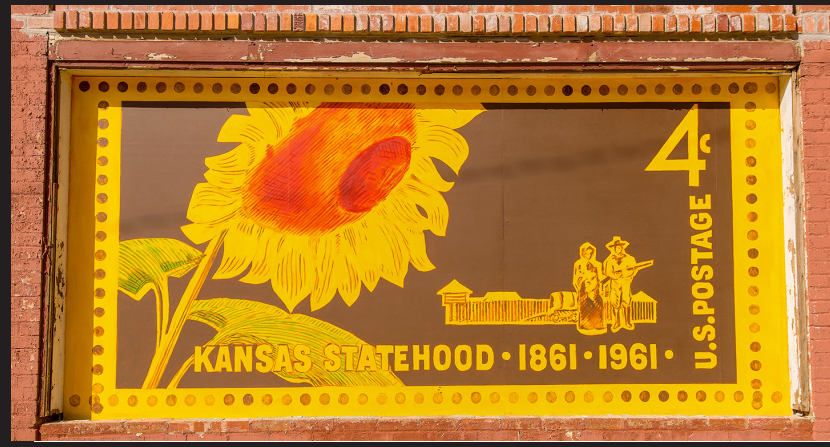
Qualified persons invited to apply by March XX, 2021.
Please send one integrated Word or PDF file that includes a cover letter and resume. Do not send multiple files.

Recruitment Advisor

Beth Tatarko
etatarko@austinpeters.com
The Austin Peters Group, Inc.
(970) 266-8724

THE CITY OF ABILENE IS AN EQUAL OPPORTUNITY EMPLOYER





The City seeks a City Manager who understands small-town life and values. The next City Manager should be professional, knowledgeable, and experienced in local government. The ideal candidate will possess excellent communication and listening skills, have strong leadership and personnel management skills, be knowledgeable in financial management of local government, and work well with the governing body, department heads, employees, and citizens to get things done. The City seeks a person who is grounded in high ethical standards and leads with transparency and openness.

Named one of the top 20 “best small towns to visit” by Smithsonian Magazine, Abilene is a Chisholm Trail Cowtown and hometown of the 34th President of the United States, Dwight D. Eisenhower. The rich history of Abilene dates from the pioneer cattle days when great herds of longhorns were driven overland from Texas to Abilene, the western terminus of the first railroad through Kansas. Abilene holds a colorful position in the annals of the Old West. Many legends and traditions of the cowboy days originated in Abilene. This small town boasts one of the largest attractions in the state, the popular Eisenhower Presidential Library and Museum. Additional local attractions along with arts and cultural events draw 250,000 annual visitors to Abilene.

Situated in the heart of Kansas, Abilene retains the historic character of a small Midwestern town and boasts a thriving economy and cultural amenities making it a top tourist attraction in Kansas. Abilene is strategically located along Interstate I-70, a major transportation system stretching through ten states in the middle of the country. Nearby airport locations include Kansas City and Wichita, along with two regional airports in Salina and Manhattan. Abilene is the county seat of Dickinson County.

This growing community of more than 6,300 residents is noteworthy for its flourishing economy, national attractions and tourism, exceptional and moderately-priced housing, family-friendly neighborhoods, and civic spirit.

Prospective candidates will find Abilene has enviable conditions for continuing economic growth, including a 40-year record of a stable, professionally-managed municipal government.



Abilene has garnered national attention and recognition. A few recent accolades include:

- ★ #2 Best Historic Small Town by USA Today (2020)
- ★ Coolest Small Town in Kansas by Far and Wide (2020)
- ★ Most Beautiful Small Town in Kansas by House Beautiful magazine (2020)
- ★ #8 Best Historic Small Town by USA Today (2019)
- ★ #1 True Western Town of the Year by TrueWest magazine (2018)
- ★ Best Weekend Getaway by KANSAS! magazine (2018)
- ★ Best Small Towns to Visit by Smithsonian magazine (2017)



Community Life

Local Economy: Abilene's geographic location with I-70 and a tourism-based economy boasts a wide range of businesses with approximately 848 in the Abilene area. Top Abilene Employers include Russell Stover, Memorial Hospital System, Great Plains Manufacturing - Land Pride, USD 435, Dickinson County, and the City of Abilene. The City of Abilene partners with the Dickinson County Economic Development Corporation (DKEDC) in its economic development strategy. This partnership has had many successes over the last few years with expansion of local manufacturing and homegrown businesses.

