



ABILENE CITY COMMISSION - REGULAR MEETING AGENDA
ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET
November 12, 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 November 12, 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 28, 2024, Regular Meeting
 - b. Resolution No. 1111224-1, 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.
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 the Kansas Quitclaim Deed, transferring the drainage easement within the Faith Avenue Detention Basin from Highland Homes, LP, to the City of Abilene. – Finance Director Leann Johnson
 - b. Consider approval of the bid from InfoSend for the printing and mailing of the City of Abilene's monthly utility bills in the amount of \$33,664.80 annually.– Finance Director Leann Johnson

8. Items for discussion

- a. None

9. Reports

- a. City Manager's Report

10. Recess of Regular Meeting

- a. Consider a motion to recess the November 12, 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 28, 2024, @ 4:00 pm.
Abilene, Kansas

1. Call to Order

2. Roll Call – City Commission Present: Mayor Rein Commissioners, Kollhoff, Witt, Miller and Meysenburg.

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, Community Development Director Zook, Public Works Director Anderson, Convention and Visitors Bureau Director Roller-Weeks, Wastewater Treatment Plant Superintendent Clark, Facilities Maintenance Alvarez, and Administrative Assistant Olson.

3. Pledge of Allegiance

Agenda

4. Approval of the Agenda for the October 28, 2024, City Commission Meeting

Motion by Mayor Rein, seconded by Commissioner Miller, to approve the agenda with the addition of item 6b, the American Legion & Auxiliary Poppy Day Proclamation. Roll call vote: Miller YES, Witt YES, Kollhoff YES, Meysenburg YES, Rein YES. The motion carried 5-0.

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 October 14, 2024, Regular Meeting

Motion by Commissioner Miller, seconded by Commissioner Witt, to approve the consent agenda as presented. Roll call vote: Witt YES, Kollhoff YES, Meysenburg YES, Miller YES, Rein YES. The motion carried 5-0.

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.

Commissioner Kollhoff spoke from the podium and demanded the immediate resignation of City Manager Ron Marsh.

Fire Chief Strunk spoke on behalf of all City of Abilene Department Directors, expressing their support for City Manager Marsh and the good things that are happening in Abilene.

- b. American Legion & Auxiliary Poppy Day Proclamation**

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.**

Motion by Commissioner Kollhoff, seconded by Commissioner Miller, to table this item until the November 25th meeting. Roll call vote: Kollhoff YES, Meysenburg NO, Miller YES, Witt YES, Rein YES. The motion carried 4-1.

- 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.**

Motion by Commissioner Witt, seconded by Commissioner Miller, to approve 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. Roll call vote: Meysenburg YES, Miller YES, Witt YES, Kollhoff YES, Rein YES. The motion carried 5-0.

- c. Consider approval of the new Urban Boundary recommendations from the Kansas Department of Transportation (KDOT) and the functional classification changes listed.

Motion by Commissioner Witt, seconded by Commissioner Miller, to approve the new Urban Boundary recommendations from the Kansas Department of Transportation (KDOT) and the functional classification changes listed. Roll call vote: Miller YES, Witt YES, Kollhoff NO, Meysenburg YES, Rein YES. The motion carried 4-1.

- d. Consider authorizing BG Consultants to proceed with engineering services for structural repair at the Wastewater Treatment Plant.

Motion by Commissioner Miller, seconded by Commissioner Meysenburg, to authorize BG Consultant to proceed with engineering services for structural repair at the Wastewater Treatment Plant and direct City Attorney Martin to review the original contracts for the facility when it was built and update the city commission with his findings at the next meeting. Roll call vote: Witt YES, Kollhoff YES, Meysenburg YES, Miller YES, Rein YES. The motion carried 5-0.

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.

Motion by Commissioner Miller, seconded by Commissioner Kollhoff to authorize 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. Roll call vote: Kollhoff YES, Meysenburg YES, Miller YES, Witt YES, Rein YES. The motion carried 5-0.

9. Reports

- a. City Manager's Report

The November 11 meeting is a holiday and will move to Tuesday, November 12.

Public Works held a day of snow and ice removal training on October 24.

