



ABILENE CITY COMMISSION - REGULAR MEETING AGENDA
ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET
October 28, 2024 - 4:00 pm

VIEW THIS CITY COMMISSION MEETING VIRTUALLY AT
www.abilenecityhall.com/watchlive

1. Call to Order
2. Roll Call: _____ Rein _____ Miller _____ Witt _____ Kollhoff _____ Meysenburg
3. Pledge of Allegiance
4. Approval of the Agenda for the October 28, 2024, City Commission Meeting
5. Consent Agenda - Consent Agenda items are considered routine business items. The consent agenda can be acted upon by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.
 - a. Meeting Minutes for October 14, 2024, Regular Meeting
6. Public Comments and Communications
 - a. Public Forum: Persons who wish to address the City Commission regarding items outside the agenda may do so when called upon by the Mayor. Speakers will be allowed a three-minute time limit.
7. Business Items
 - a. Consider approval of Resolution No. 102824-1, A RESOLUTION PROVIDING FOR AN ADJUSTMENT TO THE PAY PLAN OF THE CITY OF ABILENE, KANSAS, TO ENSURE APPROPRIATE COMPENSATION FOR CITY EMPLOYEES AS COMPARED WITH THE COMPARABLE LABOR MARKET. – Shayla Mohr, City Clerk/HR Director
 - b. Consider approval of Resolution No. 102824-2, A RESOLUTION AUTHORIZING AND PROVIDING FOR THE CALLING OF A SPECIAL QUESTION ELECTION IN THE CITY OF ABILENE, KANSAS, FOR THE PURPOSE OF SUBMITTING TO THE ELECTORS OF THE CITY THE QUESTION OF IMPOSING A THREE AND ONE-HALF TENTHS OF ONE PERCENT (0.35%) CITYWIDE RETAILERS' SALE TAX FOR THE PURPOSE OF FUNDING RECREATION FACILITY IMPROVEMENTS, TO INCLUDE MULTIPURPOSE FIELDS; AND PROVIDING FOR THE GIVING OF NOTICE OF SAID ELECTION. – Ron Marsh, City Manger & Kellee Timbrook, Parks and Recreation Director

- c. Consider approval of the new urban boundary recommendation from the Kansas Department of Transportation (KDOT) and the functional classification changes listed.
– Ron Marsh, City Manager & Brad Anderson, Public Works Director
- d. Consider authorizing BG Consultants to proceed with engineering services for structural repair at the Wastewater Treatment Plant. – Ron Marsh, City Manager & Brad Anderson, Public Works Director

8. Items for discussion

- a. Discussion regarding the authorization of Finance Director Leann Johnson to electronically sign an engagement letter with Varney and Associates to audit the City of Abilene's financial statements for the year ending December 31, 2024. – Leann Johnson, Finance Director

9. Reports

- a. City Manager's Report

10. Recess of Regular Meeting

- a. Consider a motion to recess the October 28, 2024, City Commission Meeting. The study session will begin no sooner than 4:30 pm.



Abilene City Commission Meeting Minutes
Abilene Public Library – 209 NW Fourth Street
October 14, 2024, @ 4:00 pm.
Abilene, Kansas

1. Call to Order

2. Roll Call – City Commission Present: Mayor Rein Commissioners, Kollhoff, Witt, and Meysenburg.
Absent: Commissioner Miller (issues with Zoom link).

Staff Present: City Manager Marsh, City Clerk Mohr, Finance Director Johnson, City Attorney Martin, Parks and Recreation Director Timbrook, Fire Chief Strunk, Police Chief Hatter, Public Works Director Anderson, Facilities Maintenance Alvarez, Wastewater Treatment Plant Superintendent Clark, and Administrative Assistant Olson.

3. Pledge of Allegiance

Agenda

4. Approval of the Agenda for the October 14, 2024, City Commission Meeting

Motion by Commissioner Witt, seconded by Commissioner Meysenburg, to approve the agenda as presented.
Roll call vote: Witt YES, Kollhoff YES, Meysenburg YES, Rein YES. The motion carried 4-0.

Consent Agenda

5. Consent Agenda - Consent Agenda items are considered routine business items. The consent agenda can be acted upon by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.

a. Meeting Minutes for September 23, 2024, Regular Meeting

Motion by Commissioner Witt, seconded by Commissioner Meysenburg, to approve the consent agenda as presented. Roll call vote: Kollhoff YES, Meysenburg YES, Witt YES, Rein YES. The motion carried 4-0.

6. Public Comments and Communications

- a. Public Forum:** Persons who wish to address the City Commission regarding items outside the agenda may do so when called upon by the Mayor. Speakers will be allowed a three-minute time limit.

There were no public comments or communications.

- b. Lights on Afterschool Proclamation**
- c. Domestic Violence Awareness Month Proclamation**
- d. Sister City Proclamation**

7. Business Items

There were no business items.

8. Items for Discussion

- a. Third Quarter Treasurer's Report**

9. Reports

- a. City Manager's Report**

- Public Works and the County dura-patched several streets in the city last week.
- The city will be removing several trees at the intersection of Cedar and 7th to improve the sightlines.
- Kelsey Briand, the Municipal Court Manager, is attending Leadership Dickinson County.
- The Police Department office area will be closed on 10/15 for training.
- Parks and Rec will remove the chain link fence at the skate park later this week.
- 3rd St. will be closed from Walnut to Poplar on Halloween from 5-8.

- The November 11 meeting is a holiday and will move to Tuesday, November 12.
- The Park Department has received a \$5,000 grant from the Community Foundation for shade structures at the pool.
- The city will submit the Local Service Line Inventory to KDHE tomorrow. It is due Wednesday, October 16.
- We met with Twin Valley contractors to discuss scheduling and address some issues. I will have more to report at the next meeting.

10. Executive Session

- Executive Session: Motion by Commissioner Witt, seconded by Commissioner Kollhoff, for the City Commission to recess into executive session for 20 minutes to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), for the City Manager's quarterly review. The regular meeting will resume in this room at 4:40 pm. Roll call vote: Meysenburg YES, Witt YES, Kollhoff YES, Rein YES. The motion carried 4-0.

Commissioner Miller was present via phone during the executive session.

The regular meeting resumed at 4:40 pm.

No action was taken during the executive session.

11. Recess of Regular Meeting

- Consider a motion to recess the October 14, 2024, City Commission Meeting.

Motion by Commissioner Witt, seconded by Commissioner Meysenburg to recess the October 14, 2024, City Commission Meeting at 4:41 pm. Roll call vote: Witt YES, Kollhoff YES, Meysenburg YES, Rein YES. The motion carried 4-0. The City Commission Study Session will begin immediately.

12. Call to Order – City Commission Study Session

The City Commission Study Session was called to order at 4:41 pm.

Commissioner Miller was present via Zoom during the study session.

13. October 14, 2024, City Commission Study Session Agenda

- a. Sales Tax Special Election Question
- b. Wastewater Treatment Plant Structural Assessment Report
- c. Pay Plan Resolution
- d. Highway Functional Classification

14. Adjournment

- a. Consider a motion to adjourn the October 14, 2024, City Commission Meeting

Motion by Commissioner Witt, seconded by Commissioner Meysenburg, to adjourn the October 14, 2024, City Commission Meeting at 5:18 pm. Roll call vote: Miller YES, Witt YES, Kollhoff YES, Meysenburg YES, Rein YES. The motion carried 5-0.

(Seal)

Brandon Rein, Mayor

ATTEST:

Shayla L. Mohr, CMC
City Clerk



City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Regular Meeting

Topic: 2025 Pay Plan Adjustment

Department: Administration

Staff Contact: Shayla Mohr, City Clerk/Human Resources Director

Background:

On July 8, 2024, the City Commission adopted Resolution No. 070824-3, adopting an updated classification and compensation plan for the City of Abilene, Kansas to ensure appropriate compensation for City Employees as prepared by the Austin Peters Group, Inc.

In the report from the Austin Peters Group, it was recommended that “In planning for 2025 adjustments, it is advised that the ranges presented here be adjusted at the start of the year to account for general market increases. This will help keep pace with peers.”

The Consumer Price Index for-Midwest Region shows an increase of 2.88% in the cost-of-living from June 2023 to May 2024.

This Resolution provides for a 3% adjustment to all pay ranges in the pay plan.

Recommendation:

Adopt Resolution 102824-1, A RESOLUTION PROVIDING FOR AN ADJUSTMENT TO THE PAY PLAN OF THE CITY OF ABILENE, KANSAS, TO ENSURE APPROPRIATE COMPENSATION FOR CITY EMPLOYEES AS COMPARED TO THE COMPARABLE LABOR MARKET.

Fiscal Note:

This 3% pay plan adjustment was included in the 2025 adopted budget.

Funding Source:

RESOLUTION NO. 102824-1

A RESOLUTION PROVIDING FOR AN ADJUSTMENT TO THE PAY PLAN OF THE CITY OF ABILENE, KANSAS, TO ENSURE APPROPRIATE COMPENSATION FOR CITY EMPLOYEES AS COMPARED WITH THE COMPARABLE LABOR MARKET.

WHEREAS, the City Commission has adopted Resolution Number 070824-2 adopting a classification and compensation plan for the City of Abilene, Kansas, to ensure appropriate compensation for City Employees as prepared by the Austin Peters Group, Inc. The new ranges were put in place on July 19, 2024;

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, Kansas, as follows:

SECTION 1. Adjustment to Pay Plan. In order to maintain the adopted pay and classification plan a three percent (3.00%) adjustment will be applied to all pay ranges in the Pay Plan for 2025, as shown in the table below:

RANGE	2024 MIN	2024 MAX	2025 MIN	2025 MAX
1	\$18.29	\$25.61	\$18.84	\$26.38
2	\$19.28	\$26.99	\$19.86	\$27.80
3	\$19.88	\$27.84	\$20.48	\$28.68
4	\$21.33	\$29.86	\$21.97	\$30.76
5	\$22.82	\$31.95	\$23.50	\$32.91
6	\$23.82	\$32.16	\$24.53	\$33.12
7	\$26.73	\$37.42	\$27.53	\$38.54
8	\$30.79	\$43.10	\$31.71	\$44.39
9	\$34.11	\$47.75	\$35.13	\$49.18
10	\$39.25	\$54.95	\$40.43	\$56.60
11	\$42.62	\$59.67	\$43.90	\$61.46
FIRE RANGE	2024 MIN	2024 MAX	2025 MIN	2025 MAX
FIRE 1	\$15.89	\$22.24	\$16.37	\$22.91
FIRE 2	\$17.89	\$25.05	\$18.43	\$25.80
FIRE 3	\$19.41	\$27.17	\$19.99	\$27.99
FIRE 4	\$26.89	\$37.64	\$27.70	\$38.77

POLICE RANGE	2024 MIN	2024 MAX	2025 MIN	2025 MAX
POLICE 1	\$22.15	\$31.01	\$22.81	\$31.94
POLICE 2	\$24.37	\$34.12	\$25.10	\$35.14
POLICE 3	\$28.72	\$40.21	\$29.58	\$41.42
POLICE 4	\$33.36	\$46.70	\$34.36	\$48.10

SECTION 2. Step System. The adopted 2025 budget incorporated the amounts necessary to execute the provision of the Pay Plan that provides for the above adjustments to the pay plan.

SECTION 3. Implementation. The City Manager is hereby authorized to implement changes to the Pay Plan as provided in the approved Pay Plan document and this Resolution as provided in the applicable resolutions, ordinances, and laws.

SECTION 4. Repeal. Adoption of this Resolution superseded and repeals all previous Pay Plans adopted by the City of Abilene, Kansas.

SECTION 5. Effective Date. That the effects of the Resolution shall be in full force and effective as of January 1, 2025.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 28th day of October 2024.

(Seal)

Brandon Rein, Mayor

ATTEST:

Shayla L. Mohr, CMC
City Clerk



City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

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Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Regular Meeting

Topic: Resolution for Special Election for Sales Tax to Fund Recreation Facilities and Improvements

Department: Parks & Recreation

Staff Contact: City Manager, Ron Marsh/Parks & Recreation Director, Kellee Timbrook

Background:

The Sports Complex Task Force is requesting the City Commission to consider passing a resolution to authorize and provide for the calling of a special election to impose a \$.35% sales tax to fund recreation facility improvements including multi-purpose fields.

The task force sees, that even if new facilities are not built, there are many renovations and improvements that need to be done that will need to be funded.

The task force is requesting the special election to be held on Tuesday, February 4, 2025. This timeline will allow for the 90 days that are needed to notify the county clerk.

The cost for a special election will be approximately \$15,000-\$17,000

Recommendation:

Approve resolution to authorize and provide for the calling of a special election to impose a \$.35% sales tax to fund recreation facility improvements, including multi-purpose fields.

Fiscal Note:

Approximately \$15,000 -\$17,000.

Funding Source:

Special Projects 001-001-5-202.60

RESOLUTION NO. 102824-2

A RESOLUTION AUTHORIZING AND PROVIDING FOR THE CALLING OF A SPECIAL QUESTION ELECTION IN THE CITY OF ABILENE, KANSAS, FOR THE PURPOSE OF SUBMITTING TO THE ELECTORS OF THE CITY THE QUESTION OF IMPOSING A THREE AND ONE HALF TENTHS OF ONE PERCENT (0.35%) CITYWIDE RETAILERS' SALES TAX FOR THE PURPOSE OF FUNDING RECREATION FACILITY IMPROVEMENTS, TO INCLUDE MULTI PURPOSE FIELDS; AND PROVIDING FOR THE GIVING OF NOTICE OF SAID ELECTION.

WHEREAS, K.S.A. 12-187 *et seq.*, as amended (the “Act”), authorizes the governing body (the “Governing Body”) of the City of Abilene, Kansas (the “City”) to submit to the electors of the City the question of imposing Citywide retailers’ sales taxes, which in the aggregate may be in amounts not to exceed two percent (2%) for general purposes and not to exceed one percent (1%) for special purposes, provided sales taxes for special purposes shall expire ten (10) years from the initial date of collection thereof; and

WHEREAS, the Governing Body has determined it is necessary and advisable to authorize the levy of a 0.35% special purpose retailers’ sales tax (“Sales Tax”), to begin as soon as the tax may be levied by the Kansas Department of Revenue, which date is expected to be July 1, 2025, with revenue received from the tax used for the specific governmental purposes as described in the ballot question approved by Section 2 of this Resolution, provided the electors of the City authorize such sales tax at an election held in the City for such purpose;

WHEREAS, in order to authorize such Sales Tax, it is deemed advisable to call a special question election in the City on February 4, 2025 (the “Election”); and

WHEREAS, if approved, the Sales Tax will constitute a sales tax imposed for special purposes, as said term is described in K.S.A. 12-189, as amended.

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

SECTION 1. Public Purpose; Implementation of Sales Tax. It is hereby deemed necessary and advisable and in the best interests of the citizens of the City to authorize and impose the Sales Tax for the purpose of funding recreation facility improvements, to include multi-purpose fields, with the means and methods to accomplish said purpose to be determined in the sole discretion of the Governing Body of the City. Collection of the Sales Tax, if approved by the electors of the City, shall commence on July 1, 2025, or as soon thereafter as permitted by law. All proceeds of the Sales Tax shall be applied for the purposes set forth in this **Section 1**.

SECTION 2. Special Question Election. It is hereby authorized, ordered and directed that a special question election shall be and is hereby called to be held in the City on February 4, 2025, at which time there shall be submitted to the qualified electors of the City the following proposition:

Shall the following be adopted?

Shall a special purpose retailers' sales tax in the amount of three and one half tenths of one percent (0.35%) (e.g., \$0.35 on a \$100.00 purchase) be levied in the City of Abilene, Kansas to take effect July 1, 2025 or as soon thereafter as such tax may be levied by the Kansas Department of Revenue, with revenue from such tax used for the purpose of funding recreation facility improvements, to include multi-purpose fields, with the means and methods to accomplish said purpose to be determined in the sole discretion of the Governing Body of the City; and provided that such retailers' sales tax shall expire on the date ten years after it is first levied, all pursuant to K.S.A. 12-187 *et seq.*, as amended?

SECTION 3. Special Question Election Procedures. The vote at the Election shall be by ballot, and the proposition stated above shall be printed on the ballots, together with voting instructions as provided by law. The City Clerk shall transmit a copy of this Resolution to the Dickinson County Clerk to give notice of the Election as provided by law by publishing a Notice of Special Question Election in substantially the form attached hereto as ***Exhibit A*** once each week for two (2) consecutive weeks in a newspaper of general circulation in the City, with the first publication to be not less than twenty-one (21) days prior to the date of the Election, and the last publication shall be not more than ninety (90) days prior to the date of the Election.

SECTION 4. Effective Date. This Resolution shall be effective from and after its adoption by the Governing Body.

ADOPTED AND APPROVED by the Governing Body of the City of Abilene, Kansas, this 28th day of October, 2024.

Brandon Rein, Mayor

Attest:

Shayla Mohr CMC, City Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 102824-2 of the City of Abilene, Kansas, adopted by the Governing Body on October 28, 2024, as the same appears of record in my office.

DATED: October 28, 2024.

Shayla Mohr, CMC City Clerk

Exhibit A to Resolution No. 102824-2

NOTICE OF SPECIAL QUESTION ELECTION

TO ALL OF THE QUALIFIED ELECTORS OF THE CITY OF ABILENE, KANSAS:

Notice is given by the Governing Body of the City of Abilene, Kansas and the County Election Officer of Dickinson County, Kansas that a special question election will be held in the City of Abilene on February 4, 2025, for the purpose of voting on the question of levying a special purpose city retailers' sales tax in the amount of three and one half tenths of one percent (0.35%) (e.g., \$0.35 on a \$100.00 purchase) on retail sales consummated within the City of Abilene, Kansas, according to the provisions of K.S.A. 12-187, *et seq.* If approved, the retailers' sales tax will begin on July 1, 2025 or as soon thereafter as the tax may be levied by the Kansas Department of Revenue and the revenue received by the City will be used for public purposes as described in the ballot question. If approved by a majority of the electors voting such tax shall be collected by the Kansas Department of Revenue, and the revenue returned to the city of Abilene.

The polls will be open for voting between 7:00 a.m. and 7:00 p.m. on February 4, 2025, at the following places:

[To be supplied by the county clerk/election officer]

The proposition to be voted on shall appear on the ballot as follows:

Shall the following be adopted?

Shall a special purpose retailers' sales tax in the amount of three and one half tenths of one percent (0.35%) (e.g., \$0.35 on a \$100.00 purchase) be levied in the City of Abilene, Kansas to take effect July 1, 2025 or as soon thereafter as such tax may be levied by the Kansas Department of Revenue, with revenue from such tax used for the purpose of funding recreation facility improvements, to include multi-purpose fields, with the means and methods to accomplish said purpose to be determined in the sole discretion of the Governing Body of the City; and provided that such retailers' sales tax shall expire on the date ten years after it is first levied, all pursuant to K.S.A. 12-187 *et seq.*, as amended?