Education: USD 435 Abilene has 1,600 students who attend five schools - Kennedy (K-1); McKinley (2-3); Eisenhower (4-5); Abilene Middle School; and Abilene High School. St. Andrew's Catholic School also serves elementary-aged students. The community is home to numerous preschools, daycares, and before/after school programs offered jointly between USD 435 and the City. Abilene has a well-educated community with a higher percentage of high school graduates than the state average. Citizens have post-graduation choices nearby with Kansas State University, Kansas Wesleyan University, K-State Polytechnic Campus, Salina Area Technical College, Cloud County Community College, and Butler Community College.

Health Care: Abilene residents benefit from several physicians, dentists, and an optometrist. Abilene is home to Memorial Hospital which includes 24-hour emergency care, a birthing center, skilled nursing, diagnostic laboratories, rehabilitation services, sports medicine, and more. Healthcare clinics, long-term care, behavioral health, independent living, home health and hospice, and more are provided in town. These assets are unique to a community this size.

Parks, Recreation and Leisure Amenities: Abilene features the Eisenhower Park Rose Garden. The Parks and Recreation Department maintains the Municipal Pool, which had a renovation in 2009. The department hosts a number of recreational activities including basketball, soccer, football, dance, tumbling, volleyball, pickleball, and golf. Multiple shelter houses, playgrounds, baseball and softball complexes, skate park, tennis courts, basketball courts, and volleyball courts are a part of the parks system. The Abilene Community Center is a multipurpose complex for basketball, volleyball, indoor track, and a multi-purpose room. A walking trail is a popular feature at Eisenhower Park.

★ ATTRACTIONS ★

Eisenhower Presidential Library, Museum and Boyhood Home

Historic Seelye Mansion

Abilene & Smoky Valley Railroad

Dickinson County Heritage Center and C.W. Parker Carousel

Great Plains Theatre

Old Abilene Town

Greyhound Hall of Fame Museum

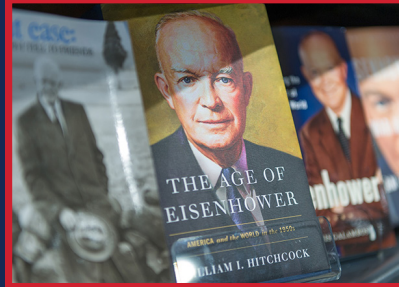
Jeffcoat Photography Studio Museum

Eisenhower Park and Rose Garden

★ EVENTS ★

Annual events include the Eisenhower Marathon (a Boston Marathon qualifying race), Central Kansas Free Fair and Wild Bill Hickok Rodeo, Chisholm Trail Days, and other events.





What's New in Abilene?

Current City government leadership has been actively investing in infrastructure, promoting business and economic development, improving technology and increasing citizen access to services, and partnering with public schools for recreation development.

Infrastructure: The City upgraded and expanded 8th Street investing a total of \$1.7 million with state and local funding. Last year, the Fire Department purchased a new fire structure engine to replace equipment. Recently the northeast draining project was finished, which will reduce flooding to residential and commercial areas. Abilene has always invested in infrastructure including the first reverse osmosis water treatment plant in Kansas that opened in 1998.

Business and Economic Development: A few recent relocation and expansion projects include: Lumber House True Value, Great Plains Manufacturing-Land Pride Division, Love's Travel Stop, Auburn Pharmacy, Tallgrass Dental, a new Holiday Inn Express, and Flint Hills Grain.

Improving Technology and Increasing Citizen Access: The City launched a new website in 2020 that provides citizens with greater access to information. There was also an upgrade to Commission Chambers with new technology, live broadcasting, and improved audio and visual technology. Electronic water meters have been installed to allow better monitoring of water systems and to save on labor costs in the field.

New and Improved Parks and Recreation: The City recently unveiled Little Ike Park downtown, which is a new pedestrian park to compliment the downtown area. USD 435 recently added a new high school football complex, stadium and track, increasing opportunities for community use.

City Government Priorities

Per state statute, Abilene is a Second-Class City. The City has adopted the Commission-Manager form of government. The City Commission establishes policy to govern the City and appoints a City Manager to administer the day-to-day affairs.

The City Commission consists of five members who are elected at-large by the citizens of Abilene on a rotating cycle. The City Commission selects one of their own to serve as Mayor to preside at meetings and serve as the official head of the City on formal occasions. The Mayor serves for a one-year term. The Commission also selects a Vice-Mayor to serve in the absence of the Mayor. The next election will be November 2021, in which three commissioners will be up for election. The governing body formally engages with residents through their appointments on commissions and boards.