Recently two Abilene Firefighters deployed to Geary County to help contain a wildfire. It was a good experience working with an inter-agency and the incident Command System.

Airport Project updates:

- The Displaced Threshold project should finish this week.
- The easement obstruction (tree removal) project is scheduled to start next week.

The LSLI has been submitted to KDHE. We are required to send out notifications to any connections with unknown service lines or any connection that we know has lead or GRR (Galvanized Requiring Replacement which means a galvanized pipe that is currently or was ever downstream of a lead line). This is not for internal plumbing materials, only the service lines, meaning from the water main to the foundation of the house, including the portion owned by the water system and the portion owned by the customer.

10. Recess of Regular Meeting

- a. Consider a motion to recess the October 28, 2024, City Commission Meeting.

Motion by Commissioner Witt, seconded by Commissioner Miller to recess the October 28, 2024, City Commission Meeting for five minutes at 4:50 pm. Roll call vote: Meysenburg, YES, Miller YES, Witt YES, Kollhoff YES, Rein YES. The motion carried 5-0. The City Commission Study Session will begin at 4:55 pm.

City Commission Study Session

1. Call to Order – City Commission Study Session

The City Commission Study Session was called to order at 4:55 pm.

2. October 28, 2024, City Commission Study Session Agenda

- a. Kansas Quit Claim Deed – Highland Homes, LP drainage easement
- b. Printing and mailing RFP for Utility Bills
- c. GAAP Waiver Resolution

3. Adjournment

- a. Consider a motion to adjourn the October 28, 2024, City Commission Meeting

Motion by Commissioner Kollhoff, seconded by Commissioner Miller, to adjourn the October 28, 2024, City Commission Meeting at 5:29 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: Tuesday, November 12, 2024

Session: Regular Meeting

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 to K.S.A. 75-1120a, which requires municipalities to use generally accepted accounting principles (GAAP) in the preparation of the 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 #111224-1

Fiscal Note:

Without the annual waiver, the financial reports would require additional information to meet the GAAP requirements and would require an expanded audit.

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



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: Tuesday, November 12, 2024

Session: Regular Meeting

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 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

KANSAS QUITCLAIM DEED

On this 5th day of November 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: [Signature]
Dan Hopkins, Co-Manager

By: [Signature]
Albert D. Huddleston, Co-Manager

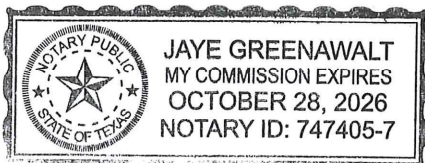
ACKNOWLEDGEMENTS

STATE OF Texas, COUNTY OF Dallas, ss:

This instrument was acknowledged before me on November 5, 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:

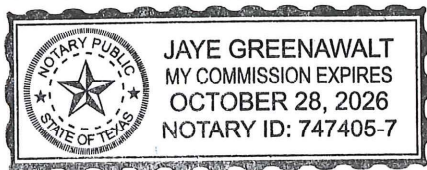
[Signature]
Notary Public
Printed name: Jaye Greenawalt



STATE OF Texas, COUNTY OF Dallas, ss:

This instrument was acknowledged before me on November 5, 2024, by 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:



Jaye B. Greenawalt
Notary Public
Printed name: Jaye B. Greenawalt

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

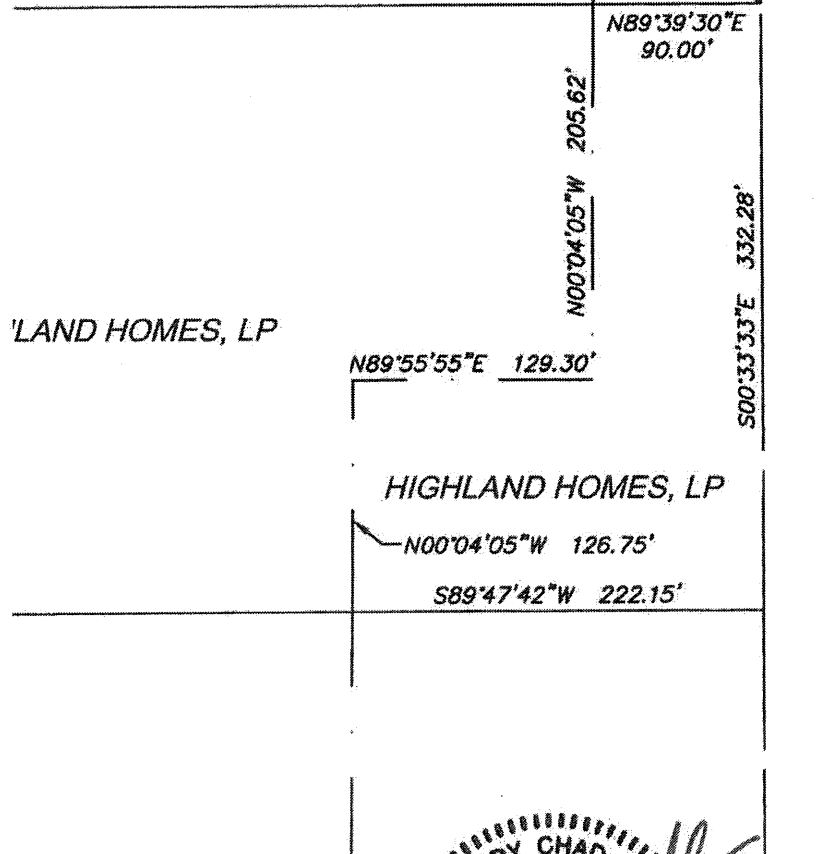
See attached

POINT OF COMMENCEMENT

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

HOLM REAL ESTATE
ABILENE, LLC

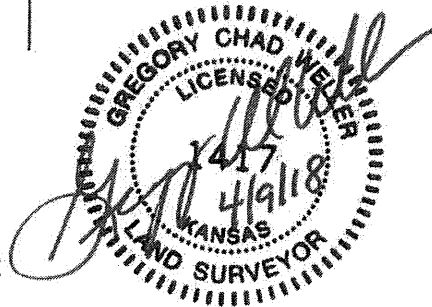
POINT OF BEGINNING



**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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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

HIGHLAND HOMES, LP

HIGHLAND HOMES, LP

POINT OF BEGINNING

N89°47'42"E 222.15'

N00°33'33"W
664.57'

D HOMES, LP

N00°04'05"W 331.74'

HIGHLAND HOMES, LP

S00°33'33"E 332.28'

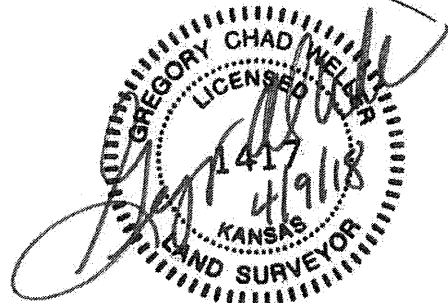
S89°55'55"W 225.00'

CITY OF
ABILENE

PERMANENT DRAINAGE
EASEMENT

LEGAL DESCRIPTION:

A TRACT OF LAND LOCATED IN THE NORTH HALF OF THE SOUTH 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 664.57 FEET TO THE NORTHEAST CORNER OF SAID NORTH 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 NORTH HALF;
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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ASSOCIATES

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City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
Commissioner

Amy Meysenburg
Commissioner

CITY STAFF

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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: Tuesday, November 12, 2024

Session: Regular Meeting

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

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 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



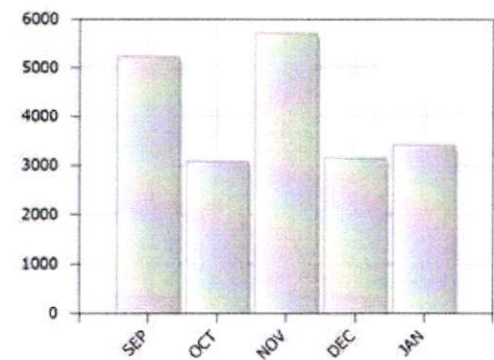
CUSTOMER NAME
1234 ABILENE LANE
ABILENE, KS 67410