Yes ☐

No ☐

To vote in favor of any question submitted upon this ballot, make a cross or check mark in the square to the right of the word "Yes;" to vote against it, make a cross or check mark in the square to the right of the word "No."

Dated: _____, 2024

By: _____
Jeanne Livingston
Dickinson County Clerk/Election Officer

RESOLUTION NO. ~~042224-2~~ _____

A RESOLUTION AUTHORIZING AND PROVIDING FOR THE CALLING OF A SPECIAL QUESTION ELECTION IN THE CITY OF ABILENE, KANSAS, FOR THE PURPOSE OF SUBMITTING TO THE ELECTORS OF THE CITY THE QUESTION OF IMPOSING A THREE AND ONE HALF TENTHS OF ONE PERCENT (0.35%) CITYWIDE RETAILERS' SALES TAX FOR THE PURPOSE OF FUNDING ~~QUALITY OF LIFE AND RECREATION~~ FACILITY IMPROVEMENTS ~~AND PROGRAMS~~, TO INLCUDE MULTI PURPOSE ~~BALL~~ FIELDS; AND PROVIDING FOR THE GIVING OF NOTICE OF SAID ELECTION.

WHEREAS, K.S.A. 12-187 *et seq.*, as amended (the "Act"), authorizes the governing body (the "Governing Body") of the City of Abilene, Kansas (the "City") to submit to the electors of the City the question of imposing Citywide retailers' sales taxes, which in the aggregate may be in amounts not to exceed two percent (2%) for general purposes and not to exceed one percent (1%) for special purposes, provided sales taxes for special purposes shall expire ten (10) years from the initial date of collection thereof; and

WHEREAS, the Governing Body has determined it is necessary and advisable to authorize the levy of a 0.35% special purpose retailers' sales tax ("Sales Tax"), to begin as soon as the tax may be levied by the Kansas Department of Revenue, which date is expected to be ~~January~~ July 1, 2025, with revenue received from the tax used for the specific governmental purposes as described in the ballot question approved by Section 2 of this Resolution, provided the electors of the City authorize such sales tax at an election held in the City for such purpose;

WHEREAS, in order to authorize such Sales Tax, it is deemed advisable to call a special question election in the City on ~~August 6, 2024~~ February 4, 2025 (the "Election"); and

WHEREAS, if approved, the Sales Tax will constitute a sales tax imposed for special purposes, as said term is described in K.S.A. 12-189, as amended.

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

SECTION 1. Public Purpose; Implementation of Sales Tax. It is hereby deemed necessary and advisable and in the best interests of the citizens of the City to authorize and impose the Sales Tax for the purpose of funding ~~quality of life and recreation~~ facility improvements ~~and programs~~, to include multi-purpose ~~ball~~ fields, with the means and methods to accomplish said purpose to be determined in the sole discretion of the Governing Body of the City. Collection of the Sales Tax, if approved by the electors of the City, shall commence on ~~January~~ July 1, 2025, or as soon thereafter as permitted by law. All proceeds of the Sales Tax shall be applied for the purposes set forth in this **Section 1**.

SECTION 2. Special Question Election. It is hereby authorized, ordered and directed that a special question election shall be and is hereby called to be held in the City on ~~August 6,~~

~~2024~~February 4, 2025, at which time there shall be submitted to the qualified electors of the City the following proposition:

Shall the following be adopted?

Shall a special purpose retailers' sales tax in the amount of three and one half tenths of one percent (0.35%) (~~e.g., \$0.35 on a \$100.00 purchase~~) be levied in the City of Abilene, Kansas to take effect ~~January~~July 1, 2025 or as soon thereafter as such tax may be levied by the Kansas Department of Revenue, with revenue from such tax used for the purpose of funding ~~quality of life and recreation~~ facility improvements ~~and programs~~, to include multi-purpose ~~ball~~ fields, with the means and methods to accomplish said purpose to be determined in the sole discretion of the Governing Body of the City; and provided that such retailers' sales tax shall expire on the date ten years after it is first levied, all pursuant to K.S.A. 12-187 *et seq.*, as amended?

SECTION 3. Special Question Election Procedures. The vote at the Election shall be by ballot, and the proposition stated above shall be printed on the ballots, together with voting instructions as provided by law. The City Clerk shall transmit a copy of this Resolution to the Dickinson County Clerk to give notice of the Election as provided by law by publishing a Notice of Special Question Election in substantially the form attached hereto as **Exhibit A** once each week for two (2) consecutive weeks in a newspaper of general circulation in the City, with the first publication to be not less than twenty-one (21) days prior to the date of the Election, and the last publication shall be not more than ninety (90) days prior to the date of the Election.

SECTION 4. Effective Date. This Resolution shall be effective from and after its adoption by the Governing Body.

ADOPTED AND APPROVED by the Governing Body of the City of Abilene, Kansas, this ~~28th~~ ~~22nd~~-day of ~~April~~October, 2024.

Brandon Rein, Mayor

Attest:

Shayla Mohr, City Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. ~~042224-2~~ of the City of Abilene, Kansas, adopted by the Governing Body on ~~April 22~~October 28, 2024, as the same appears of record in my office.

DATED: ~~April 22~~October 28, 2024.

Shayla Mohr, CMC City Clerk

Exhibit A to Resolution No. ~~042224-2~~_____

NOTICE OF SPECIAL QUESTION ELECTION

TO ALL OF THE QUALIFIED ELECTORS OF THE CITY OF ABILENE, KANSAS:

Notice is given by the Governing Body of the City of Abilene, Kansas and the County Election Officer of Dickinson County, Kansas that a special question election will be held in the City of Abilene on ~~August 6, 2024~~February 4, 2025, for the purpose of voting on the question of levying a special purpose city retailers' sales tax in the amount of three and one half tenths of one percent (0.35%) (e.g., \$0.35 on a \$100.00 purchase) on retail sales consummated within the City of Abilene, Kansas, according to the provisions of K.S.A. 12-187, *et seq.* If approved, the retailers' sales tax will begin on ~~January-July~~ 1, 2025 or as soon thereafter as the tax may be levied by the Kansas Department of Revenue and the revenue received by the City will be used for public purposes as described in the ballot question. If approved by a majority of the electors voting such tax shall be collected by the Kansas Department of Revenue, and the revenue returned to the city of Abilene.

The polls will be open for voting between 7:00 a.m. and 7:00 p.m. on ~~August 6, 2024~~February 4, 2025, at the following places:

[To be supplied by the county clerk/election officer]

The proposition to be voted on shall appear on the ballot as follows:

Shall the following be adopted?

Shall a special purpose retailers' sales tax in the amount of three and one half tenths of one percent (0.35%) (e.g., \$0.35 on a \$100.00 purchase) be levied in the City of Abilene, Kansas to take effect ~~January-July~~ 1, 2025 or as soon thereafter as such tax may be levied by the Kansas Department of Revenue, with revenue from such tax used for the purpose of funding ~~quality of life and recreation facility improvements and programs~~, to include multi-purpose ~~ball~~-fields, with the means and methods to accomplish said purpose to be determined in the sole discretion of the Governing Body of the City; and provided that such retailers' sales tax shall expire on the date ten years after it is first levied, all pursuant to K.S.A. 12-187 *et seq.*, as amended?

Yes ☐

No ☐

To vote in favor of any question submitted upon this ballot, make a cross or check mark in the square to the right of the word "Yes;" to vote against it, make a cross or check mark in the square to the right of the word "No."

Dated: _____, 2024

By: _____

Jeanne Livingston
Dickinson County Clerk/Election Officer



City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Regular Meeting

Topic: Highway Functional Classification

Department: Public Works

Staff Contact: Brad Anderson, PW Director

Background:

Please see the attached documentation for an explanation on this Federal requirement. Also attached is the new legal description for the city's proposed urban boundary.

Once approved by the city commission, the documents will be approved by the county commission and sent to the state.

Recommendation:

Approve the new urban boundary recommendation from KDOT and the functional classification changes listed in the packet.

Fiscal Note:

NA

Funding Source: NA

HIGHWAY FUNCTIONAL CLASSIFICATION

Summary – December 2023

The Federal-Aid Highway Act of 1973 required that roads in the Federal-aid highway system must be functionally classified. Despite changes in the definitions of 'Federal-aid' and 'functional classification', the legislative requirement to maintain a Functional Classification System of roadways is still in effect today. After each census, KDOT has asked all the counties and urban areas to review and update their functionally classified roads.

Functional classification of the nation's highway, roads, and streets is used for many transportation planning and public policy purposes within States, MPOs and local communities. It provides important input into the apportionment of federal funds. It should provide a framework for priorities in bridge replacement, surface maintenance, disaster recovery, snow removal and any other program where funds must be allocated. It can also provide a structure for development priorities and community planning.

Functional classification is the process by which streets and highways are grouped into hierarchical classes according to the character of service they are designed to provide. It is important to understand that individual roads and streets do not work independently, but as a network of roads. Functional classification defines the part that any particular road or street should play in serving the flow of trips through a highway network.

An illustration of a functionally classified rural network is shown in Figure 1. Because cities and larger towns generate and attract a large proportion of longer trips, the Arterial highways provide direct service for such travel. The Collectors serve small towns directly, connecting them to the Arterial network, and collecting traffic from the Local roads. The Local roads serve individual farms or country homes / country housing developments and other rural land uses. The same basic concepts apply to urban areas.

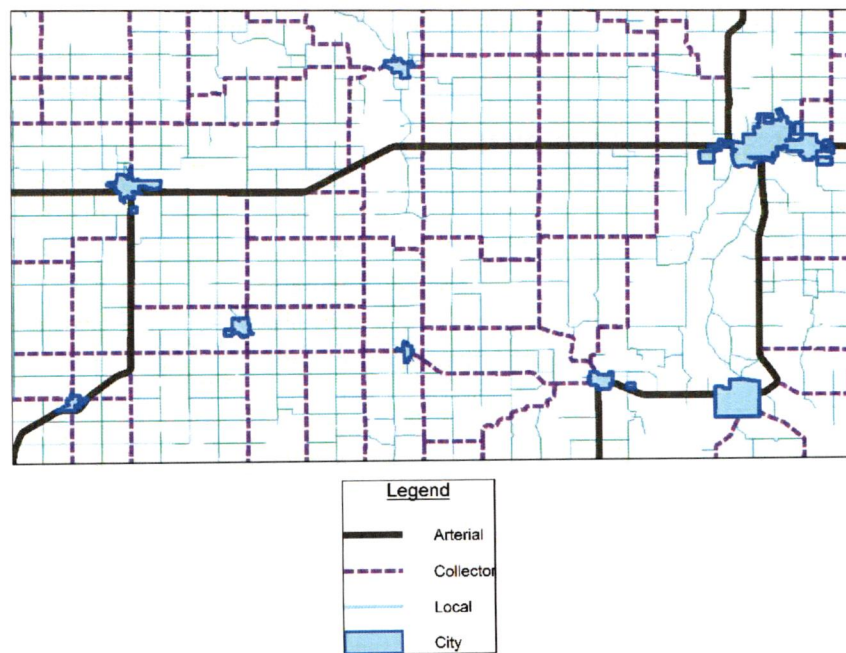


Figure 1: Illustration of a functionally classified rural highway network.

The highway network is a critical medium for the movements of goods and services. The highway network also provides individual travel mobility and access to property. Local facilities reflect land use. Arterials emphasize a high level of mobility for through movement. Collectors offer a compromise between both functions (see Figure 2).

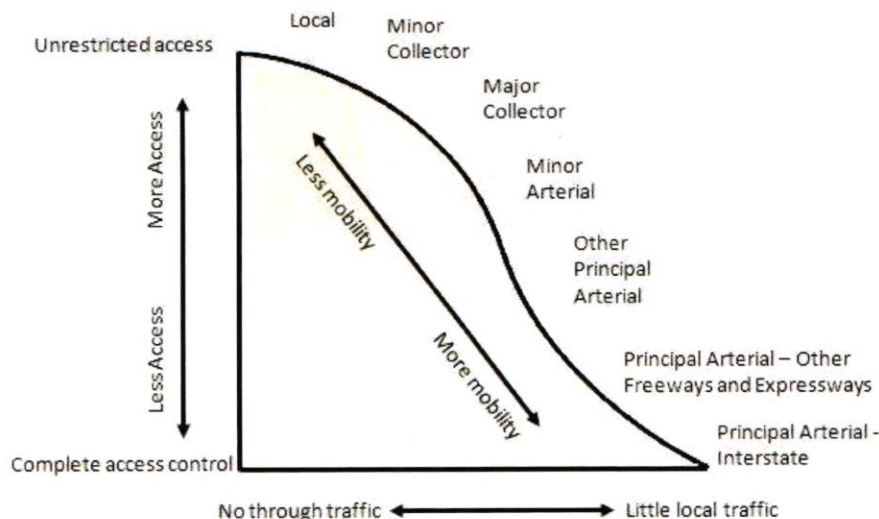


Figure 2: Relationship of Functionally Classified Systems in Serving Traffic Mobility and Land Access

The broad definition of functional classification has not changed since the origin in 1973. The functional classification codes are:

Code	Functional Classification	Fund Eligibility – Rural	Fund Eligibility - Urban
1	Interstate	FHWA	FHWA
2	Other Freeways and Expressways	FHWA	FHWA
3	Other Principal Arterials	FHWA	FHWA
4	Minor Arterials	FHWA	FHWA
5	Major Collectors	FHWA	FHWA
6	Minor Collectors	(FEMA)	FHWA
7	Local	(FEMA)	(FEMA)

Table 1: Current Functional Classification codes and fund eligibility

One of the outcomes of functional classification is eligibility for Federal funds. Roads that are classified Major Collector or higher are eligible for Federal funding through the Federal Highway Administration (FHWA). Minor Collectors in the Urban Areas are still eligible for FHWA funding. The other road classifications are not eligible for FHWA funds, which can leave them eligible for funding from other federal programs. Only those roads classified as Minor Collectors in Rural Areas and Local Roads are eligible for Federal Emergency Management Agency (FEMA) funds after a declared emergency, while roads of higher functional classification would have to be repaired using highway funds.

In general, the following measures or attributes related to the development of the basic framework of a roadway network can aid in identifying and assigning facilities to predefined functional classes. Even though the distinction between rural and urban codes has been eliminated, the characteristics which define the classification of the roadways still reflect differences between Rural and Urban road usage. Some of these measures are more applicable to the urban areas than to rural areas.

- Service to Activity Centers
- System Continuity
- Land Use Considerations
- Spacing between Routes
- Average Trip Length
- Traffic volume
- Access control

Some other attributes are commonly mis-used to make Functional Classification determinations. Road naming is not important; the functional classification follows from trip characteristics rather than the road name of adjacent network links. Economic importance of the surrounding businesses should not inflate the network importance of high-access/low-speed roads through a Central Business District. Funding eligibility may be a consideration, but it cannot be used to distinguish identical network links. Development can get away from design; current and future trip characteristics should take precedence over historical intent for deciding functional classification of a route.

When reviewing your county's Functional Classification network, keep in mind the following:

- Functional Classification represents a network view of the next 5-10 years.
- Review the existing system to see if there is mileage that should be designated at a lower functional classification. Historically, roads have been promoted when usage increases but never demoted for reduced usage or when compared against similarly-classified roads; this leads to the current situation where most counties have much more Major Collector mileage than Minor, Major Collectors that serve only land-access (Local) trips, and an unbalanced functional classification network.
- There are Kansas Statutes that govern road authority; the Federal functional classification is not a perfect match for Kansas' designations but the criteria are very similar. The "county major collector road system" designated in the Kansas Statutes includes the Federal Major Collectors and inter-urban county roads with a Federal functional classification of Minor Arterial. Major Collectors cannot be under township authority. In township-unit counties, both "county minor collector roads" and "township minor collector roads" have a Federal classification of Minor Collector. These and all Local roads are under township authority.
- Functionally classified routes above Local should terminate at a roadway with an equal or higher functional classification. Stubs are only acceptable for Collectors where the termination is at a traffic generator or attractor.
- Roadway classifications may cross city, county, tribal or state lines. In these situations, changes require the agreement of all involved governments.
- Roads along the North and West county lines belong to your county and roads along the South and East county lines belong to the neighboring county by default. A formal maintenance agreement may define responsibility differently. The road maintainer should be the lead agency in proposing changes to the road designation.
- Please provide justification for any proposed change, ideally related to the measures listed above.
- FHWA has the final approval authority for all changes.

Functional Classification Characteristics for Rural Areas

In rural areas (outside of areas with a population of over 5,000 or more than 2000 dwelling units) only the classifications of Major Collector, Minor Collector and Local Roads are used for roads off the State Highway System. In rare cases, a Minor Arterial classification may be used if justified by traffic and truck travel.

The **Principal Arterial System** contains Interstate, Other Freeways and Expressways and Other Principal Arterial sub-categories and consists of rural routes which:

- serve corridor movements having long trip lengths and high travel density characteristics, typical of statewide or interstate travel; and
- provide an integrated network without stub connections.

The **Minor Arterial System** consists of rural routes which:

- connect cities, larger towns, and other long-distance trip generators and form an integrated network providing **intercounty** and **intrastate** service;
- provide access to the Principal Arterial system; and
- permit relatively high overall travel speeds, with minimum impedance to through movement.

The **Collector Road System** is subdivided into Major and Minor Collectors which are rural routes serving intracounty travel purposes. Each mile of Collector should service at least 3 miles of Local route.

Major Collector Roads

- provide service to:
 - any county seat not on an arterial route;
 - larger population centers not directly served by the higher functional classification categories; and
 - other major traffic generators.
- connect with nearby larger population centers, cities, and routes of higher classification; and
- serve intracounty travel corridors.

Minor Collector Roads

- provide service to the remaining smaller communities;
- connect the locally important traffic generators with their rural areas; and
- collect traffic from local roads and bring traffic from all developed areas (within reasonable distances) to Major Collectors.

The **Local Road System** consists of rural routes which:

- provide access to adjacent land;
- connect to Collectors for longer trips; and
- serve short trips with little through travel

Functional Classification Characteristics for Urban Areas

The **Principal Arterial System** is subdivided into Interstate, Other Freeways and Expressways, and Other Principal Arterials and consists of urban routes which:

- serve the major portion of trips entering and leaving the urban area, longer intra-city trips, as well as the majority of trips bypassing the central city;
- provide continuity for Arterials which intercept the urban area boundary.

The spacing of routes contained by the Principal Arterial System is related to the travel density of particular sections within the urban area. Almost all routes in this system have full or partial access control, but access control is not a criterion for designating routes as Other Principal Arterial.

All roads and streets classified as Principal Arterial routes, regardless of jurisdiction, were automatically added to the National Highway System (NHS) on October 1, 2012.