The City's annual general fund budget for 2020 was \$6,255,598. Combined utility funds (water and sewer) for the current year are \$4,332,337. The 2020 capital improvement budget was \$1,539,000. Total assessed valuation for 2020 was nearly \$58 million, an increase from the previous year. Revenue sources include a property tax levy of 51.003, which generated nearly \$3 million in funds and accounted for 18.5 percent of the total operating budget. The total sales tax rate is 8.75 percent in Abilene, with the City's portion being .75 percent. The most recent bond issue was \$17.25 million to finance improvements to the Hospital. The City owns the Abilene Municipal Airport, which is operated by a fixed-base operator.

Services are organized and delivered by fourteen departments: Administration, City Clerk/Human Resources, Finance, Code and Inspection, Planning and Zoning, Convention and Visitors Bureau/Tourism, Airport, Fire, Police, Parks and Recreation, Senior Center, Public Works, Water and Sewer Utilities, and Recycling. The City's workforce is comprised of 63 full-time and 20 part-time employees.

The Mayor and City Commission have identified immediate projects and issues that will require the next City Manager's attention and resourcefulness:

- 1 Planning and community development. Abilene values small town living. However, the City recognizes the need for strong planning to support local and new business, take advantage of our location, support housing development, and maintain community cultural and historical assets.
- 2 Personnel management. The City recently hired a new Chief of Police and the current Fire Chief position will need to be filled, along with future leadership and frontline positions. Filling key positions and supporting department heads and employees will be a priority.
- 3 Community visioning, community building, and implementation. Working well with elected officials, listening to the priorities and needs of the community, and facilitating teamwork among all players and partners is needed for community success. Leading in this arena will be an opportunity for the new manager to demonstrate leadership.



④ Financial planning. Abilene is fortunate to have a solid financial plan in place including a sales tax on internet sales. However, balancing financial issues for current and long-term needs is always a high priority.

⑤ Infrastructure development. As with many communities, Abilene needs continuous planning and investment in infrastructure and facilities to serve its citizens, which requires attracting state and federal funding along with local investment.



Duties of the City Manager

The City Manager oversees the day-to-day operations of the City and is responsible for the efficient and effective implementation of City Commission policies. The City of Abilene has been managed by a City Manager since 1939 and has had fifteen City Managers since the inception of the Commission-Manager form of government. Abilene is one of the earliest ICMA-recognized Commission-Manager forms of government in the State of Kansas.

The City Manager is responsible for managing financial and human resources, delivering public services, strategic planning for community development, using performance metrics to drive continuous improvement in public services, and committing management and service delivery to high ethical standards.

The duties of the City Manager are as follows:

- ★ Assure that the laws of Kansas and ordinances of the City are enforced;
- ★ Appoint all department heads, officers, and employees of the City;
- ★ Remove or discipline all department heads, officers and employees of the City;
- ★ Examine the business conduct of any department, officer, or employee;
- ★ Prepare and submit the annual budget to the Governing Body;
- ★ Keep the Governing Body fully advised of the financial condition and needs of the City;
- ★ Make recommendations to the Governing Body on all matters concerning the welfare of the City; and
- ★ Perform such other and further duties as may be required by law or ordinance.

The City Manager must establish residency within the Abilene City limits after assuming the position.

Qualifications

Education and Experience

Minimum qualifications: 1) Five years of experience in local government as a City Manager/Administrator, an Assistant City Manager/Administrator, or senior-level public administrator with budget and supervisory responsibilities; 2) Bachelor's degree in business or public administration, or related field from an accredited university; 3) Evidence of a stable employment history and progressive career advancement; and 4) An unblemished record of leading with integrity.

Preferred qualifications: 1) Master's degree in public administration or related field, or additional management experience; 2) Professional experience in a small to mid-sized community; 3) Experience in planning and community building, personnel management, and/or government finance a plus; 4) ICMA (International City and County Management Association) membership.

Leadership Qualities

The Mayor and City Commission have identified preferred leadership qualities and practices of the next City Manager and will look for evidence of these in interviews and background reviews.

Ability to understand small communities and thrive in this environment. Abilene has a great small-town vibe with cultural and historical assets. Community pride is on display with events, festivals, and fun things to do. Having a City Manager who wants to be a part of this community and works well with people is key.