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	



ABILENE CITY COMMISSION – STUDY SESSION AGENDA

ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET

November 12, 2024 – following the adjournment of the regular meeting

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

1. Call to Order – November 12, 2024, City Commission Study Session
2. November 12, 2024, City Commission Study Session Agenda
 - a. Fee Schedule Resolution – Shayla Mohr, City Clerk/HR Director
 - b. Longevity Pay Resolution – Shayla Mohr, City Clerk/HR Director
 - c. Engineering Services RFQ – Ron Marsh, City Manager
 - d. Dickinson County replat _Courthouse Addition – Kari Zook, Community Development Director
3. Consider a motion to adjourn the November 12, 2024, City Commission Meeting.

Future Meeting Reminders

*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 Regular Meeting, December 9, 2024, at 4 pm.

*City Commission Study Session, December 9, 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: Tuesday, November 12, 2024

Session: Study Session

Topic: 2025 Fee Schedule changes

Department: Administration

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

Background:

We have a few proposed changes to the fee schedule for 2025.

1. Change the Recycling Fee from \$2.50 per month to \$2.75 per month. This will help cover the costs of leasing the tractor for composting operations.
2. Remove the fee for water transfers (move from one house to another) – currently charged \$25.00
3. Increase the water reconnection fee from \$30.00 to \$50.00. Dedicate extra funds to purchasing new style meters that can be turned off/on from the office.
4. Remove Civic Center rental charges – no longer rented out due to Community Foundation sharing the space.
5. Add a refundable deposit of \$50.00 for the use of electrical posts at Little Ike Park to cover incidental damages that may occur.
6. Lower cost of bulk millings from \$15.00 to \$5.00.

Changes highlighted in yellow, removals highlighted in red.

Recommendation:

Adopt Resolution 112524-1, A RESOLUTION CONCERNING LICENSE, PERMIT, AND OTHER USER-RELATED FEES OF THE CITY OF ABILENE, KANSAS.

Fiscal Note:

Funding Source:

Fee Schedule for the City of Abilene, Kansas

As adopted by resolution No. 012323-1

Category	Description	Amount
Administrative	Facsimile Transmission - 1st Page	\$1.00
Administrative	Facsimile Transmission - Additional Pages	\$0.50
Administrative	Mailing Fee	\$1.00 plus postage
Administrative	Photo Copy Charges - First Page	\$1.00
Administrative	Photo Copy Charges - Additional Pages	\$0.50
Administrative	Credit Card Fees - Utilities	No Fee
Administrative	Credit Card Fees - All Other Payments	Actual costs (% of sale or flat fee) charged by the specific credit card company used
Airport	Hangar Ground Rental Lease	\$0.10 per square ft. of developed structural space per year
Airport	Ground Rental Late Fee (After February 10th)	12%
Airport	Ground Rental Late Fee (After February 15th)	\$5.00 per day
Airport	Hanger Rental	\$90.00 per month
Airport	Hangar Rental Late Fee (After 10th of month)	12%
Airport	Hangar Rental Late Fee (After 15th of month)	\$5.00 per day
Alcoholic Beverages	Alcoholic Liquor Distributor	\$500.00
Alcoholic Beverages	Alcoholic Liquor Retailer (2-year license)	\$500.00
Alcoholic Beverages	Alcoholic Liquor Temporary Permit	\$25.00
Alcoholic Beverages	Cereal Malt Beverage - Consumption on premise	\$200.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Packaged Sales	\$50.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Special Event/Temporary Permit	\$25.00 plus applicable ABC fees
Alcoholic Beverages	Class "A" Club (2-year license)	\$300.00
Alcoholic Beverages	Class "B" Club (2-year license)	\$500.00
Alcoholic Beverages	Caterer (Temporary)	\$25.00 per day
Alcoholic Beverages	Drinking Establishment (2-year license)	\$500.00
Animal Control	Chicken Permit-Annual Fee	\$25.00
Animal Control	Dog License Fee - Spayed/Neutered	\$2.00
Animal Control	Dog License Fee - Not Spayed/Neutered	\$5.00
Animal Control	Dog License Late Fee (After March 1st)	\$2.00
Animal Control	Kennel License	\$25.00
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$25.00 initial fee
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$5.00 annual renewal fee
Business	Adult Oriented Business	\$250.00
Business	Fireworks License (4 Days Retail Sale)	\$500.00
Business	Ice Cream Vendor - License (6 Months)	\$25.00
Business	Ice Cream Vendor - Vehicle Fee	\$10.00
Business	Mobile Food Vendor License	\$200.00