With the NHS designation on Principal Arterial come some data reporting and financial requirements for the cities:

- Data Reporting Requirements for both pavement (HPMS) and bridges (NBI); example: more expensive element-level inspection and reporting will be required for all NHS bridges instead of the less expensive routine inspections required for bridges on non-NHS routes.
- Asset Management Requirements. Minimum condition or performance targets for pavement and bridge condition will be established that will need to be met on all NHS facilities. Development of a management plan is required.
- Outdoor Advertising Regulations apply to NHS routes.
- Requirement to use AASHTO Design Criteria and Standards for projects on these routes. This requirement applies to all major projects on NHS routes, regardless of funding source.

The **Minor Arterial System** consists of routes which:

- interconnect and augment with the higher-level Arterial system; and
- serve intracity trips of moderate length;

Spacing of Minor Arterial streets may vary from 0.125 - 0.5 mile in the central business district to 2 - 3 miles in the suburban fringes, but should normally be not more than 1 mile in fully developed areas.

The **Collector Road System** is subdivided into Major and Minor Collectors which are urban routes serving area travel purposes.

Major Collector Street System consists of routes which:

- Serve both land access and traffic circulation in higher density residential and commercial/industrial areas;
- Distribute and channel trips between Local Roads and Arterials, usually over a distance of greater than three-quarters of a mile

Minor Collector Street System consists of routes which:

- Serve both land access and traffic circulation in lower density residential and commercial/industrial areas;
- Distribute and channel trips between Local Roads and Arterials, usually over a distance of less than three-quarters of a mile

Urban Local Street System consists of routes which:

- provide direct access to adjacent land;
- connect to higher functional classes;
- serve short travel; and
- carries no through travel.

**Urban City Functional Classification Approval
Resolution to Approve Urban Functional Classification System**

City: _____

WHEREAS: The above stated city has reviewed the functional classification of streets located within the urban boundary, and

WHEREAS: Said city is aware that those streets classified as Minor Collectors and above are eligible for federal STP funding,

NOW THEREFORE BE IT RESOLVED: That the functional classification of streets inside the urban boundary is approved as indicated on the attached, signed map.

Adopted this _____ day of _____, 20____, in _____, Kansas.

Recommended for Approval:

Appropriate City Officials:

City Engineer

Attest:

Seal

City Clerk

**County Functional Classification Approval
Resolution to Approve Functional Classification System**

County: _____

WHEREAS: The above stated county has reviewed the functional classification of streets located within their boundary, and

WHEREAS: Said county is aware that those streets classified as Major Collectors and above are eligible for federal STP funding,

NOW THEREFORE BE IT RESOLVED: That the functional classification of roads inside the county boundary is approved as indicated on the attached, signed map.

Adopted this _____ day of _____, 20____, in _____, Kansas.

Recommended for Approval:

Appropriate County Officials:

County Engineer

Attest:

Seal

County Clerk

**Urban Area Boundary Approval
Resolution to Establish Urban Area Boundary Lines**

City: _____

WHEREAS: The above stated city is required to determine and submit for approval the location of the urban area boundary lines for said city.

BE IT THEREFORE RESOLVED THAT: In compliance with this requirement and in cooperation with the local county officials, this signed document accompanied by a signed copy of the map of said city indicating the proposed location of the urban area boundary lines is hereby submitted for review and approval.

Adopted this _____ day of _____, 20____, in _____, Kansas.

County Concurrence:

Appropriate City Officials:

Appropriate County Official

Attest:

Seal

City Clerk

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745
Calvin Reed, Secretary
Michael Moriarty, Chief



Phone: 785-296-3841
Fax: 785-296-8168
Hearing Impaired - 711
publicinfo@ksdot.gov
<http://www.ksdot.gov>
Laura Kelly, Governor

December 6, 2023

UAB/County Contact:

Beginning with the Federal-Aid Highway Act of 1973 there has been a legislative requirement to maintain a Functional Classification System of roadways on the Federal-aid highway system. Although there have been some changes since the 1973 Act, the requirement to functionally classify roads for access to federal funding is still in effect. Related to this, urban and rural funding differences are based on urban definitions from the Census, which can change every 10 years.

As the Census has recently released updated urban definitions, it is time to review and update Urban Area Boundaries (UAB) and the 5-10 year future Functional Classification (FC) System throughout your county. We are initiating this review process by providing you with the enclosed maps for your urban city (Census Area over 5,000 in population) and county. We would like to finalize the Urban Area Boundary with City and County partners, and then address any functional classification updates.

The Urban Area Boundary (UAB) map shows the 2020 U.S. Census Urban Cluster Boundary (UCA) in heavy gray lines. The UCA is based on population density and must be extended to better define the UAB used for highway purposes. The UAB must include all of the UCA. It should also include areas within the contiguous city limits, and any unincorporated areas with urban traffic characteristics. The UAB boundaries must be identifiable as related to roadway infrastructure: using roads, bridges, railroads, rivers, lakeshores, or survey limits as the boundary rather than the census tracts. A proposed 2020 UAB prepared by KDOT is shown as an orange dashed line, with the existing 2000/2010 UAB shown as the gray shaded region. Please review this with a view to including any development areas that may take on urban character in the next 5-10 years, as well as expected annexations. Please coordinate with your city or county counterpart listed above on any changes that might affect the other jurisdiction, and return the map to us at the above address with any changes noted and the preferred boundary description.

Roadway Functional Classification (FC) is defined by federal regulations and guided by the FHWA's "Highway Functional Classification Concepts, Criteria and Procedures" document. In the past the functional classification of a road could change at the UAB, but now the functional classification may only change at a route of the same or higher functional classification. The attached Functional Classification map shows the current and proposed UAB, as well as current FC with some proposed roadway classification changes for your consideration. These proposed changes are based on FHWA guidelines and are the result of a preliminary review by KDOT. A listing of the proposed changes is enclosed.

A summary of the functional classification codes and instructions on how to apply them are included in the enclosed "Highway Functional Classification Summary". Current maps are also

Page 2
December 6, 2023

available online at the KDOT website (<http://www.ksdot.gov>). Click on 'Traveler Information' then select 'State Maps'. Traffic count maps available from that page may help evaluate the road function. The Functional Classification system, UAB, and Traffic data are also available as geospatial data layers from the Kansas State Government GIS at <http://ksdot.maps.arcgis.com>.

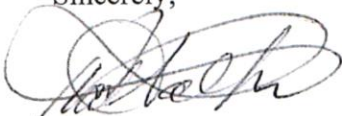
The review of roadway functional classification should proceed after FHWA acceptance of the UAB. Please coordinate with your urban city or county counterpart listed above on changes that might affect the other jurisdiction. We would also be happy to meet with you and discuss any changes that you would like to make. Please mark up and return the "proposed" map to the Bureau of Transportation Planning at the above address along with the appropriate commentary on the reason for changing. After agreement on the changes, we will send you a new map and template forms to be signed by the appropriate local officials. If you would prefer to work electronically, we can accept most GIS files; any changes must still be in a 'markup' format that indicates road/street, justification, and endpoint descriptions where a FC change is proposed.

If you are in agreement with the proposed changes shown on the Functional Classification map, please return the enclosed resolutions signed by the appropriate local officials.

We would like to complete the UAB review process early in 2024, and the FC review by the end of 2024. If you have questions concerning Functional Classification or the update process, please contact FunClass@ksdot.gov.

Thank you for your cooperation regarding the review and update of the UAB and functional classification of roads and streets in your area.

Sincerely,



Tod L. Salfrank
Chief of Local Projects



Michael J. Moriarty
Chief of Transportation Planning

Enclosures

Proposed Urban Area and County Functional Classification Changes for
Abilene and Dickinson County

Proposed Urban Functional Classification Changes - Abilene

ChglD	RoadName	StartingIntersection	EndingIntersection	CurrentFunClass	ProposedFunClass	Miles	Justification
01	NW 14TH ST	FAIR RD	N VAN BUREN ST	Minor Arterial	Major Collector	1.061	fix illegal termination
02	S VAN BUREN ST	OLD US-40	W 1ST ST	Minor Arterial	Major Collector	0.852	fix illegal termination
03	N VAN BUREN ST	W 1ST ST	N CITY LIMIT	Minor Arterial	Major Collector	0.142	fix illegal termination
04	NW 14TH ST	N VINE ST	E URBAN AREA BOUNDARY	Minor Arterial	Major Collector	0.602	fix illegal termination
05	N CEDAR ST	NW 3RD ST	NW 14TH ST	Minor Arterial	Major Collector	0.862	fix illegal termination
06	E 1ST ST	K-15	E URBAN AREA BOUNDARY	Minor Arterial	Major Collector	1.021	fix illegal termination
07A	N 10TH ST	VINE	BROWN	Major Collector	Minor Collector	0.893	fix illegal termination
07B	PRIVATE DR	BROWN	HOSPITAL ENTRANCE	Major Collector	Local	0.014	2010 Review
08	N 7TH ST	BUCKEYE	BROWN	Local	Minor Collector	0.502	2010 Review
09	BROWN	N 7TH ST	N 10TH ST	Local	Minor Collector	0.227	2010 Review

- HIGHWAY MARKERS**
- Interstate Numbered Highway
 - Kansas Turnpike Authority
 - U.S. Numbered Highway
 - State Numbered Highway

FUNCTIONAL CLASSIFICATION
5-10 YEAR FUTURE

- Present State Functional Classification:**
- Interstate
 - Principal Arterial Other
 - Principal Arterial
 - Principal Arterial Other
 - Minor Arterial
 - Major Collector
 - Minor Collector
 - Local
- Functional Classification Regulations:**
- Interstate
 - Principal Arterial Other
 - Principal Arterial
 - Principal Arterial Other
 - Minor Arterial
 - Major Collector
 - Minor Collector

BOUNDARIES

- 2020 Census Unclassified Area
- Proposed Urban Boundary
- Urban Boundary
- City Limit

FUNCTIONAL CLASSIFICATION APPROVAL
CITY APPROVAL
FHWA APPROVAL

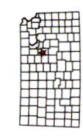
F.H.W.A. URBAN AREA BOUNDARY APPROVAL
CITY APPROVAL 3/11/2003
FHWA APPROVAL 1/12/2005



CITY OF
Abilene

KANSAS DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION PLANNING
IN COOPERATION WITH THE
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

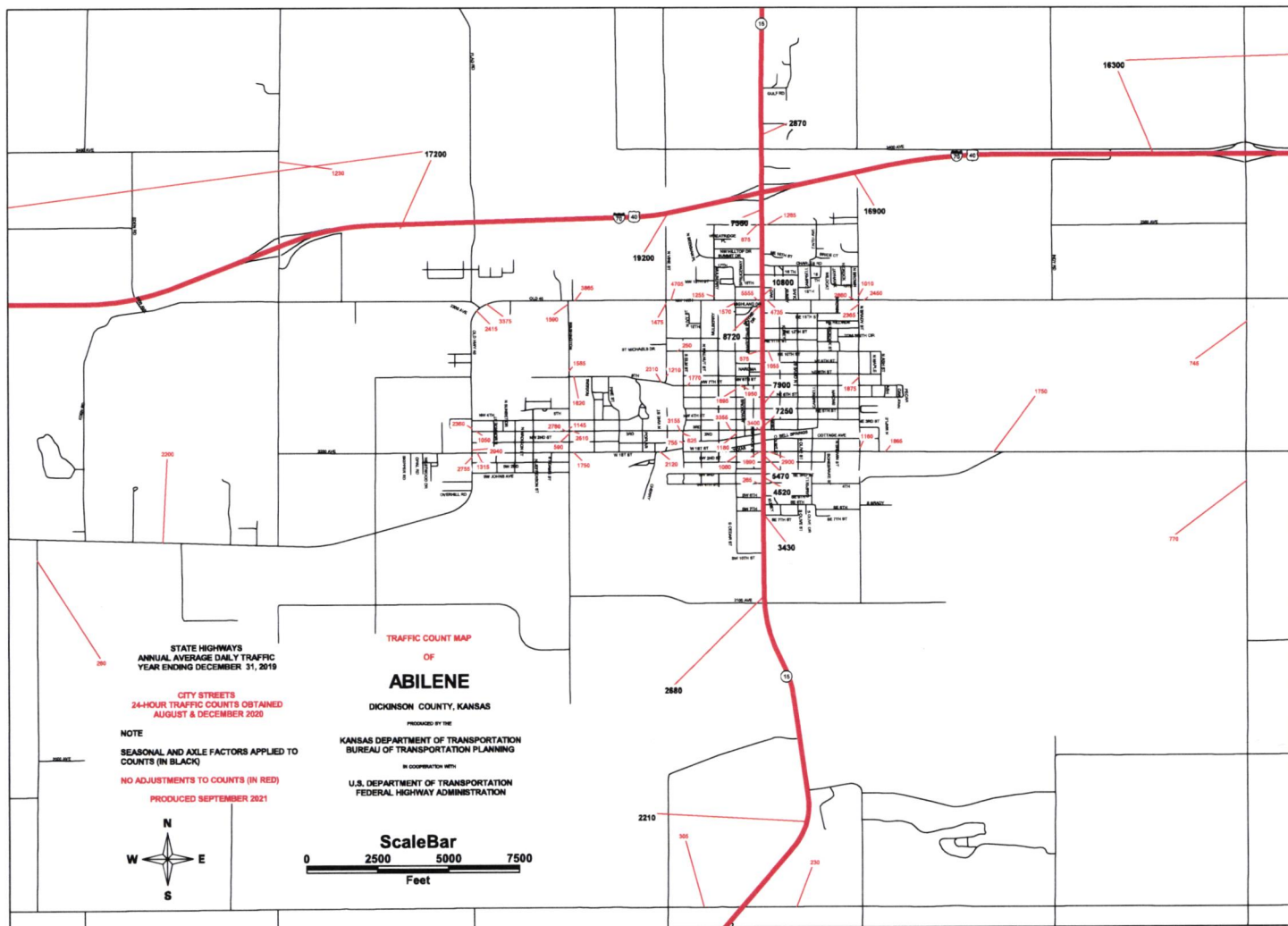
11/29/2023



KDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions.

Description of Abilene Proposed 2020 Urban Area Boundary:

Beginning at the intersection of 2100 Ave and the west line of Section 20, T13S, R2E which is the west edge of the airport; then north along the section line to the Union Pacific railroad; then southwesterly along this railroad to Fawn Rd; then north along Fawn and continuing on the Fawn alignment to NW 8th St; then west along the 8th St alignment to RS-677 or Fair Rd; then north on Fair to I-70; then easterly along I-70 about 2.3mi to the alignment of N Mulberry St (east line of the SW 1/4 of the NE 1/4 of Section 9, T13S, R2E); then north about 6/10 mile to the NE corner of the SE 1/4 of the SW 1/4 of Section 4, T13S, R2E; then east to Hawk Road which is the east section line; then south along this section line, which becomes Brady Street, to NE 14th St or Old Hwy 40; then east along 14th St about 1/2mile to the middle of Section 15, T13S, R2E; then south to 2200 Ave/1st St; then east on 2200 Ave to the intersection with 1st St; then east along 1st to 4th St; then southwesterly along 4th St returning to the section line; then south again on this line to the abandoned railroad right-of-way 1/4mile south of 4th St; then west along this ROW to S Brady St; then south along Brady St to 2100 Ave; then westerly along 2100 Ave to S Washington St; then south along Washington to 2100 Ave; then west and north along 2100 Ave to the beginning point.