Experience as a professional in local government and a strong knowledge of planning, finance, and infrastructure will be an asset. A manager who is a lifelong learner, follows best practices in government, and brings solutions to the governing body will be a good fit.

Skill in communication, listening and collaboration. Abilene desires a strong communicator and leader who listens well, facilitates community building and partnerships, and works well with the governing body, employees, and citizens.

Ability to develop and empower City employees. The next manager will be hiring several key leadership positions. The manager must have a team-oriented approach to leading employees. This expectation requires exceptional supervisory skills to champion selection, development, and growth of employees.

High ethical standards, transparency, and open leadership. While many would say this is a part of communication and professionalism, we want a leader who demonstrates these qualities in all facets of leadership. Whether the manager is working with a citizen, planning a project, or making a decision – we expect the manager to be honest and ethical, which is part of our community values.





Compensation

The Mayor and City Council are committed to providing a competitive package with similar sized cities in Kansas that is commensurate with experience and education. The starting salary will be \$XXXXXX. The City provides employee benefits that include group health insurance and retirement benefits through the Kansas Public Employees Retirement System (KPERS) and deferred compensation. Other benefits include life insurance, sick leave, vacation leave, personal days, and supplemental insurance provided by AFLAC. An automobile and phone allowance are a part of the total compensation package.

Estimated Timetable

- January 25** Mayor and Commissioners approve City Manager Recruitment Profile
- February 8** Publication and announcement of recruitment
- March 15** Deadline for resume submission
- March 31** Consultant delivers confidential Screening Report
- April 5** Mayor and Commission determine finalists
- April 19** Mayor and Commission interview finalists
Mayor and Commission identify preferred candidate and make employment offer
- April 26** Employment agreement approved, and new City Manager announced
- May 17** New City Manager begins work (or as soon thereafter as possible)

CITY OF ABILENE

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***Check Summary Register©**

Batch: 123120PAY

Name		Check Date	Check Amt	
002000 Astra Bank checking				
31028	AIR AND FIRE SYSTEMS INC	12/31/2020	\$701.28	CASCADE SYSTEM SERVICE & CALIBRATI
31029	AMERICAN ELECTRIC CO	12/31/2020	\$1,168.50	LAMP & LED
31030	BRUCE MCMILLAN AIA ARCHITE	12/31/2020	\$9,970.00	FEASABILITY STUDY FOR APD PROJECT #
31031	CATLETT AUTOMOTIVE INC	12/31/2020	\$34.88	OIL DRY
31032	D S & O RURAL ELECTRIC COOP	12/31/2020	\$174.22	DEC ELECTRICAL SERVICE @ WATER TO
31033	EVERGY	12/31/2020	\$12,200.07	ELECTRIC SERVICE
31034	FELD FIRE	12/31/2020	\$1,798.40	FUNCTION TEST AIR PAKS & MAKE REPAIR
31035	FOUR SEASONS INC	12/31/2020	\$785.50	REPAIR HEATER PANEL
31036	GALLS, LLC	12/31/2020	\$441.57	SHIRTS
31037	KANSAS ONE-CALL SYSTEM, IN	12/31/2020	\$87.60	DECEMBER LOCATES
31038	KDHE	12/31/2020	\$822.00	WTP SAMPLES
31039	LACAL EQUIPMENT, INC	12/31/2020	\$199.32	FLANGE BEARING
31040	MIDWEST CONCRETE MATERIA	12/31/2020	\$2,332.00	FLOWABLE FILL & BUNKER BLOCKS
31041	OCCK INC.	12/31/2020	\$6,288.38	DEC 2020 SERVICE
31042	OCCUPATIONAL PERFORMANC	12/31/2020	\$368.00	UA E CUP PANEL, DOT DRUG SCREEN & 2
31043	OLSSON	12/31/2020	\$11,391.46	ROGERS STREET
31044	PACE ANALYTICAL SERVICES	12/31/2020	\$240.60	EFFLUENT SAMPLES WWTP
31045	QUILL	12/31/2020	\$155.03	DISINFECTANT & CLEANER
31046	VANDERBILT'S NO. 4, INC	12/31/2020	\$144.99	BOOTS - C. HOLT
31047	VISA - UMB ADMINISTRATION	12/31/2020	\$1,580.64	DUES/SUBSCRIPTIONS/PUBLICATIONS
31048	VISA - UMB AIRPORT	12/31/2020	\$1,085.33	INTERNET
31049	VISA - UMB COMMUNITY DEVEL	12/31/2020	\$351.60	OFFICE SUPPLIES
31050	VISA - UMB CVB	12/31/2020	\$2,592.57	OFFICE SUPPLIES
31051	VISA - UMB FIRE DEPT	12/31/2020	\$1,777.38	EQUIPMENT REP & MAINT
31052	VISA - UMB MUNICIPAL COURT	12/31/2020	\$83.29	DUES/SUBSCRIPTIONS/PUBLICATIONS
31053	VISA - UMB PARKS	12/31/2020	\$5,169.64	OFFICE EQUIPMENT
31054	VISA - UMB POLICE DEPT	12/31/2020	\$4,798.64	OFFICE SUPPLIES
31055	VISA - UMB PUBLIC WORKS	12/31/2020	\$3,156.79	GAS/OIL/LUBE
Total Checks			\$69,899.68	