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 012323-1	
Category	Description	Amount
Business	Solid Waste Hauler License (per truck)	\$36.00
Business	Solicitors License (6 months)	\$25.00
Business	Transient Merchant License (90 days)	\$50.00
Community Development	Building Permit - Base Fee	\$25.00
Community Development	Building Permit - Each \$1,000 of value	\$3.50
Community Development	Building Permit - Additional Inspections	\$25.00
Community Development	Electrical Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Sewer	\$10.00
Community Development	Plumbing Permit - Septic	\$20.00
Community Development	Mechanical Permit - Base Fee	\$25.00
Community Development	Curb Cut/Driveway Permit	\$25.00
Community Development	Demolition Permit-Residential	\$25.00
Community Development	Demolition Permit-Commercial	\$50.00
Community Development	Development Approval Application	\$250.00
Community Development	Fence Permit	\$25.00
Community Development	Mobile Home Permit	\$50.00
Community Development	Roof Permit	\$25.00
Community Development	Sign Permit - Base Fee	\$25.00
Community Development	Licensing - Roofing Contractor-initial	\$200.00
Community Development	Licensing - Roofing Contractor-renewal	\$25.00 per year
Community Development	Licensing - Electrical Contractor-initial	\$200.00
Community Development	Licensing - Master Electrician-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Electrician-renewal	\$ 15.00 per year
Community Development	Licensing - Apprentice Electrician-renewal	\$5.00 per year
Community Development	Licensing - Mechanical Contractor-initial	\$200.00
Community Development	Licensing - Master Mechanical-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Mechanical-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Mechanical-renewal	\$5.00 per year
Community Development	Licensing - Plumbing Contractor-initial	\$200.00
Community Development	Licensing - Master Plumber-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Plumber-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Plumber-renewal	\$5.00 per year
CVB	Civic Center Rental (6 hours) \$100 deposit	\$100.00
CVB	Civic Center Rental (6 hours) \$100 deposit Non-Profit Organization	\$80.00
CVB	Civic Center Rental (12 hours) \$100 deposit	\$175.00
CVB	Civic Center Rental (12 hours) \$100 deposit Non-Profit Organization	\$120.00

Fee Schedule for the City of Abilene, Kansas

As adopted by resolution No. 012323-1

Category	Description	Amount
CVB	Civic Center Rental Weddings \$500 deposit (8:00 am Friday - 1:00 pm Sunday)	\$500.00
CVB	Table and chair set up (requires one week notice)	\$150.00
Municipal Court	Court Costs	\$100.00
Municipal Court	Court Record	\$5.00 per case
Municipal Court	Warrant fee	\$45.00 per warrant
Municipal Court	30-Day Notice (Late Fee)	\$5.00
Municipal Court	Diverson Fee	\$150.00-\$250.00
Municipal Court	DUI Evaluation Fee	\$150.00
Municipal Court	Court Appointed Attorney Fee	\$250.00 per case upon conviction
Municipal Court	Fine/Bond Fee Schedule	established by Municipal Court Judge
Open Public Records	1st Page-copying fee	\$1.00
Open Public Records	Each Additional Page-copying fee	\$0.50
Open Public Records	Fax fee-1st page	\$1.00
Open Public Records	Fax fee-each additional page	\$0.50
Open Public Records	Mailing Fee	Actual cost of mailing plus \$1.00
Open Public Records	Inspection/Research Fee- Readily Available Rec	No Charge
Open Public Records	Inspection/Research Fee Minimum	\$10.00
Open Public Records	Inspection/Research Fee Above Minimum	Hourly rate of employee performing search plus 20%
Parks & Recreation	Community Center-Multi-Purpose Room	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Community Center-Basketball Court	\$30.00 per court per hour
Parks & Recreation	Community Center-Volleyball Court	\$15.00 per court per hour
Parks & Recreation	Senior Center rental	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Band Shell Rental-with Electricity	\$25.00
Parks & Recreation	Band Shell Rental-without Electricity	\$15.00
Parks & Recreation	Ball Diamonds-individual games	\$25.00 per field
Parks & Recreation	Ball Diamonds-tournaments	\$100.00 per field per day
Parks & Recreation	Rose Garden-all day	\$100.00
Parks & Recreation	Little Ike Park Electrical Post Damage Deposit	\$50.00 Refundable Deposit
Police	Special Purpose Vehicle	\$50.00
Police	Fingerprints	\$20.00 per card
Police	Accident Reports	\$5.00
Police	Offense Reports	\$5.00
Police	Research/Redaction Fee	Report fee plus hourly rate of employee time used