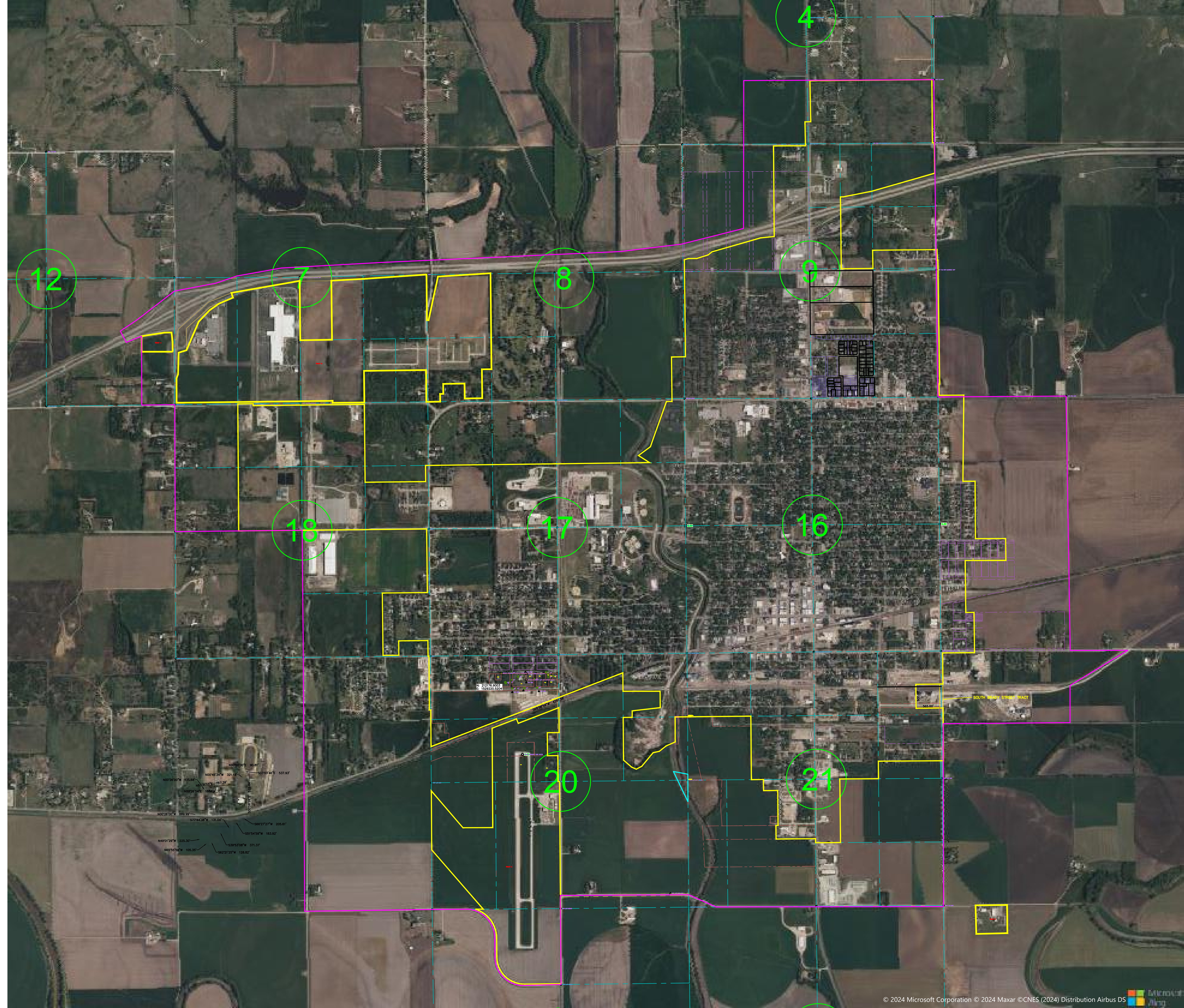


ABILENE URBAN AREA DESCRIPTION

A TRACT OF LAND LOCATED IN SECTIONS 4,7,8,9,16,17,18,20,21 AND 29, TOWNSHIP 13 SOUTH, RANGE 2 EAST, AND SECTION 12, TOWNSHIP 13 SOUTH, RANGE 1 EAST OF THE SIXTH PRINCIPAL MERIDIAN, DICKINSON COUNTY, KANSAS BEING DESCRIBED BY GREGORY CHAD WELLER PLS-1417 OF OLSSON, INC. LC-114, ON October 8, 2024, AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SECTION 15, TOWNSHIP 13 SOUTH, RANGE 2 EAST; THENCE EAST ALONG THE NORTH LINE OF SAID SECTION 15 TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION; THENCE SOUTH ALONG THE EAST LINE OF SAID NORTHWEST QUARTER AND THE SOUTHWEST QUARTER TO THE SOUTH QUARTER CORNER OF SAID SECTION 15; THENCE EAST ALONG THE SOUTH LINE OF SAID SECTION 15 APPROXIMATELY 1205 FEET TO THE CENTER OF FOURTH STREET; THENCE SOUTHWEST ALONG FOURTH STREET TO THE EAST LINE OF THE NORTHWEST QUARTER OF SECTION 22, TOWNSHIP 13 SOUTH, RANGE 2 EAST; THENCE SOUTH ALONG SAID EAST LINE TO THE SOUTHEAST CORNER OF THE NORTH HALF OF SAID NORTHWEST QUARTER, SAID POINT ALSO BEING THE APPROXIMATE RIGHT OF WAY OF THE ABANDONED RAILROAD; THENCE WEST ALONG THE SOUTH LINE OF SAID NORTH HALF TO THE WEST LINE OF SAID SECTION 22; THENCE SOUTH ALONG SAID WEST LINE TO THE SOUTHWEST CORNER OF SAID SECTION 22, SAID POINT ALSO BEING THE APPROXIMATE SOUTH RIGHT OF WAY LINE OF 2100 AVENUE; THENCE WEST ALONG SOUTH LINE OF SAID SECTION 22 AND SAID RIGHT OF WAY LINE AN APPROXIMATE DISTANCE OF 4775 FEET; THENCE LEAVING THE SOUTH LINE OF SAID SECTION 22 NORTHWEST ALONG SAID SOUTH RIGHT OF WAY TO THE EAST LINE OF SECTION 20, TOWNSHIP 13 SOUTH, RANGE 2 EAST; THENCE EAST TO A POINT ON THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 20, SAID POINT ALSO BEING ON THE CENTERLINE OF SOUTH WASHINGTON STREET; THENCE SOUTH ALONG SAID CENTERLINE AND THE EAST LINE OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 13 SOUTH, RANGE 2 EAST TO THE SOUTHEAST CORNER OF THE NORTH HALF OF SAID NORTHWEST QUARTER, SAID POINT ALSO BEING THE CENTERLINE OF 2100 AVENUE; THENCE WEST AND NORTH ALONG SAID CENTERLINE TO A POINT ON THE NORTH LINE OF SAID NORTHWEST QUARTER; THENCE WEST ALONG SAID NORTH LINE TO THE SOUTHWEST CORNER OF SAID SECTION 20; THENCE NORTH ALONG THE WEST LINE OF SAID SECTION 20 TO THE SOUTH RIGHT OF WAY LINE OF THE RAILROAD; THENCE SOUTHWEST ALONG SAID SOUTH RIGHT OF WAY LINE TO WEST LINE OF THE EAST HALF OF SECTION 19, TOWNSHIP 13 SOUTH, RANGE 2 EAST; THENCE NORTH ALONG SAID WEST LINE TO THE SOUTH QUARTER CORNER OF SECTION 18, TOWNSHIP 13 SOUTH, RANGE 2 EAST; THENCE CONTINUING NORTH ALONG THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 18 TO THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER; THENCE WEST TO THE WEST LINE OF SAID SECTION 18; THENCE NORTH ALONG SAID WEST LINE TO THE NORTHWEST CORNER OF SAID SECTION 18; THENCE WEST ALONG THE SOUTH LINE OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 1 EAST AN APPROXIMATE DISTANCE OF 687 FEET; THENCE NORTH TO THE SOUTH RIGHT OF WAY LINE OF INTERSTATE 70 EAST BOUND EXIT RAMP; THENCE WEST SOUTHWEST ALONG SAID SOUTH RIGHT OF WAY LINE APPROXIMATELY 300 FEET; THENCE NORTHWEST ACROSS INTERSTATE 70 TO THE NORTH RIGHT OF WAY LINE OF SAID INTERSTATE 70; THENCE NORTHEAST ALONG SAID RIGHT OF WAY TO THE WEST RIGHT OF WAY OF FAIR ROAD; THENCE EAST TO THE INTERSECTION OF THE EAST RIGHT OF WAY LINE OF FAIR ROAD AND THE NORTH RIGHT OF WAY LINE OF INTERSTATE 70; THENCE EAST ALONG SAID NORTH RIGHT OF WAY LINE TO THE WEST LINE OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 13, SOUTH RANGE 2 EAST; THENCE NORTH TO THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 13 SOUTH, RANGE 2

EAST; THENCE EAST ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHEAST QUARTER TO THE EAST LINE OF SAID SECITON 4; THENCE SOUTH ALONG SAID EAST LINE TO THE SOUTHEAST CORNER OF SECTION 4, ALSO BEING THE NORTHEAST CORNER OF SECTION 9; THENCE SOUTH ALONG THE EAST LINE OF SAID SECTION 9 TO THE SOUTHEAST CORNER OF SAID SECTION, SAID POINT ALSO BEING THE POINT OF BEGINNING.





City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Regular Meeting

Topic: Wastewater Treatment Plant Structural Assessment Report

Department: Public Works

Staff Contact: City Manager/PW Director

Background:

Earlier this year, city staff was informed that the wet well room of the wastewater treatment plant was developing significant cracking in the walls and concrete flooring around the wet well pit.

Plant staff contacted the plant architects, Buchner, Willis & Ratliff, who recommended we contact BG Consultants to take a look. We had an initial meeting with an engineer and subsequently entered into an agreement for structural assessment with BG Consultants in the amount of \$6800.00 and an amended agreement for survey in the amount of \$4000.00, for a total of \$10,800.00.

The report is attached as part of your packet.

Recommendation:

From the assessment report, staff recommends option 2, with an engineers estimate of probable cost in the amount of \$181,778, with associated engineering costs in the amount of approximately \$50,000.

Fiscal Note:

Total amount approximately \$231,778.

Funding Source: 029, Sewer Equipment Reserve

Structural Assessment Report for City of Abilene Wastewater Treatment Plant Process Building

Abilene, KS 67410

September 2024

BG Project No. 24-1232M

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INTRODUCTION

The City of Abilene engaged BG Consultants, Inc. regarding wall settlement issues at the Wastewater Treatment Plant Process Building. Intermittent cracks throughout the interior masonry walls were thought to be part of a settlement issue.

The Process Building is a pre-engineered metal building (PEMB) with reinforced 8 in. concrete masonry unit (CMU) partition walls around the interior and exterior of the building. The pump room has a requirement to be contained in an explosion-proof environment, therefore the masonry walls are reinforced and openings fortified to meet that requirement. The building roof extends south to provide cover over the blowers.



Figure 1: Process Building east elevation.

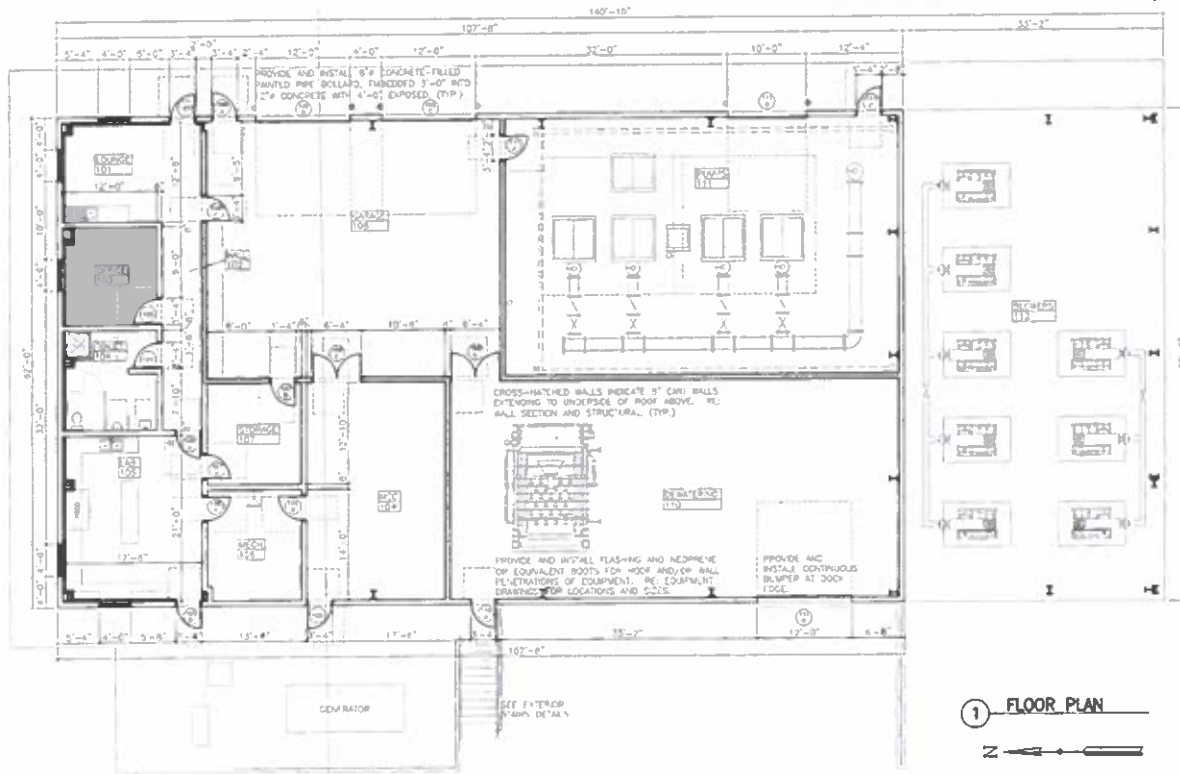


Figure 2: Process Building Floor Plan.

OBSERVATIONS

BG Consultants made a site visit to the City of Abilene Wastewater Treatment Plant Process Building on July 12, 2024, to observe the existing building, to document and photograph deficiencies, and perform a relative elevation survey (RES) of the structure. Following the initial site visit, we reviewed the Record Plans for the City of Abilene Wastewater Treatment Facility Improvements. An additional survey of the building was recommended and subsequently completed by BG Consultants on July 31, 2024.

EXTERIOR OBSERVATIONS

Visual observations began on the exterior of the building. There were no obvious indications of differential settlement around the building exterior.



Figure 3: South end of east elevation.



Figure 4: North end of east elevation.



Figure 5: North elevation.



Figure 6: North end of west elevation.



Figure 7: South end of west elevation.

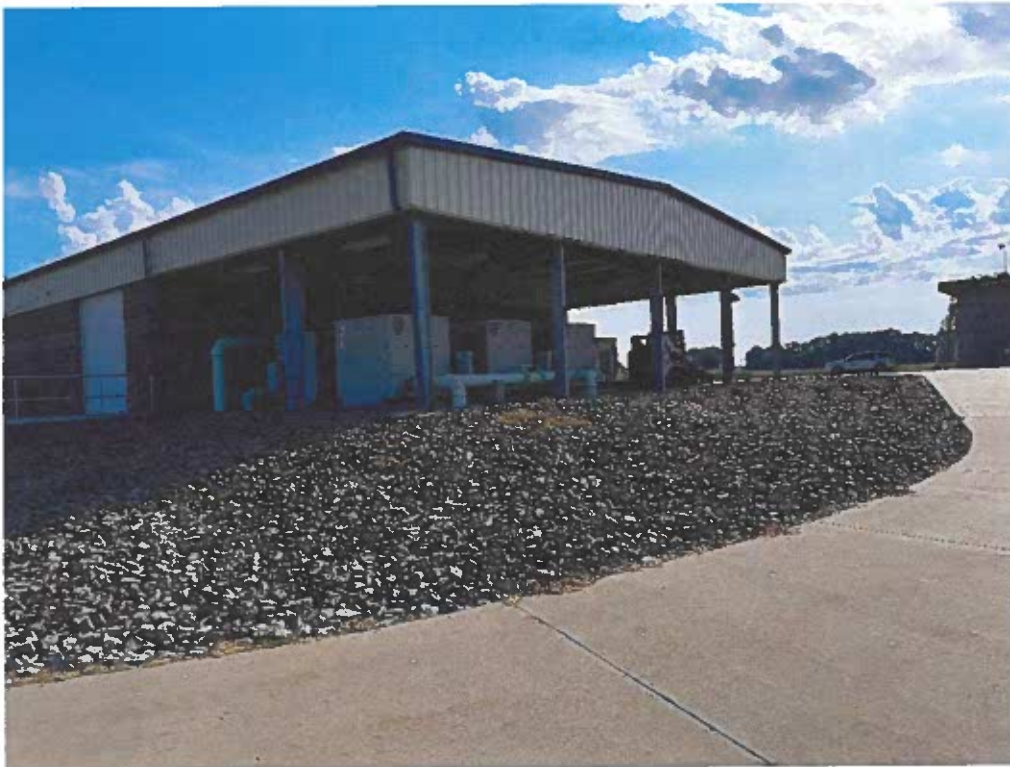


Figure 8: South elevation.

INTERIOR OBSERVATIONS

Visual observations continued with the interior of the building, focusing primarily on the Garage and Pump room. There are cracks throughout the interior masonry walls of the Garage and Pump room. The masonry walls have many connections to structural building components. The building is constructed with the masonry walls cast firmly around the PEMB rigid frames. The PEMB girts (sidewall framing) are anchored to the top bond beam of the masonry walls around the perimeter of the building. Roof purlins are secured at the tops of the masonry walls with metal angles and purlin braces are run through masonry walls to support purlins on either side of the ridge. In the Pump room, the bridge crane columns are attached to the masonry walls, and throughout the interior of the building the masonry walls have various pipes attached to them.

The exterior masonry wall on the east elevation, perpendicular to the intersecting wall between the pump room and garage, appears to be leaning away from the intersecting interior masonry walls.





Figure 10: Cracks in masonry wall.

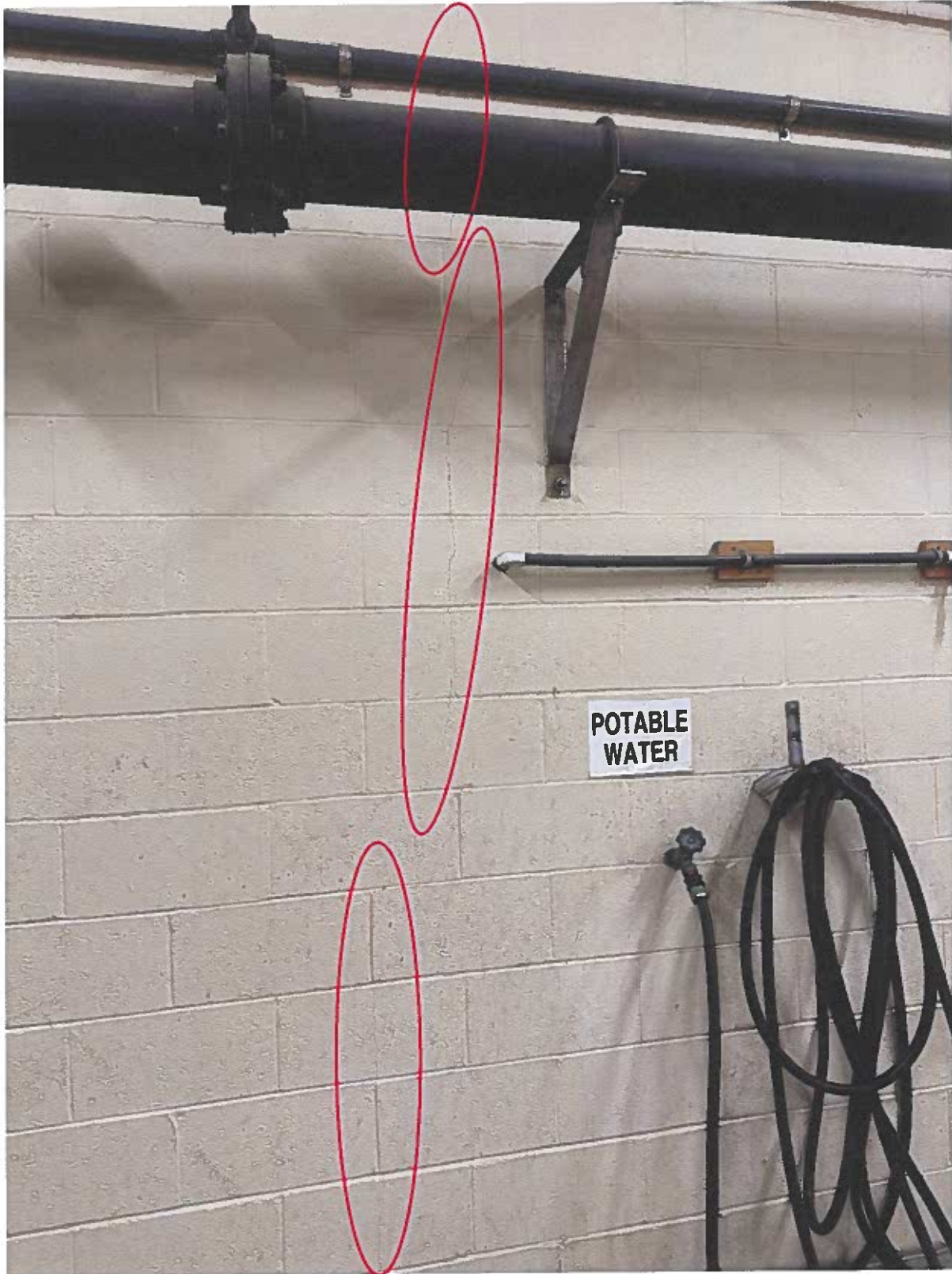


Figure 11: Cracks in masonry wall.



Figure 12: Cracks in masonry wall.



Figure 13: Close up

Figure 12. Note rigid frame cast tightly in masonry wall.



Figure 14: Separation at intersecting walls.



Figure 15: Separation at intersecting walls narrows and closes toward bottom.



Figure 16: Separation at intersecting walls and crack in masonry blocks on taller wall.