FILTER: ((([Act Year]='2020' and [period] in (12)))) and (Source in ('123120PAY'))

City of Abilene
Payroll Expenditures Report
01/22/2021 PR #2

PAYROLL CODE		TOTALS	
	NET SALARIES	\$	74,852.53
051 & 501	OASDI - CITY/EMPLOYEE	\$	13,305.46
049 & 502	MEDICARE - CITY/EMPLOYEE	\$	3,111.78
001	FEDERAL WITHHOLDING - EMPLOYEE	\$	8,808.02
503	KPERS - CITY	\$	6,269.44
056, 057, 059	KPERS EMPLOYEE	\$	3,811.18
		\$	10,080.62
505	KPERS RETIREE/EMPLOYER	\$	-
153	KPERS GROUP LIFE - EMPLOYEE	\$	138.49
504	KPF - CITY	\$	10,107.88
61	KPF EMPLOYEE	\$	3,169.80
		\$	13,277.68
155	KPF GROUP LIFE- EMPLOYEE	\$	54.02
105 & 540	WADDELL & REED 457 - CITY/EMPLOYEE	\$	1,545.00
204	WADDELL & REED 529 - EMPLOYEE	\$	50.00
110	WADDELL & REED SAVINGS - EMPLOYEE	\$	500.00
130 & 530	ICMA 457 CITY/EMPLOYEE	\$	-
005	STATE TAX - EMPLOYEE	\$	4,589.42
120	AFLAC After Tax D&L - EMPLOYEE	\$	127.68
170	AFLAC Before Tax INSURANCE - EMPLOYEE	\$	616.39
102	VISION CARE DIRECT - EMPLOYEE	\$	118.14
104	VSP VISION PLANS - EMPLOYEE	\$	167.63
140	HEALTH INSURANCE - EMPLOYEE	\$	5,656.88
510	HEALTH INSURANCE - CITY	\$	16,100.03
		\$	21,756.91
103	HEALTH SAVINGS ACCOUNT - EMPLOYEE	\$	257.50
506	HEALTH SAVINGS ACCOUNT - CITY	\$	250.00
111 & 520	IMPACT SPORTS & FITNESS- CITY/EMPLOYEE	\$	314.81
114 & 560	ABILENE PHYSICAL THERAPY - CITY/EMPLOYEE	\$	-
200, 213, 214	KS PAYMENT CENTER SUPPORT - EMPLOYEE	\$	524.31
206	CALIFORNIA CHILD SUPPORT - EMPLOYEE	\$	369.23
150	FLEXIBLE SPENDING ACCOUNT - EMPLOYEE	\$	1,300.00
121	POLICE & FIREMENS INS. - EMPLOYEE	\$	20.92
211	GARNISHMENT - EMPLOYEE	\$	219.22
	TOTAL PAYROLL EXPENDITURES	\$	156,355.76

CITY OF ABILENE

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***Check Summary Register©**