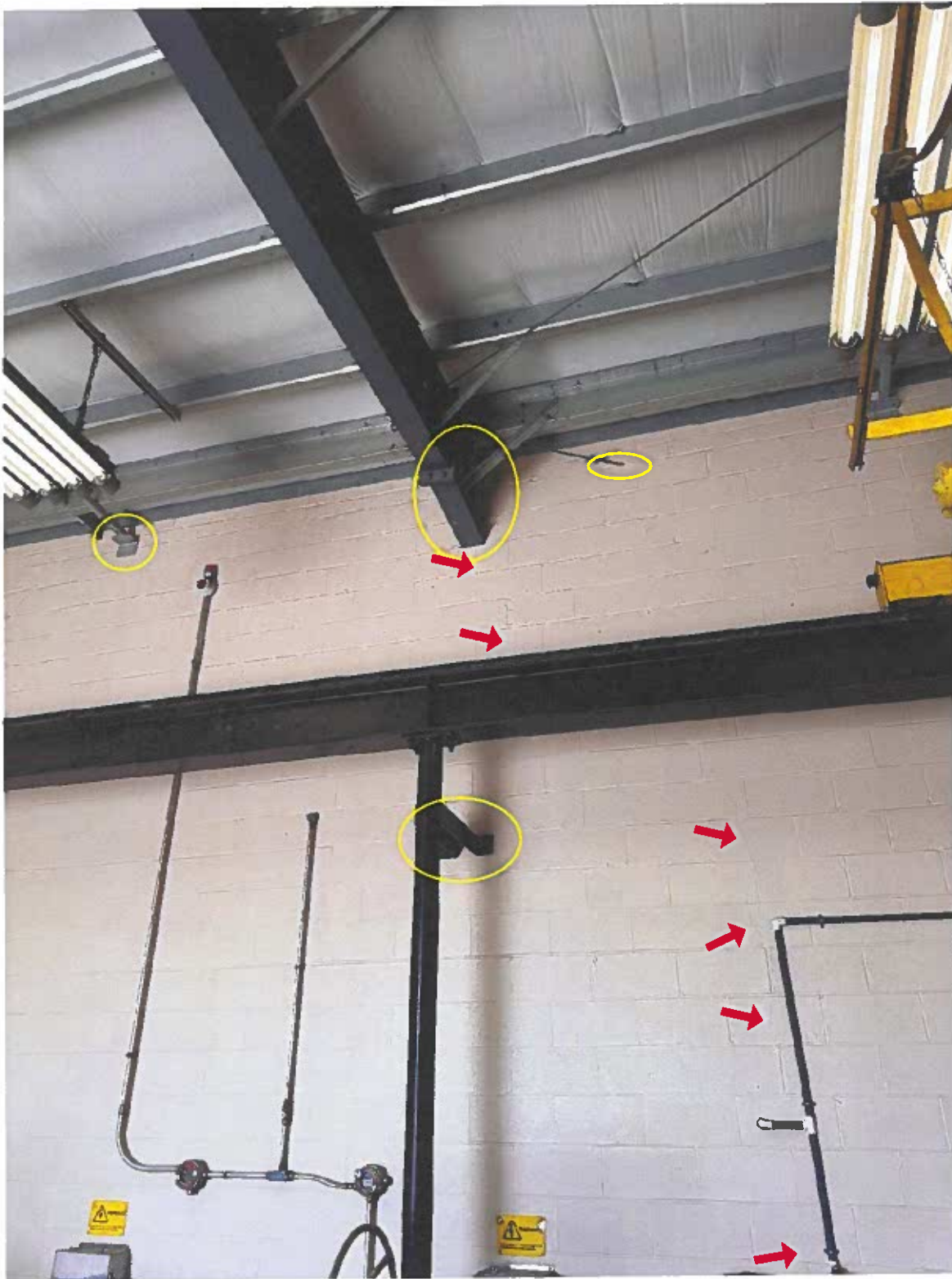


Figure 17: Cracks in masonry wall. Note purlin brace attached to CMU, frame penetration set in CMU, x-bracing penetrates CMU without space to move, and bridge crane attached to CMU.





Figure 18: Cracks in CMU at door between Pump room and Garage. Note concrete has previously been ground down.



Figure 19: Cracks in concrete floor.



Figure 20: Cracks in concrete floor. Separation of sealant between Pump room concrete floor and deep well foundation.



Figure 21: Cracks in concrete floor (appear to have previous repair). Note direction of water staining.



Figure 22: Note direction of staining on concrete floor.



Figure 23: Cracks in grout around pipe penetration (typ.).

PLAN REVIEW

As part of our analysis, BG Consultants reviewed the Record Drawings, issued by Buchner, Willis & Ratliff Corporation. The plan set does not include information about the pre-engineered metal building rigid frames or metal framing members.

The plans specify the Process Building finished floor elevation to be 1150 ft. To achieve this elevation the natural grade of the site had to be raised approximately 9 ft with fill material. The rigid frames are supported on 12 in. thickened slab edges over 24 in. deep concrete spread footings. Exterior walls are supported on 12 in. thickened slab edges over 18 in. wide by 24 in. deep grade beams. Interior CMU walls are supported by a 6 in. discontinuous slab over 12 in. wide 16 in. deep, continuous concrete grade beams.

The Deep Well is 21 ft 6 in. wide by 39 ft long and contains submersible pumps. The floor elevation was specified to be at 1113.5 ft with a 2.5 ft thick concrete floor slab, reinforced with #6 bars at 12 in. on center, each way, on the bottom. The top reinforcing was called out as #6 bars at 11 in. on center in the short direction, and #9 bars at 5 in. on center in the long direction. The walls were designed to be 2 ft thick, reinforced with #6 bars at each face. The deep well was designed with two collars around the perimeter, each is 2 ft thick and extends 2 ft beyond the outside face of the Deep Well walls. Both collars were specified to be reinforced with a total of (12) #9 bars and (2) #4 stirrups at 12 in. on center. The top of the first collar is located at 11 ft 6 in. below the top of slab, the second collar is located 23 ft 6 in. below the top of slab. A section view of the Deep Well can be seen in Figure 24.

The influent line was connected to Manhole A when the wastewater treatment plant was upgraded around 2008. From Manhole A to the Process building, the influent line is a 24 in., PVC, gravity line at a 0.08% slope. The line comes in from the north side of the wastewater treatment plant, connects to Manhole B to the northeast of the Process Building and turns a 94° angle to flow south to Manhole C. At Manhole C, there is a 90° turn to the Process Building. The connection of the influent line to the Deep Well has a grinder pump at the inside face of the well. On the opposite side, the submersible raw influent pumps are connected to the Deep Well walls with stainless steel braces spaced at 10 ft on center vertically.



ELEVATION SURVEY DISCUSSION

BG Consultants completed surveys of the Process Building and Deep Well on July 12, 2024, and July 31, 2024, to establish and verify elevations. The relative elevation information was combined with the survey information that is based on a known elevation datum for analysis of the structures. The combined survey information is presented as abbreviated actual elevations, e.g. an elevation of 49.840 represents 1149.840 ft. In addition to the elevations taken in the structures, elevations of the influent line were taken at Manhole B, Manhole C, and at the top of the pipe penetration into the Deep Well.

The finished floor elevation and top of the Deep Well elevation were set at 1150 ft per plan. The highest elevation of the Process Building finished floor, located at the edge of the Deep Well slab, was 50.163 ft which is approximately 2 in. above the specified finished floor elevation. The lowest finished floor elevation of the Process building was 49.746 ft., located in the Dewatering room, which is about 3 in. lower than the specified finished floor elevation. The finished floor elevations taken adjacent to the edge of the Deep Well were close to the elevations of the Deep Well lid and typically varied by fractions of an inch. From the edge of the Deep Well to the walls of the Pump room, the elevations varied more significantly by as much as 2.63 in. sloping downward from the top of the pit to the walls. In general, the Deep Well foundation and lid were higher than the concrete floor of the Process Building.

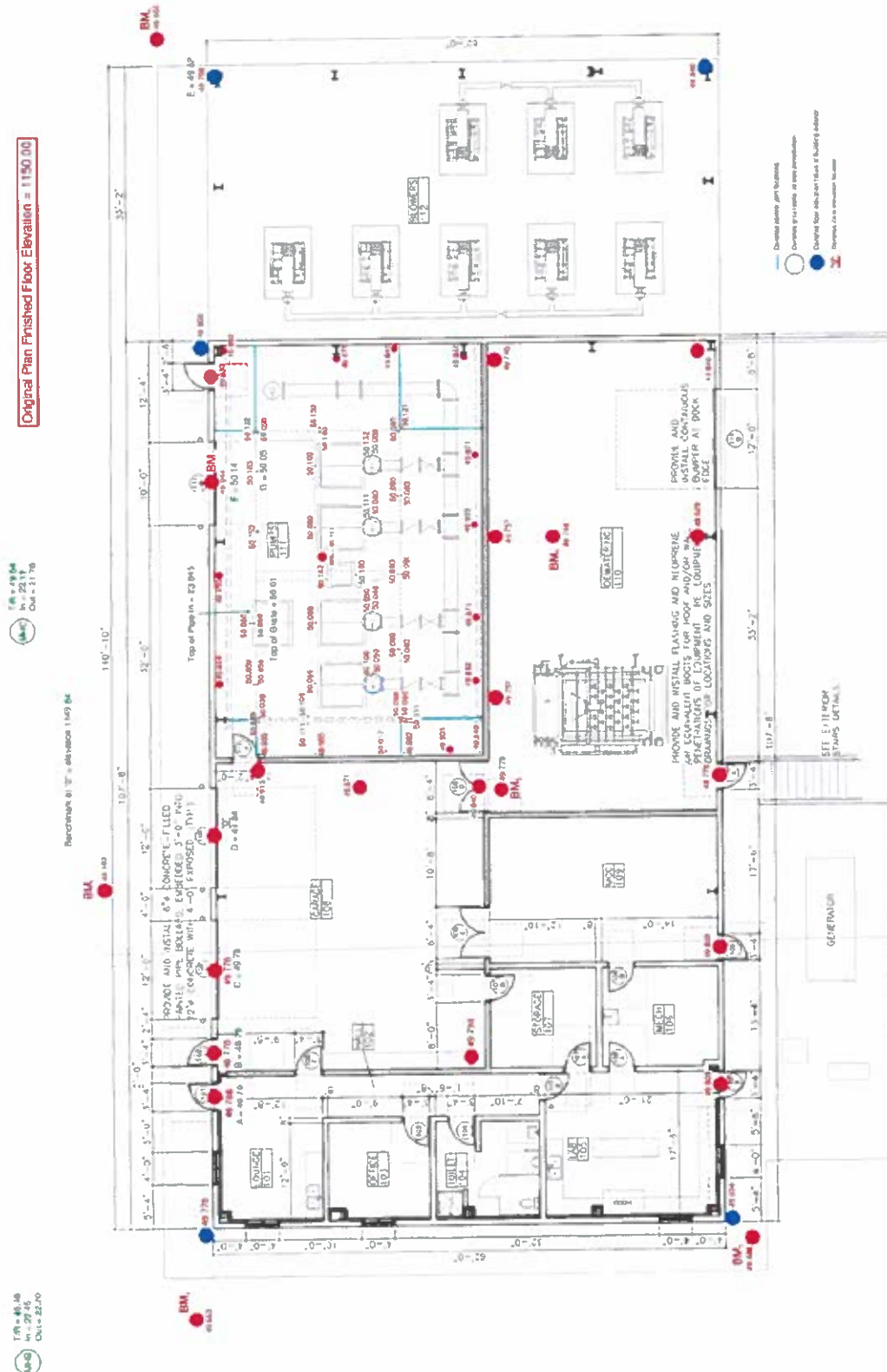


Figure 25: Elevation Survey Data.

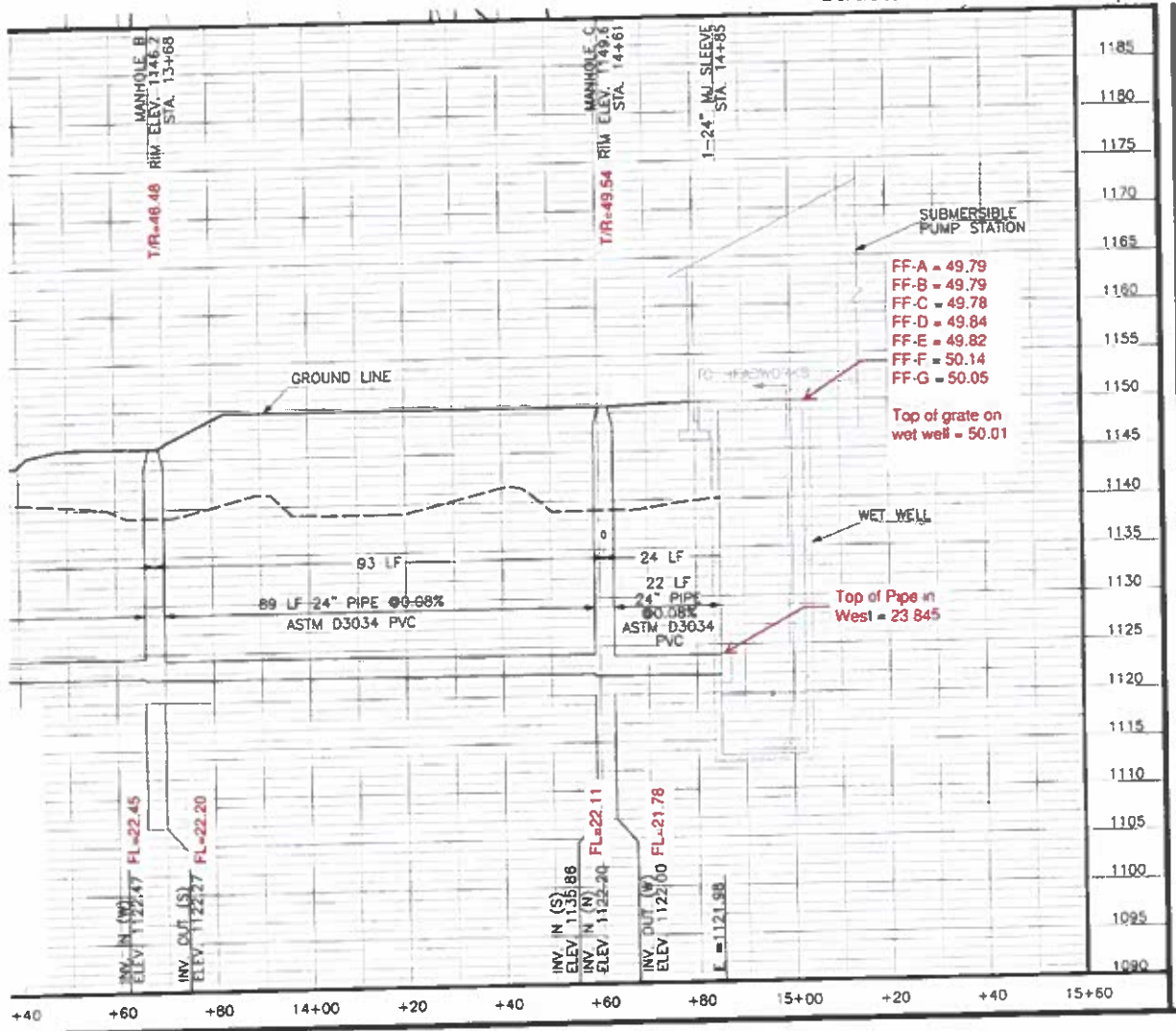


Figure 26: Plotted survey elevations.

CONCLUSIONS AND RECOMMENDATIONS

Based on visual observations during our site visit, the cracks in the masonry walls most likely occurred because of the rigid connections between the masonry walls and the metal building rigid frames, as well as the other rigid connections to the masonry walls like the bridge crane, purlin braces, and PEMB girt connections to the tops of the masonry walls. External forces, such as wind, push on the metal building frames and result in movement of the frame. Since there is a rigid connection between the steel frames and the CMUs, there is not an allowance for slight movement of the frame resulting in the cracks throughout the CMU walls. As well, when the bridge crane moves, it induces impact forces into the CMU walls and has

likely contributed to the cracks observed in the Pump room. Throughout the masonry walls, hairline cracks can be painted over, wider cracks should be filled with a paintable epoxy sealant before painting. All repaired cracks should be monitored for reopening. These rigid frame, purlin, and purlin brace connections through the CMU walls should be cut-out and sealed with a flexible sealant that meets fire-proofing specifications. The girts will need to have slotted holes cut in to each connection to allow movement.

Per our review of the plans, the building footings are founded in fill soils while the Deep Well is founded much deeper in undisturbed, native soils. Elevations taken near the walls of the Process Building are consistently down by an average of about 2 in. Conversely, the Deep Well lid is generally about 1 in. higher than plan specifications.

Our initial suspicion was that the Deep Well did not have enough weight to resist the buoyancy effect and was coming out of the ground. This led us to perform a buoyancy analysis of the Deep Well. We found that the factor of safety for the Deep Well, weight of the wet well structure relative to buoyancy uplift forces, is around 3.5. Therefore, buoyancy is not the issue.

The elevation data combined with the plan review and buoyancy analysis indicates that the elevation differences throughout the building are most likely the result of wall settlement and that the well has remained at the elevation it was constructed at. Some elevation variation from the specified 1150 ft finished floor elevation could have occurred during the construction process, for example, the deep well being generally an inch higher than the plan elevation.

The options for addressing the wall settlement are: 1) to repair the cracks and eliminate the rigid connections between the masonry and the PEMB, and simply monitor building settlement, 2) install helical piles around the Pump room to arrest the settlement and possibly regain lost elevation at the perimeter of the pump room only, or 3) install helical piles throughout the whole building. If it is desired to install helical piles, a geotechnical investigation will be required around the perimeter of the building and in rooms adjacent to the Pump Room to aid in the design of the helical piles. If the foundations are lifted and lost elevation is regained, there will be voids under the slabs that will need to be filled with structural polyurethane foam.

Regarding the elevations of the influent pipe, wastewater treatment plant personnel reported that they have not noticed any operational issues at the plant. The influent line penetration to the Deep Well was measured to be slightly lower, approximately 1-5/8 in., than specified on the plans. Likewise, the measurements taken of the influent line at Manhole C and Manhole B were slightly lower than specified, but still

within tolerances. The bottom elevation of the influent line was slightly higher at the Deep Well penetration than at Manhole C. We recommend that the Influent line be scoped with a CCTV cart system to get a 360-degree view of the line. The pipe should be inspected for any signs of distress such as cracks in the pipe walls or conditions resulting in backflow of the line.

The elevation measurements taken in July 2024 can serve as a benchmark for future use. We recommend the Deep Well and Process Building be monitored for movement. The Process Building and Deep Well should have another survey in about five years to determine if additional movement has occurred.

ENGINEER'S OPINION OF PROBABLE COST

The estimated cost to cut out rigid connections and fill the new openings with flexible fire-rated foam sealant, epoxy-repair cracks, create slip connections between the CMU walls and the girts, and scope the lines is \$58,320.

The estimated cost to perform the above repairs, get a geotechnical investigation, and to stabilize the pump room walls only with the addition of helical piles around the pump room and structural polyurethane foam to fill voids under the slab is \$181,778.

The estimated cost to perform repairs to the masonry walls, get a geotechnical investigation, and to stabilize the entire building with the addition of helical piles and structural polyurethane foam to fill voids is \$523,130.



City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Regular Meeting

Topic: Audit Engagement Letter

Department: Finance

Staff Contact: Leann Johnson, Finance Director

Background:

The City of Abilene entered into an agreement for services with Varney & Associates, CPAs, LLC out of Manhattan, KS, on June 17, 2020, to audit the statement of regulatory-basis receipts, expenditures and unencumbered cash balances for fiscal year ending December 31, 2024.

Attachments:

June 17, 2020 Engagement Letter (agreement signed for 2020, 2021, 2022, 2023 & 2024)
October 10, 2024 Engagement Letter (needs signed)

Recommendation:

Authorize the Finance Director to electronically sign the engagement letter for Varney & Associates to audit the City of Abilene's financial statement for the year ending December 31, 2024.

Fiscal Note:

2025 Budget not to exceed \$13,500

Funding Source:

General Fund Budget – Audit Services



October 10, 2024

City of Abilene, Kansas
P.O. Box 519
Abilene, KS 67410

You have requested that we audit the fund summary statement of receipts, expenditures and unencumbered cash balances – regulatory basis of City of Abilene, Kansas, as of and for the year ended December 31, 2024, and the related notes to the financial statement. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Kansas Municipal Audit and Accounting Guide* (KMAAG) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Supplementary information other than RSI will accompany City of Abilene, Kansas's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and additional procedures in accordance with GAAS and KMAAG. We intend to provide an opinion on the following supplementary information in relation to the financial statement as a whole:

- Summary of Expenditures – Actual and Budget
- Schedule of Receipts and Expenditures – Actual and Budget

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and KMAAG. As part of our audit we exercise the professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Auditor Responsibilities (Continued)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Abilene, Kansas's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and KMAAG.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of City of Abilene, Kansas's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statement in accordance with KMAAG, a regulatory basis of accounting;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statement that is free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statement such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing the financial statement that indicates that the financial statement has been audited by the entity's auditor;

Management Responsibilities (Continued)

- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statement as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statement, or if the supplementary information will not be presented with the audited financial statement, to make the audited financial statement readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of City of Abilene, Kansas's basic financial statement. Our report will be addressed to the governing body of City of Abilene, Kansas. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Nonattest Services

With respect to any nonattest services we perform:

At the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by management.
- Assist in preparation of the financial statement as of and for the year ended December 31, 2024.

We will not assume management responsibilities on behalf of City of Abilene, Kansas. However, we will provide advice and recommendations to assist management in performing its responsibilities.

City of Abilene, Kansas's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Nonattest Services (Continued)

Our responsibilities and limitations of the engagement are as follows:

- This engagement is limited to the accounting services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries. Our firm will advise City of Abilene, Kansas with regard to tax positions taken in the preparation of the tax return, but City of Abilene, Kansas must make all decisions with regard to those matters.

Other

We have identified the following significant risk as part of our audit planning: management override of controls - in all cases, audit standards require us to treat the potential for management override of controls as a significant risk during planning. Audit standards have concluded that since management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We will design and perform procedures to address this risk during our audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statement and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

April G. Swartz, CPA, is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Varney & Associates, CPAs, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee for the audit will not exceed \$13,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use City of Abilene, Kansas's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statement of which you may become aware during the period from the date of the auditor's report to the date the financial statement is issued.

Provisions of Engagement Administration, Timing and Fees (Continued)

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Varney & Associates, CPAs, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Varney & Associates, CPAs, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statement including our respective responsibilities. We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Please ensure that the governing body receives a copy of this engagement letter.

Sincerely,

Varney & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas

RESPONSE:

This letter correctly sets forth our understanding of City of Abilene, Kansas.

Acknowledged, agreed and shared with governing body on behalf of City of Abilene, Kansas by:

Name: _____

Title: _____



June 17, 2020

City of Abilene, Kansas
PO Box 519
Abilene, KS 67410

Dear Governing Body Members:

The following represents our understanding of the services we will provide City of Abilene, Kansas (the City). You have requested that we audit the statement of regulatory-basis receipts, expenditures, and unencumbered cash balances of City of Abilene, Kansas (the City), as of December 31, 2020, 2021, 2022, 2023, and 2024, and for the years then ended and the related notes, which collectively comprise the City's basic financial statement as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the basic financial statement.

Supplementary information other than RSI will accompany the City's basic financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statement and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and additional procedures in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). We intend to provide an opinion on the following supplementary information in relation to the basic financial statement as a whole:

- Schedule of expenditures – actual and budget (regulatory basis)
- Schedule of individual fund receipts and expenditures – actual and budget (regulatory basis)

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and the *Kansas Municipal audit and accounting Guide* (KMAAG). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statement is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statement, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statement. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statement and related matters.

Auditor Responsibilities (Continued)

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and KMAAG.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the basic financial statement in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statement that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinion on the basic financial statement is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statement is free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statement in accordance with KMAAG;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a basic financial statement that is free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statement such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing a basic financial statement that indicates that such basic financial statement has been audited by the City's auditor;
- e. For identifying and ensuring that the City complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statement as a whole;
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;

Management Responsibilities (Continued)

- i. For informing us of any known or suspected fraud affecting the City involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statement, or if the supplementary information will not be presented with the audited basic financial statement, to make the audited basic financial statement readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

With respect to any nonattest services we perform, Organization's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. The nonattest services to be provided are as follows: assistance with financial statement preparation.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the City's basic financial statement. Our report will be addressed to the governing body of the City. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statement and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

April G. Swartz, CPA is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Varney & Associates, CPAs, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Provisions of Engagement Administration, Timing and Fees (Continued)

Our fees are based on the amount of time required at various levels of responsibility, not to exceed \$13,500 per year. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature. **This fee will include assistance with any software conversion that the City would undertake.**

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statement of which you may become aware during the period from the date of the auditor's report to the date the financial statement is issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the governing body the following significant findings from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Varney & Associates, CPAs, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Varney & Associates, CPAs, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

With respect to any nonattest services we perform, Organization's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. Nonattest services include assistance with financial statement preparation.

June 17, 2020
City of Abilene, Kansas
Page five

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statement including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,

Vany & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas

Encls. (as noted)

RESPONSE:

This letter correctly sets forth our understanding of City of Abilene, Kansas.

Acknowledged and agreed on behalf of City of Abilene, Kansas by:

Name:

Chris Ostermann

Title:

Mayor



ABILENE CITY COMMISSION – STUDY SESSION AGENDA

ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET

October 28, 2024 – following the adjournment of the regular meeting

VIEW THIS CITY COMMISSION MEETING VIRTUALLY AT
www.abilenecityhall.com/watchlive

1. Call to Order – October 28, 2024, City Commission Study Session
2. October 28, 2024, City Commission Study Session Agenda
 - a. Kansas Quit Claim Deed – Highland Homes, LP drainage easement – Kari Zook, Community Development Director
 - b. Printing and mailing RFP for Utility Bills – Leann Johnson, Finance Director
 - c. GAAP Waiver Resolution – Leann Johnson, Finance Director
3. Consider a motion to adjourn the October 28, 2024, City Commission Meeting.

Future Meeting Reminders

*City Commission Regular Meeting, Tuesday, November 12, 2024, at 4 pm.

*City Commission Study Session, Tuesday, November 12, 2024 - following the adjournment of the regular meeting, will not start before 4:30 pm.

*City Commission Regular Meeting, November 25, 2024, at 4 pm.

*City Commission Study Session, November 25, 2024 – following the adjournment of the regular meeting, will not start before 4:30 pm.



City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Study Session

Topic: Quitclaim Deed – Highland Homes, LP

Department: City Manager/Community Development

Staff Contact: Ron Marsh/Kari Zook

Background:

- This item was brought to our attention in the spring when Abilene Court (now Abilene Terrace), the new senior living housing development on 21st St, was in the beginning stages of their project and requested to add a sanitary sewer easement within the existing drainage easement to the west of Faith Ave.
- Currently, the City of Abilene has a permanent drainage easement within the Faith Ave Detention Basin (dated June 2, 2020, attached to the agenda packet for reference) which is owned by Highland Homes, LP.
- In recent conversations with Dan Hopkins, co-manager of Highland Homes, LP, he indicated his preference to transfer the title of full ownership of the drainage easement area to the City of Abilene.
- The Kansas Quitclaim Deed and Exhibit for that property transfer are attached.

Recommendation:

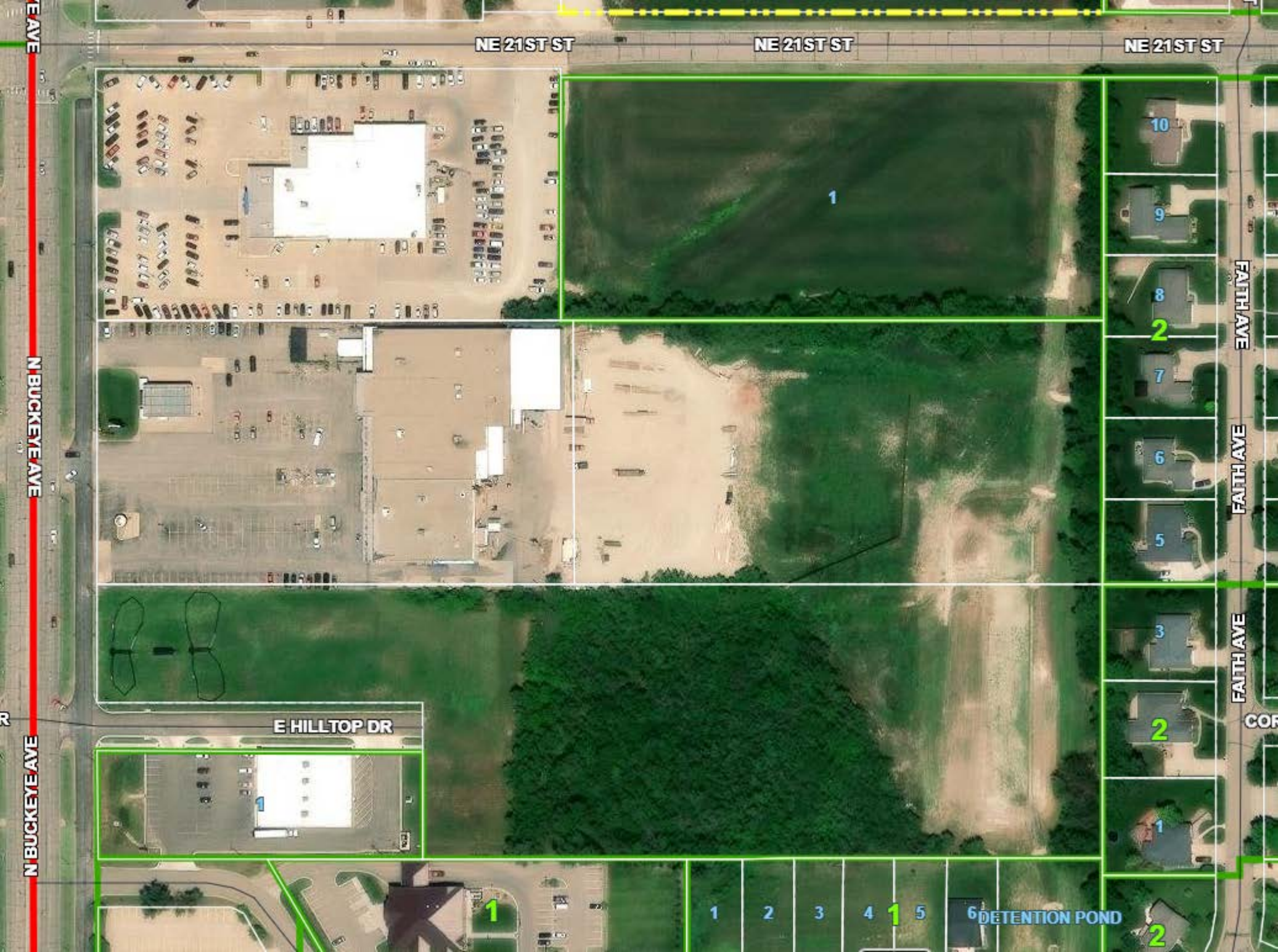
Approve the Kansas Quitclaim Deed transferring the drainage easement area to the City of Abilene.

Fiscal Note:

N/A

Funding Source:

N/A





STATE OF KANSAS, DICKINSON COUNTY

Marty Holt, Register of Deeds

Book: Z308 Page: 62-67

Receipt #: 277070

Recording Fee: \$106.00

Pages Recorded: 6

Cashier Initials: MHolt

Date Recorded: 6/22/2020 12:28:19 PM

Martha J Holt

PERMANENT DRAINAGE EASEMENT

This Permanent Drainage Easement is made this 2 day of JUNE, 2020, by and between HIGHLAND HOMES, LP, a Nevada limited partnership, by authority of its general partner, Highland Builders, LLC, a KANSAS limited liability company (the "Grantor") and the CITY OF ABILENE, KANSAS, a municipal corporation, (the "City"):

GRANT: The Grantor, for good and valuable consideration, hereby conveys to the City a permanent drainage easement (the "Easement") in, on, over, under, and through the real estate legally described and depicted on the attached and incorporated Exhibit A (the "Real Estate") for the purposes of laying, constructing, operating, inspecting, altering, repairing, replacing, substituting, relocating, adding to, removing, and maintaining a culvert, storm sewer, drainage ditch, drainage channel/water course, detention basin, or other drainage facility tributary connections, storm water runoff control facilities, and appurtenant work in any part of the Easement, including the right to clean, repair, replace, and care for the drainage facilities, together with the right of access in, on, over, under, and through the Easement.

TERM: The Easement shall be perpetual.

OWNERSHIP: Grantor covenants that Grantor owns the Real Estate and has the right, title, and capacity to grant the Easement.

MODIFICATIONS: The City shall have the right to change the drainage channel/water course and to install additional sewer and/or drainage lines and facilities, or to replace the line or facilities with a larger line or facilities in the Easement at some future date and under the same conditions as the original drainage line or facilities were installed.

MAINTENANCE: The City covenants to maintain the Real Estate and keep the Real Estate free and clear of all trees, shrubs, vegetation, and materials which may impair the function or structural integrity of any sewer and/or drainage facility or appurtenance constructed pursuant to this Easement.

IMPROVEMENTS: Grantor shall neither construct nor permit to be constructed any structure, landscaping, trees, or obstruction on, over, or interfering with the construction, maintenance, or operation of any sewer and/or drainage facility or appurtenance constructed pursuant to this Easement.

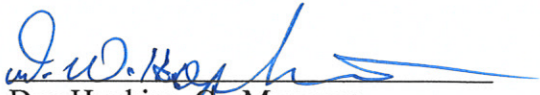
SURFACE GRADE: Grantor shall neither alter nor permit others to alter the surface grade of the Real Estate without the prior written approval of the City.

BINDING EFFECT: The Easement shall be binding upon and shall run with the Real Estate.

IN WITNESS WHEREOF, the Grantor has executed this Permanent Drainage Easement effective as of the day and year written above.

HIGHLAND HOMES, LP

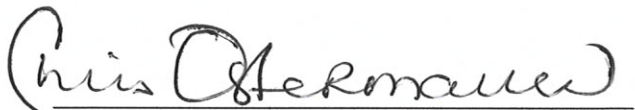
By: Highland Builders, LLC,
General Partner

By: 
Dan Hopkins, Co-Manager

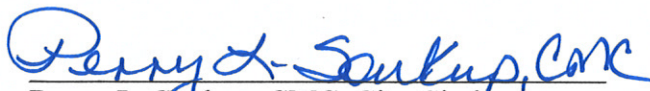
By: 
Albert D. Huddleston, Co-Manager

ACCEPTANCE OF PERMANENT DRAINAGE EASEMENT

CITY OF ABILENE, KANSAS


Chris Ostermann, Mayor

ATTEST:


Penny L. Soukup, CMC, City Clerk

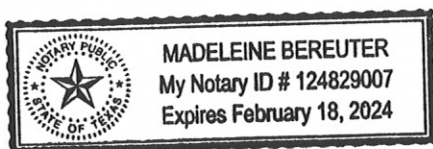
ACKNOWLEDGEMENTS

STATE OF Texas, COUNTY OF Dallas, ss:

This instrument was acknowledged before me on June 2, 2020, by Dan Hopkins and Albert D. Huddleston, as Co-Managers of Highland Builders, LLC, a _____ limited liability company, and general partner of Highland Homes, LP, a Nevada limited partnership.

My appointment expires: 2/18/24





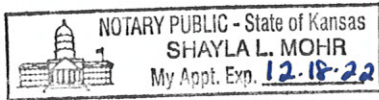
Notary Public

Printed name: Madeleine Beran

STATE OF KANSAS, COUNTY OF DICKINSON, ss:

This instrument was acknowledged before me on June 15, 2020, by Chris Ostermann as Mayor and Penny L. Soukup, CMC, as City Clerk of the City of Abilene, Kansas.

My appointment expires: December 18, 2022



Shayla L Mohr
Notary Public

Printed name: Shayla L Mohr

[A real estate sales validation questionnaire is not required pursuant to K.S.A. 79-1437e(a)(13)]

EXHIBIT A
DESCRIPTION AND DEPICTION OF REAL ESTATE

POINT OF COMMENCEMENT

NE CORNER, NW 1/4, SE 1/4
SECTION 9, T-13-S, R-2-E

HOLM REAL ESTATE
ABILENE, LLC

POINT OF BEGINNING

S00°33'33"E
332.28'

N89°39'30"E
90.00'

205.62'

N00°04'05"W

S00°33'33"E
332.28'

'LAND HOMES, LP

N89°55'55"E 129.30'

HIGHLAND HOMES, LP

N00°04'05"W 126.75'

S89°47'42"W 222.15'

PERMANENT DRAINAGE EASEMENT

LEGAL DESCRIPTION:

A TRACT OF LAND LOCATED IN THE SOUTH HALF OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 13 SOUTH, RANGE 2 EAST OF THE SIXTH PRINCIPAL MERIDIAN, DICKINSON COUNTY, KANSAS; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SOUTHEAST QUARTER;
THENCE ON AN ASSUMED BEARING OF S00°33'33"E ALONG THE EAST LINE OF SAID NORTHWEST QUARTER A DISTANCE OF 332.28 FEET TO THE NORTHEAST CORNER OF SAID SOUTH HALF, SAID POINT ALSO BEING THE POINT OF BEGINNING;
THENCE CONTINUING ALONG SAID EAST LINE S00°33'33"E A DISTANCE OF 332.28 FEET TO THE SOUTHEAST CORNER OF SAID SOUTH HALF;
THENCE S89°47'42"W ALONG THE SOUTH LINE OF SAID SOUTH HALF A DISTANCE OF 222.15 FEET;
THENCE N00°04'05"W A DISTANCE OF 126.75 FEET;
THENCE N89°55'55"E A DISTANCE OF 129.30 FEET;
THENCE N00°04'05"W A DISTANCE OF 205.62 FEET TO A POINT ON THE NORTH LINE OF SAID SOUTH HALF;
THENCE N89°39'30"E ALONG SAID NORTH LINE A DISTANCE OF 90.00 FEET TO THE POINT OF BEGINNING.
CONTAINS 46,738 SQUARE FEET, 1.073 ACRES MORE OR LESS. SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS NOW OF RECORD.