Batch: 012521PAY

Name		Check Date	Check Amt	
002000 Astra Bank checking				
31056	ABILENE LOCK & ALARM, INC	1/25/2021	\$87.50	LOCK REPAIR ON SW BACK DOOR
31057	ABILENE PUBLIC LIBRARY	1/25/2021	\$260,550.44	JAN 2021 DISBURSEMENT
31058	BAYSINGERS UNIFORMS & EQUI	1/25/2021	\$957.60	POLICE EQUIPMENT
31059	BELL, CASEY	1/25/2021	\$44.51	E-PAYMENT CREDITED TO WRONG ACCT
31060	BOYD EXCAVATING INC	1/25/2021	\$4,295.00	PARK IMPROVEMENTS
31061	CATLETT AUTOMOTIVE INC	1/25/2021	\$330.48	BRAKE CLEANER
31062	CITY ATTORNEYS ASSN KS	1/25/2021	\$35.00	2021 MEMBERSHIP DUES A. MARTIN
31063	CORE & MAIN	1/25/2021	\$14,150.00	METER SYSTEM ANNUAL FEES
31064	DK CTY EDC	1/25/2021	\$10,000.00	2021 PLEDGE YEAR 4 OF 5
31065	DK CTY REGISTER OF DEEDS	1/25/2021	\$21.00	NOTICE OF VARIANCE APPROVAL-AGVAN
31066	EAGLE TECHNOLOGY Solutio	1/25/2021	\$2,080.57	JAN BACKUP, BDR, BC, OFFICE 365, AV-PM
31067	FOLEY EQUIPMENT COMPANY	1/25/2021	\$18.57	HEADLIGHT LENS FOR 924 LOADER & RET
31068	G & R IMPLEMENT	1/25/2021	\$53.08	CHAINSAW REPAIR
31069	BANK OF AMERICA	1/25/2021	\$711.46	WASHED ROCK FOR WATER DEPT
31070	HIGH TOUCH HOLDINGS, INC	1/25/2021	\$600.00	KSGOVJOBS.COM SUBSCRIPTION
31071	BRAD HOMMAN	1/25/2021	\$3,652.40	MONTHLY MONITORING FEE
31072	IMAGE QUEST	1/25/2021	\$70.09	COPIER USAGE
31073	JERRY A. MILLER	1/25/2021	\$325.00	JANUARY 2021 AWOS
31074	JOYCELYN LUCAS RANDLE	1/25/2021	\$250.00	AITA 20-0241
31075	K A C M	1/25/2021	\$200.00	2021 FULL MEMBERSHIP DUES
31076	KACM	1/25/2021	\$50.00	KACM 2021 DUES
31077	KMJA	1/25/2021	\$25.00	KMJA 2021 DUES
31078	KS I-70 ASSOCIATION	1/25/2021	\$3,250.00	2021 DUES
31079	KS MAYORS ASSOCIATION	1/25/2021	\$50.00	2021 KS. MAYORS ASSOC. MEMBERSHIP D
31080	KS MUNICIPAL UTILITIES	1/25/2021	\$1,353.00	2021 KMU MEMBERSHIP DUES
31081	LINK MEDIA OUTDOOR	1/25/2021	\$2,005.00	JAN BILLBOARD RENTAL
31082	LUMBER HOUSE TRUE VALUE	1/25/2021	\$252.25	TORCH
31083	MAXWELL, GREG	1/25/2021	\$130.00	REFUND 10S VB TOURNEY
31084	INK SHARKS, LLC	1/25/2021	\$1,127.90	YOUTH BASKETBALL SHIRTS
31085	INVORG INC	1/25/2021	\$4,220.00	JAN 2021 HOSTING FEE
31086	OREILLY	1/25/2021	\$122.99	#12 AIR FILTER, BRAKE PADS & ROTOR
31087	J & P PARK ACQUISITIONS, INC	1/25/2021	\$449.50	PARK SEED FOR GREENHOUSE
31088	QUADIENT FINANCE USA, INC	1/25/2021	\$243.85	POSTAGE
31089	ROASTER JOES, INC	1/25/2021	\$127.50	COFFEE
31090	SAMS CLUB/GECF	1/25/2021	\$69.12	TPAPER, LEGAL PADS, BATTERIES, FACE
31091	SCHNEIDER, LEON	1/25/2021	\$5.00	OVERPAYMENT REFUND CASE 20-0228
31092	SNAP	1/25/2021	\$1,500.00	2021 SAFE NIGHT AFTER PROM
31093	THOMAS OUTDOOR ADVERTISI	1/25/2021	\$2,460.00	2021 YEARLY BILLBOARD RENTAL
31094	US BANK EQUIPMENT FINANCE	1/25/2021	\$574.40	COPIER CONTRACT 12/25/20-1/25/21
31095	US POST OFFICE	1/25/2021	\$1,258.00	REGULAR BILLING FEB 2021
31096	UTILITY SERVICE CO, INC	1/25/2021	\$16,623.62	1ST QTR WATER MAINTENANCE
31097	VERIZON	1/25/2021	\$2,102.14	CELL PHONE SERVICE
Total Checks			\$336,431.97	

FILTER: ((([Act Year]='2021' and [period] in (1))) and (Source in ('012521PAY')))