Scale: 1"=100'

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ASSOCIATES

302 S. 4th Street, Suite 110
Manhattan, Kansas 66502

TEL 785 539 6900
FAX 785 539 6901

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POINT OF COMMENCEMENT

NE CORNER, NW 1/4, SE 1/4
SECTION 9, T-13-S, R-2-E

'GH LAND HOMES, LP

HIGHLAND HOMES, LP

POINT OF BEGINNING

N89°47'42"E 222.15'

N00°33'33"W
664.57'

D HOMES, LP

HIGHLAND HOMES, LP

N00°04'05"W 331.74'

S00°33'33"E 332.28'

S89°55'55"W 225.00'

CITY OF
ABILENE

PERMANENT DRAINAGE EASEMENT

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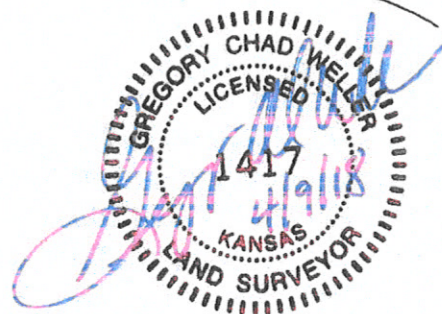
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THENCE S89°55'55"W ALONG THE SOUTH LINE OF SAID NORTH HALF A DISTANCE OF 225.00 FEET;

THENCE N00°04'05"W A DISTANCE OF 331.74 FEET TO A POINT ON THE NORTH LINE OF SAID NORTH HALF;

THENCE N89°47'42"E ALONG NORTH LINE LINE A DISTANCE OF 222.15 FEET TO THE POINT OF BEGINNING.

CONTAINS 74,228 SQUARE FEET, 1.704 ACRES MORE OR LESS. SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS NOW OF RECORD.



Scale: 1"=100'

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KANSAS QUITCLAIM DEED

On this ____ day of October, 2024, **HIGHLAND HOMES, LP**, a Nevada limited partnership by authority of its general partner, Highland Builders, LLC, a Kansas limited liability company QUITCLAIMS to the **CITY OF ABILENE, KANSAS**, a municipal corporation, all of the following described real estate in Dickinson County, Kansas:

The real estate legally described and depicted on the attached and incorporated Exhibit A,

HIGHLAND HOMES, LP

By: Highland Builders, LLC,
General Partner

By: _____
Dan Hopkins, Co-Manager

By: _____
Albert D. Huddleston, Co-Manager

ACKNOWLEDGEMENTS

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 2024, by Dan Hopkins, as Co-Manager of Highland Builders, LLC, a Kansas limited liability company, and general partner of Highland Homes, LP, a Nevada limited partnership.

My appointment expires:

Notary Public
Printed name: _____

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 2024, by Dan Hopkins and Albert D. Huddleston, as Co-Manager of Highland Builders, LLC, a Kansas limited liability company, and general partner of Highland Homes, LP, a Nevada limited partnership.

My appointment expires:

Notary Public

Printed name: _____

ACCEPTANCE OF QUITCLAIM DEED

CITY OF ABILENE, KANSAS

Brandon Rein Mayor

ATTEST:

Shayla L. Mohr, CMC, City Clerk

STATE OF KANSAS, COUNTY OF DICKINSON, ss:

This instrument was acknowledged before me on _____, 2024, by Brandon Rein as Mayor and Shayla L. Mohr, CMC, as City Clerk of the City of Abilene, Kansas.

My appointment expires:

Notary Public

Printed name: _____

[A real estate sales validation questionnaire is not required pursuant to K.S.A. 79-1437e(a)(12) & (13)]

EXHIBIT A
DESCRIPTION OF REAL ESTATE

See attached

POINT OF COMMENCEMENT

NE CORNER, NW 1/4, SE 1/4
SECTION 9, T-13-S, R-2-E

HOLM REAL ESTATE
ABILENE, LLC

POINT OF BEGINNING

'LAND HOMES, LP

HIGHLAND HOMES, LP

PERMANENT DRAINAGE
EASEMENT

LEGAL DESCRIPTION:

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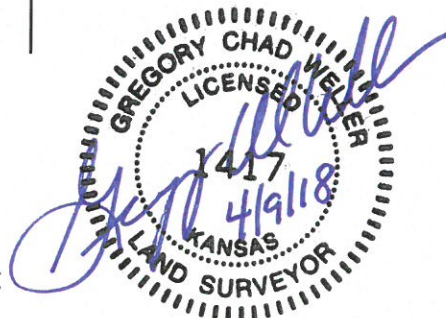
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POINT OF COMMENCEMENT

NE CORNER, NW 1/4, SE 1/4
SECTION 9, T-13-S, R-2-E

HIGHLAND HOMES, LP

HIGHLAND HOMES, LP

POINT OF BEGINNING

N89°47'42"E 222.15'

N00°33'33"W
664.57'

D HOMES, LP

HIGHLAND HOMES, LP

N00°04'05"W 331.74'

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S89°55'55"W 225.00'

CITY OF
ABILENE

PERMANENT DRAINAGE
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City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
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Amy Meysenburg
Commissioner

CITY STAFF

Ron Marsh
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City Clerk

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Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Study Session

Topic: Utility Billing Printing & Mailing Services

Department: Finance

Staff Contact: Leann Johnson, Finance Director

Background:

Prior to the ERP software transition in August, the city printed postcard utility bills in-house using the previous legacy software, Banyon. When deciding the bill options the City chose to optimize the ability to notify residents of important City communication on future bills, so it was decided to convert the bill size to a standard 8.5x11 sheet of paper. The previous 4 to a page postcards left very little room and options for any communication or notifications outside of the utility billing information.

With this change, the City continued to print and mail the utility bills in-house for the first few new billing cycles in the Tyler ERP Pro 10 software. Prior to ordering any large equipment to continue to manage in-house printing, the city wanted to understand the new process and how much of an impact on staff and resources there would be prior to the purchase. The city owns a small folding machine which was used in the interim.

In-house Cost Considerations:

Would require the purchase of a Folding and stuffing machine=\$10,000 (lower end, better machines are upwards of \$20,000) plus the cost of maintenance and repair as needed.

Printing (paper and ink)=\$1,622.34

Envelopes=\$4,676.10

Postage=\$34,362.00

Total= \$40,660.44 (this total does not include the additional staff time that would be required or the one-time cost of \$10,000 for better equipment).

The RFP was sent directly to twelve vendors, including four known local vendors. Six total proposals were received, none local.

Attachments:

RFP & Addendum 1

Bid Tabulation

Recommendation:

Accept the proposal from InfoSend for the printing and mailing services for the City's monthly utility bills and notices based on their pricing.

Fiscal Note:

One time savings of \$10,000+Overall annual savings of \$6,995.64

Funding Source:

Water & Sewer Administrative Funds

October 17, 2024



City of Abilene Utility Billing Printing and Mailing Services

COMPANY NAME	BID TOTAL
InfoSend	\$ 33,664.80
OneSource	\$ 35,828.70
Input Technologies	\$ 36,776.60
ABS	\$ 37,460.00
Master's Touch	\$ 38,961.00
MailXStream	\$ 46,963.73
360S2G	\$ 53,681.40

City of Abilene, Kansas

Request for Proposal

Monthly Utility Billing Printing and Mailing
Services

October 2024

Proposal Deadline: October 17, 2024

Submitted by:
Leann Johnson
Finance Director
[City of Abilene, Kansas](#)
Address: 419 N. Broadway
Abilene, KS 67410
Office Phone: 785-263-2550
Facsimile: 785-263-2552
Email: leann@abilenecityhall.com



Introduction

The City of Abilene, Kansas (City) is soliciting proposals from qualified Bidders to provide printing and mailing services for the City's monthly utility billing and delinquent notices in accordance with all sections of this Request for Proposal (RFP).

Proposals must be emailed to the primary contact, Leann Johnson, at leann@abilenecityhall.com. To be considered, proposals must be received by **4:00 p.m. on Thursday, October 17, 2024**. Any proposals not received by the City's deadline will be returned to the vendor as rejected.

Each Bidder will submit and sign, at least one (1) complete proposal. Proposals submitted must be binding for at least 90 days after the date received. The City will select the proposal that, in its opinion, is in the best interest of the City. The City reserves the right to reject any or all proposals or portions of a proposal. The City also reserves the right to waive minor technicalities in the proposal. The City not only reserves the right at the sole discretion of the City to reject any or all proposals and to waive technicalities but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal. In addition, to accept the proposal deemed to be in the best interest of the City, i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost.

All communication on the proposal and formal submissions should be made to the primary contact. The proposal's primary contact is:

Leann Johnson

Finance Director

[City of Abilene, Kansas](http://www.cityofabilene.com)

Address: 419 N. Broadway, Abilene, KS 67410

Office Phone: 785-263-2550

Facsimile: 785-263-2552

Email: leann@abilenecityhall.com

Award of Contract - The final award of the proposal or contract will be made by Abilene's City Commission if the awarded contract is above \$25,000.00, or the City Manager for all projects under \$25,000.00.

Contract - In addition to the completed proposal, a resulting contract may be required by the City, including but not limited to, written correspondence between the City and the vendor subsequent to the proposal submission, facsimiles, and product literature.

Confidentiality of Documents - All proposals that have been submitted shall be open for public inspection after contract award. Trade secrets and confidential information, as specified by the vendor, contained in the proposals shall not be open for public inspection.

Contact with City Employees - In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the proposal's primary contact person as named in this RFP. Contact with any other City employee, except at the vendor's sit visit meeting, is expressly prohibited without the prior consent of the person so named herein. Vendors directly contacting other City employees will risk the elimination of their proposal from further consideration.

Background

The City has recently implemented new utility billing software. Prior to implementation, the City printed and mailed postcard bills in-house. The bills are now printed on a standard 8.5x11 inch piece of paper, tri-folded and stuffed into a standard double-window business-size #10 envelope. We are seeking qualified proposals to print and mail the City's utility bills and notices to our customers.

Scope of Services

Monthly Billings and Delinquent Notices:

- An average of 3250 single-page utility bills are generated through a single cycle monthly on the last business day of the month. (See sample provided)
- An average of 250 statement bills are generated in the same single monthly cycle and will be included in a separate PDF file. Each statement bill is 3-4 pages. (See sample provided)
- An average of 650 color delinquent disconnect notices are generated through a single cycle monthly no later than the 25th of the month (minimum of 10 calendar days prior to an impending shutoff). (See sample provided)
- Selected Bidder understands and agrees to accept a PDF file format through a secure cloud-based transmission.
- Selected Bidder understands and agrees to print on standard 8.5x11 paper.
- Selected Bidder understands and agrees to use #10 double window business-size envelope.
- Selected Bidder understands and agrees to provide postage with the service.
- Selected Bidder will be responsible for printing and mailing the bills and notices within 48 hours of receiving file.
- Selected Bidder will be responsible for all materials required to provide the services.
- Selected Bidder will be responsible for ensuring the address information is visible and appears through the windowed envelope.
- Selected Bidder acknowledges all information received is considered private and confidential and agrees not to use or share ANY information received as part of the files in any way other than the intent and purpose of this RFP.

Optional Services to be Included in the Proposal:

- The selected bidder will include in the pricing/cost proposal the additional cost of printing and including inserts with the monthly bills if this service is ever needed as an option.

Response Format

To be deemed responsive, Bidders must submit a bid that conforms to all aspects of this RFP and submitted bids must include:

- **Bid Cover Sheet** – All requested information shall be completed on the supplied Bid Cover Sheet. Failure to complete the bid cover sheet may result in the Bidder being determined nonresponsive.
- **Bid Form with Attached Pricing/Cost Proposal** - All pricing should be submitted and attached to the supplied Bid Form. Failure to complete and sign the bid form may result in the Bidder being determined nonresponsive.
- **References Form** – Each Bidder must furnish at least three (3) trade references familiar with the Bidder's abilities related to the services requested in this RFP.

- **Supporting Documentation – *Optional*.** Bidders are not required to provide any additional documentation but may provide any supporting documents deemed relevant to the bid.

Review and Selection

In addition to, or in reiteration of, the aforementioned minimum RFP requirements, all of which are mandatory, proposals will be evaluated based on the following non-exclusive list of criteria:

- Qualifications and experience of the Bidder providing similar products and services.
- History of successfully performing services for the public and/or private agencies.
- Cost for the products and services identified in this RFP.
- Proposed approach, including a clearly demonstrated understanding of the intended scope of products and services to be provided.
- Ability to meet required timelines, terms and conditions, or any other requirements.
- Existence of and circumstances surrounding any claims or violations of law or governmental regulations against the Bidder.
- Pertinent References.

The City reserves the right to consider factors other than those specified above and to request additional information from any/all Bidders as part of the selection process.

Timeline

- **RFP Release** – October 1, 2024
- **Deadline to Submit Questions** – October 9, 2024
- **Addenda posted (if applicable)** – *no later than* October 14, 2024
- **Deadline for Submittal of Proposals** – October 17, 2024, 4 p.m.
- **Expected Contract Award** – *no later than* October 28, 2024

Terms & Conditions

1. The City of Abilene reserves the right to reject any or all proposals.
2. Pricing amounts should contain no taxes and include all transportation, delivery, and FOB to Abilene, Kansas. The awarded bidder will be provided with a Certificate of Tax Exemption.
3. Certificates of insurance shall be provided to the City. All insurance shall be in effect during the term of the contract. Please provide a copy of your current insurance coverage.
4. Questions regarding this RFP must be emailed by October 9, 2024, to the Finance Director, Leann Johnson, leann@abilenecityhall.com. All questions will be answered in an Addendum to this RFP emailed and posted to the website by Monday, October 14, 2024, at 4:00 p.m.
5. Although cost is an important consideration, the City of Abilene shall not be obligated to accept the lowest cost proposal but will base its decision on the criteria noted.
6. All data, documents, and other information provided to the City of Abilene by the consultant because of the RFP shall become the property of the City of Abilene.
7. Expenses incurred in the preparation and submittal of proposals are solely the responsibility of the respondent and not the City of Abilene. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the City or specific written authorization from the City of Abilene.



City of Abilene
419 N Broadway Street
Abilene, KS 67410
(785) 263-2550
<https://abilenecityhall.com/>
OFFICE HOURS: 8 AM - 5 PM M-F



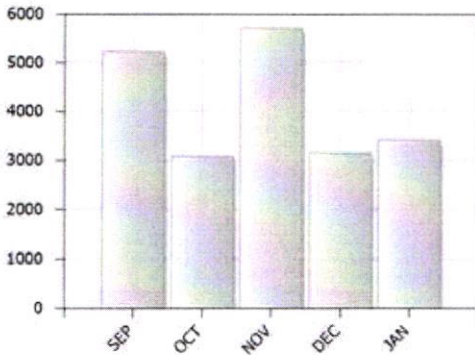
CUSTOMER NAME
1234 ABILENE LANE
ABILENE, KS 67410

Account Number	AMOUNT DUE
001-101010-001	\$70.77
Due Date	After Due Date Pay
9/15/2024	\$74.11
Account Name	
CUSTOMER NAME	
Service Address	
1234 ABILENE LANE	
Amount Enclosed	

Previous balance must be paid by the 4th of each month to avoid shut off.
Failure to receive bill does not exempt customer from payment of penalty.
Please make checks payable to: CITY OF ABILENE

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name			Service Address			Account Number
CUSTOMER NAME			1234 ABILENE LANE			001-101010-001
Status	Billing Period From	Billing Period To	# Days	Bill Date	Penalty Date	Due Date
Active	07/15/2024	08/15/2024	32	08/30/2024	9/16/2024	09/15/2024



CURRENT
READING
20,607

PREVIOUS
READING
17,192

USAGE

3,415	WATER RES	34.04
1	WATER PRO	0.11
2,728	SEWER RES IN CITY	32.87
1	STORM DRAINAGE	1.25
1	RECYCLING	2.50
CURRENT BILL		\$70.77
AMOUNT DUE		\$70.77
AMOUNT DUE AFTER 09/15/2024		\$74.11

PREVIOUS BALANCE	\$69.31
PAYMENTS	(\$72.59)
ADJUSTMENTS	\$0.00
PENALTIES	\$3.28
PAST DUE AMOUNT	\$0.00



INVOICE SUMMARY

419 N Broadway Street - Abilene, KS 67410 - (785) 263-2550

AMOUNT DUE	DUE DATE	TOTAL DUE AFTER DUE DATE
\$135.42	10/15/2024	\$141.40
Service Dates		
From	To	
8/15/2024	9/15/2024	

PROPERTY OWNER
PO BOX 123
ABILENE, KS 67410

ACCOUNT DETAIL

Account: 001-000001-001		PROPERTY OWNER		Property: 123 W FIRST	
Status: A		For Service: 08/15/2024 thru 09/15/2024		SUBTOTAL	3.75
CURRENT	PREVIOUS	USAGE	SERVICE	METER SIZE	CHARGE
			Storm Water		3.75
NET DUE					3.75
Account: 101-000002-001		PROPERTIES LLC		Property: 123 N MAIN	
Status: A		For Service: 08/15/2024 thru 09/15/2024		CREDIT BALANCE	-3.11
CURRENT	PREVIOUS	USAGE	SERVICE	METER SIZE	CHARGE
			Sewer/WasteWater		21.05
			Storm Water		3.75
			Water		0.07
			Recycling		2.50
			Water	0.75	31.53
340,492	338,221	2,271			
NET DUE					55.79
Account: 105-000003-002		PROPERTIES LLC		Property: 123 N PUBLIC LOT 123	
Status: A		For Service: 08/15/2024 thru 09/15/2024		CREDIT BALANCE	-3.58
CURRENT	PREVIOUS	USAGE	SERVICE	METER SIZE	CHARGE
			Recycling		2.50
			Sewer/WasteWater		36.82
			Storm Water		1.25
			Water		0.14
			Water	0.75	38.75
226,872	222,403	4,469			
NET DUE					75.88



INVOICE SUMMARY

419 N Broadway Street - Abilene, KS 67410 - (785) 263-2550

AMOUNT DUE	DUE DATE	TOTAL DUE AFTER DUE DATE
\$135.42	10/15/2024	\$141.40
Service Dates		
From	To	
8/15/2024	9/15/2024	

PROPERTY OWNER
PO BOX 123
ABILENE, KS 67410

SERVICE SUMMARY

SERVICE	CONSUMPTION	TOTAL BILLED
Recycling		5.00
Sewer/WasteWater		57.87
Storm Water		8.75
Water	6,740.00	70.49
CURRENT TOTAL BILLED AMOUNT:		142.11
TOTAL ARREARS:		-6.69
NET TOTAL AMOUNT DUE:		135.42

BILL COUNT

3



INVOICE SUMMARY

419 N Broadway Street - Abilene, KS 67410 - (785) 263-2550

AMOUNT DUE	DUE DATE	TOTAL DUE AFTER DUE DATE
\$135.42	10/15/2024	\$141.40
Service Dates		
From	To	
8/15/2024	9/15/2024	

PROPERTY OWNER
PO BOX 123
ABILENE, KS 67410

ACCOUNT SUMMARY

ACCOUNT	NAME	PROPERTY	TOTAL DUE	AFTER 10/16/2024
001-000001-001	PROPERTY OWNER	123 W FIRST	3.75	3.75
101-000002-001	PROPERTIES LLC	123 N MAIN	55.79	58.16
105-000003-002	PROPERTIES LLC	123 N PUBLIC LOT 123	75.88	79.49
TOTAL AMOUNT DUE:			135.42	141.40

** PLEASE REMIT THIS PAGE WITH PAYMENT **



City of Abilene
419 N Broadway Street
Abilene, KS 67410
(785) 263-2550
<https://abilenecityhall.com/>
OFFICE HOURS: 8 AM - 5 PM M-F

PAST DUE NOTICE



CUSTOMER NAME
1234 ABILENE LN
ABILENE, KS 67410

Account Number	
001-101010-001	
Due Date	Amount Due
10/4/2024	\$74.11



There will be a charge on all returned checks.
To ensure proper account credit, please return this portion with your payment.
Please make checks payable to: CITY OF ABILENE

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name		Service Address		Account Number
CUSTOMER NAME		1234 ABILENE LN		001-101010-001
	Notice Date	Due Date	Disconnect Date	Amount Due
	9/17/2024	10/4/2024	10/4/2024	\$74.11

DISCONNECT / PAST DUE NOTICE

We have not received full payment for your monthly utility bill which is now past due. Bills are due **BY THE 15TH OF THE MONTH** and delinquent thereafter with a penalty added.

To avoid interruption of service you must pay the Amount Due as shown on this notice. Failure to pay the **Amount Due before 5:00 p.m. on the 4th of the month WILL** result in your water service being **DISCONNECTED WITHOUT FURTHER NOTICE** until the past due amount and an additional reconnection fee is paid.

A hearing on the termination of service will be held if a request for such hearing is made to the clerk within five days of this notice.

--FORMS TO BE RETURNED WITH PROPOSAL--

**Monthly Utility Billing Printing and Mailing Services
Cover Sheet**

Name of Company	
Address	
City, State and Zip	
Telephone	
Email	
Contact Name	

Total years in business: _____

Total years of experience providing this type of service: _____

Have you ever failed to complete any contract awarded to you? Yes No

If "Yes", please explain _____

Are you in any litigation or lawsuit involving work of any type? Yes No

If "Yes", please explain _____

The undersigned verifies he/she is a duly authorized officer of the company and attests the information provided in response to this RFP is accurate.

Signature of Authorized Representative

Date

Name and Title of Authorized Representative

--FORMS TO BE RETURNED WITH PROPOSAL--

Monthly Utility Billing Printing and Mailing Services

Pricing

The undersigned hereby proposes to provide the necessary tools and machinery and to furnish all labor, materials and services specified in this RFP for the costs and fees indicated below.

Attach Pricing/Cost Proposal

The undersigned accepts and acknowledges the specifications of this RFP:

- An average of 3250 single-page utility bills are generated through a single cycle monthly on the last business day of the month.
- An average of 250 statement bills are generated in the same single monthly cycle and will be included in a separate PDF file. Each statement bill is 3-4 pages.
- An average of 650 delinquent disconnect notices are generated through a single cycle monthly no later than the 25th of the month (minimum of 10 calendar days prior to an impending shutoff).
- Bidder understands and agrees to accept a PDF file format through a secure cloud-based transmission.
- Bidder understands and agrees to print on standard 8.5x11 paper.
- Bidder understands and agrees to use #10 double window business-size envelope.
- Bidder understands and agrees to provide postage with the service.
- Bidder will be responsible for printing and mailing the bills and notices within 48 hours of receiving the file.
- Bidder will be responsible for all materials required to provide the services.
- Bidder will be responsible for ensuring the address information is visible and appears through the windowed envelope.
- Bidder acknowledges all information received is considered private and confidential and agrees not to use or share ANY information received as part of the files in any way other than the intent and purpose of this RFP.
- The bidder will include in the pricing/cost proposal the additional cost of printing and including inserts with the monthly bills if this service would ever be needed as an option.

The undersigned acknowledges they have inspected the RFP in its entirety, are capable and willing to perform and provide the required services and products; and certifies the prices contained in this proposal have been carefully checked and submitted as correct.

Signature of Authorized Representative

Date

Name and Title of Authorized Representative

--FORMS TO BE RETURNED WITH PROPOSAL—

Monthly Utility Billing Printing and Mailing Services

References

Bidder shall submit at least three (3) references for which Bidder has provided like products and services.

Name of Company	
Address	
City, State and Zip	
Phone Number	
Email	
Contact Name	

Name of Company	
Address	
City, State and Zip	
Phone Number	
Email	
Contact Name	

Name of Company	
Address	
City, State and Zip	
Phone Number	
Email	
Contact Name	

City of Abilene, Kansas

Request for Proposal

Monthly Utility Billing Printing and Mailing
Services

ADDENDUM #1

RFP Questions and Answers

October 14, 2024

Proposal Deadline: October 17, 2024, 4:00 p.m. CST

This addendum answers questions submitted by potential bidders as of October 9, 2024. Explanations contained in this document are considered part of the RFP for the purposes of determining whether a proposal satisfies a particular criterion discussed herein.

Submitted by:
Leann Johnson
Finance Director
[City of Abilene, Kansas](https://www.abilenekansas.com)
Address: 419 N. Broadway
Abilene, KS 67410
Phone: 785-263-2550; **Facsimile:** 785-263-2552
Email: leann@abilenecityhall.com



Question #	Question	Response
1	What Vendor is the new Utility Billing System? We see you are currently using a Tyler product for online billing, is this the data system you provide data from to the successful vendor? If so, which Tyler product is it? (Incode, Munis, New World, etc)	The Utility Billing vendor is Tyler Technologies. The file is downloaded and exported directly from their software ERP Pro 10.
2	As you are coming from a postcard process, you are not currently providing your customers with #9 remit envelopes. Most full size Utility Billers do, so we wanted to ask if this is something you intended to do or will you continue to let your customers provide the envelope?	No, we will not be supplying a #9 remit envelope.
3	Could you send "real" samples of the documents?	Yes. The files are too large to attach to an email so if you are interested in receiving and reviewing the actual extracted files please email me directly and I will send you a link to the shared document in Microsoft OneDrive.



City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

Brad Anderson
Public Works Director

City Commission Meeting Date: Monday, October 28, 2024

Session: Study Session

Topic: GAAP Waiver Resolution

Department: Finance

Staff Contact: Leann Johnson, Finance Director

Background:

The City of Abilene elects to present financial statements and reports prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the State of Kansas. To do so, each year the City Commission must waive the requirement to prepare financial statements and reports conforming with K.S.A. 75-1120a which require municipalities to use generally accepted accounting principles (GAAP) in the preparation of their financial statements and reports. The governing body of any municipality may waive this statutory GAAP requirement.

Attachment:
Resolution #111224-1

Recommendation:

Consider approval of the annual GAAP Waiver Resolution #11224-1

Fiscal Note:

None

Funding Source:

N/A

RESOLUTION NO. 111224-1

A RESOLUTION AUTHORIZING THE CITY OF ABILENE'S FINANCIAL STATEMENTS FOR FISCAL YEAR 2025 TO BE PREPARED IN COMPLIANCE WITH THE CASH BASIS AND BUDGETARY LAWS OF THE STATE OF KANSAS

WHEREAS, the city of Abilene, Kansas, has determined that the financial statements and financial reports for the year ended December 31, 2025, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Abilene City Commissioners or the members of the general public of the City of Abilene, Kansas, and

WHEREAS, there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A 75-1120a(a) for the year ended December 31, 2025.

NOW, THEREFORE BE IT RESOLVED, by the City Commissioners of the City of Abilene, Kansas in regular meeting duly assembled this 12th day of November, 2024, that the City Commission of Abilene, Kansas, waives the requirements of K.S.A. 75-1120a(a) as they apply to the City of Abilene, Kansas, for the year ended December 31, 2025.

BE IT FURTHER RESOLVED that the City Commission of the City of Abilene, Kansas, shall cause the financial statements and financial reports of the City of Abilene, to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

Passed this 12th day of November, 2024.

(SEAL)

Brandon Rein
Mayor

ATTEST:

Shayla L. Mohr, CMC



Abilene, KS

Check Register

Packet: APPKT00120 - BILLS 102324 KE

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Checking - Gen-AP Checking - General						
1517	A.L.E.R.T.	10/23/2024	Regular	0.00	315.00	634
1330	ABILENE RENT-ALL & SALES, INC	10/23/2024	Regular	0.00	691.87	635
1456	AIR AND FIRE SYSTEMS INC	10/23/2024	Regular	0.00	51.20	636
VEN01004	ANDERSON, BRAD	10/23/2024	Regular	0.00	113.18	637
999906	BANKERS SECURITY SAFE & VAULT, I	10/23/2024	Regular	0.00	363.20	638
1000564	BIZ SWAG	10/23/2024	Regular	0.00	455.00	639
2270	BOBCAT OF SALINA	10/23/2024	Regular	0.00	328.28	640
1000699	CATLETT AUTOMOTIVE INC	10/23/2024	Regular	0.00	44.01	641
3140	CENTRAL MECHANICAL CONSTRUCT	10/23/2024	Regular	0.00	391.00	642
3380	CONRAD FIRE EQUIPMENT, INC	10/23/2024	Regular	0.00	532.38	643
8145	CORE & MAIN LP	10/23/2024	Regular	0.00	3,477.38	644
4244	DK CTY ADMINISTRATION	10/23/2024	Regular	0.00	600.00	645
1000061	DK CTY ROAD & BRIDGE DEPT	10/23/2024	Regular	0.00	5,742.35	646
1000843	EMPOWER FAMILY HEALTH AMERIC.	10/23/2024	Regular	0.00	183.65	647
6240	FOLEY INDUSTRIES	10/23/2024	Regular	0.00	466.48	648
7020	GADES SALES CO, INC	10/23/2024	Regular	0.00	3,223.08	649
999846	GALLS, LLC	10/23/2024	Regular	0.00	131.74	650
7110	GESKE INTERIORS	10/23/2024	Regular	0.00	1,619.40	651
1000151	ICMA MEMBERSHIP RENEWALS	10/23/2024	Regular	0.00	840.80	652
11239	KEY EQUIPMENT & SUPPLY	10/23/2024	Regular	0.00	8,060.16	653
12125	LINDER ELECTRIC	10/23/2024	Regular	0.00	4,977.09	654
23110	LUMBER HOUSE TRUE VALUE	10/23/2024	Regular	0.00	358.87	655
13005	M & M TIRE & AUTO	10/23/2024	Regular	0.00	4,482.68	656
1000774	MARSH, RON	10/23/2024	Regular	0.00	201.97	657
11227	MIDWEST CONCRETE MATERIALS	10/23/2024	Regular	0.00	661.75	658
1000900	MINSON, JACOB	10/23/2024	Regular	0.00	143.45	659
1001007	MULLEN, DAVID	10/23/2024	Regular	0.00	119.21	660
1000435	MUNILOGIC	10/23/2024	Regular	0.00	1,422.00	661
999750	NEX-TECH	10/23/2024	Regular	0.00	283.65	662
14840	O.C.C.K., INC	10/23/2024	Regular	0.00	23,228.67	663
14860	OLSSON	10/23/2024	Regular	0.00	6,708.25	664
16021	PACE ANALYTICAL SERVICES	10/23/2024	Regular	0.00	703.00	665
16195	PIONEER FARM INC	10/23/2024	Regular	0.00	399.67	666
16357	PRYOR AUTOMATIC FIRE SPRINKLER	10/23/2024	Regular	0.00	391.00	667
14171	QUADIENT FINANCE USA, INC	10/23/2024	Regular	0.00	417.14	668
1000696	QUALITY RENTS INC	10/23/2024	Regular	0.00	2,398.75	669
1000445	REIN, BRANDON	10/23/2024	Regular	0.00	339.68	670
12012	ROASTER JOES, INC	10/23/2024	Regular	0.00	264.56	671
19180	SALINA SUPPLY CO	10/23/2024	Regular	0.00	292.64	672
19892	SUPERIOR SANITATION SERVICE	10/23/2024	Regular	0.00	184.00	673
1000371	TYLER TECHNOLOGIES, INC	10/23/2024	Regular	0.00	15,507.50	674
999712	USABLUBOOK	10/23/2024	Regular	0.00	1,436.28	675
1000364	USD 435 ABILENE	10/23/2024	Regular	0.00	1,895.00	676
21050	UTILITY SERVICE CO, INC	10/23/2024	Regular	0.00	19,117.18	677
11221	VERIZON	10/23/2024	Regular	0.00	2,297.00	678
22014	VISA - UMB ADMINISTRATION	10/23/2024	Regular	0.00	10,092.69	679
22022	VISA - UMB AIRPORT	10/23/2024	Regular	0.00	134.44	680
22019	VISA - UMB COMMUNITY DEVELOP	10/23/2024	Regular	0.00	341.85	681
22016	VISA - UMB CVB	10/23/2024	Regular	0.00	2,679.15	682
22012	VISA - UMB MUNICIPAL COURT	10/23/2024	Regular	0.00	587.58	683
22010	VISA - UMB PARKS	10/23/2024	Regular	0.00	9,950.65	684
22011	VISA - UMB POLICE DEPT	10/23/2024	Regular	0.00	3,249.55	685

Check Register

Packet: APPKT00120-BILLS 102324 KE

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1000852	XEROX FINANCIAL SERVICES	10/23/2024	Regular	0.00	543.28	686

Bank Code AP Checking - Gen Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	89	53	0.00	143,440.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	89	53	0.00	143,440.34

Fund Summary

Fund	Name	Period	Amount
099	POOLED CASH	10/2024	143,440.34
			<u>143,440.34</u>



Abilene, KS

Check Register

Packet: APPKT00127 - KHRC GBH DISTRIBUTION 102424

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Checking - Gen-AP Checking - General						
VEN01003	GOLDEN BELT WEST MULTIFAMILY, I	10/24/2024	Regular	0.00	160,000.00	692

Bank Code AP Checking - Gen Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	160,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	160,000.00

Fund Summary

Fund	Name	Period	Amount
099	POOLED CASH	10/2024	160,000.00
			160,000.00



Packet: PYPKT00034 - 10/25/24 PAYROLL
Payroll Set: 01 - Abilene, KS

Pay Period: 10/06/2024 - 10/19/2024

Total Direct Deposits: 115,118.53
Total Check Amounts: 0.00

Males Paid: 62
Females Paid: 30
Unknown Paid: 0
Total Employees: 92

EARNINGS

Pay Code	Units	Pay Amount
AUTO ALLOW	0.00	138.47
CALL OUT	140.50	2,856.70
CALL OUT VOLUNTEER	41.00	1,230.00
CELL ALLOWANCE	0.00	276.91
COMMISSION	0.00	1,050.00
COMP TIME USED	35.75	713.56
FITNESS ALLOW	0.00	15.00
FLOATING HL	12.50	317.18
HOURLY	3,656.75	90,196.57
OT	301.00	9,209.57
PART-TIME	295.50	4,766.87
SALARY	645.00	33,378.40
SHIFT DIFF	390.00	10,450.60
SICK LEAVE	259.63	5,317.54
TRAINING	204.25	3,587.50
VACATION LEAVE	411.00	8,530.03
Total:	6,392.88	172,034.90

BENEFITS

Pay Code	Units	Pay Amount
COMP EARNED 1.5	15.00	0.00
FTC 457	0.00	360.00
IMPACT SPORTS	0.00	172.50
Total:	15.00	532.50

TAXES

Code	Subject To	Employee	Employer
FEDERAL W/H	150,131.69	13,253.72	0.00
MEDICARE	162,198.14	2,351.90	2,351.90
SOCIAL SECURITY	162,198.14	10,056.27	10,056.27
STATE TAXES	160,813.14	7,527.10	0.00
UNEMPLOYMENT	170,984.90	0.00	170.96
Total:	33,188.99	12,579.13	

DEDUCTIONS

Code	Subject To	Employee	Employer
AFLAC PRE-TAX	0.00	593.72	0.00
AFLAC-AFTER TAX	0.00	256.62	0.00
CHILD SUPPORT	0.00	392.25	0.00
DENTAL INSURANCE	0.00	50.58	151.71
EMPOWER KPERS 457 PT	0.00	384.00	80.00
EMPOWER KPERS ROTH	0.00	122.00	100.00
FLEX SPEND MEDICAL	0.00	1,569.53	0.00
FTC 457	0.00	641.00	360.00
GARNISHMENT	0.00	100.00	0.00
HEALTH INS	0.00	7,446.53	22,238.95
HEALTH SAVINGS ACCT	0.00	345.00	150.00
IMPACT SPORTS	0.00	266.37	172.50
KP&F	73,769.24	5,274.50	17,040.69
KP&F OGLI	0.00	98.51	0.00
KPERS OGLI	0.00	170.00	0.00
KPERS TIER 1	37,649.84	2,258.99	3,862.87
KPERS TIER 2	14,837.68	890.26	1,522.36
KPERS TIER 3	37,628.37	2,257.70	3,860.65
LPL FIN. OPEN/ROTH	0.00	175.00	0.00
LPL FINANCIAL 529	0.00	50.00	0.00
POLICE & FIRE INS	0.00	20.92	0.00
VISION CARE DIRECT	0.00	302.50	0.00
VISION SERVICE PLUS	0.00	61.40	0.00
Total:	23,727.38	49,539.73	

RECAP 01 - Abilene, KS

Earnings:	172,034.90	Benefits:	532.50	Deductions:	23,727.38	Taxes:	33,188.99	Net Pay:	115,118.53
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