Fee Schedule for the City of Abilene, Kansas**As adopted by resolution No. 012323-1**

Category	Description	Amount
Police	Case photo(s)	\$10.00
Police	Case Video(s)	\$20.00
Police	Video Redaction	\$50.00 minimum plus case video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Police	View Video	\$20.00 plus hourly wage of employee monitoring the viewing.
Police	View Video Redaction	\$50.00 minimum plus view video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Public Works	Right-of-Way Permit	\$25.00
Public Works	Bulk Asphalt Millings-loaded	\$5.00 per ton
Public Works	Sewer-Extraterritorial Sewer Connection	\$1,500.00
Public Works	Sewer Tap Fee-if Street Work required	\$500.00
Public Works	Sewer Truck-use to neighboring cities	\$350.00 per hour plus mileage
Recycling	Monthly Recycling Fee	\$2.75
Sewer	Inside City Limits Monthly Minimum Charge-Ordinance 24-3442, effective 2/1/2024	\$15.30
Sewer	Inside City Limits Winter Water Usage Average-Ordinance 24-3442, effective 2/1/2024	\$0.644 per 100 gallons
Sewer	Outside City Limits Monthly Minimum Charge-Ordinance 24-3442, effective 2/1/2024	\$22.94
Sewer	Outside City Limits Winter Water Usage Average-Ordinance 24-3442, effective 2/1/2024	\$0.966 per 100 gallons
Storm Drain	Drainage Unit	\$1.25
Storm Drain	Single Family Dwelling (1 DU)	\$1.25
Storm Drain	Multiple Family Dwelling (up to 6 units)	.7 DU per unit
Storm Drain	Multiple Family Dwelling (7 tp 40 units)	.5 DU per unit
Storm Drain	Multiple Family Dwelling (over 40 units)	.4 DU per unit

Fee Schedule for the City of Abilene, Kansas**As adopted by resolution No. 012323-1**

Category	Description	Amount
Storm Drain	Central Business District (Double frontage and corner lots assessed for the shortest frontage)	One DU per 25 ft. or increment of frontage
Storm Drain	Commercial/Industrial Surface Less than 20,000 SF	3.00 x \$1.25 = \$3.75
Storm Drain	Commercial/Industrial Surface 20,000 to 29,999 SF	3.50 x \$1.25 = \$4.38
Storm Drain	Commercial/Industrial Surface 30,000 to 39,999 SF	4.00 x \$1.25 = \$5.00
Storm Drain	Commercial/Industrial Surface 40,000 to 49,999 SF	5.40 x \$1.25 = \$6.75
Storm Drain	Commercial/Industrial Surface 50,000 to 59,999 SF	6.80 x \$1.25 = \$8.50
Storm Drain	Commercial/Industrial Surface 60,000 to 69,999 SF	8.50 x \$1.25 = \$10.63
Storm Drain	Commercial/Industrial Surface 70,000 to 79,999 SF	10.20 x \$1.25 = \$12.75
Storm Drain	Commercial/Industrial Surface 80,000 to 89,999 SF	11.90 x \$1.25 = \$14.88
Storm Drain	Commercial/Industrial Surface 90,000 to 99,999 SF	13.60 x \$1.25 = \$17.00
Storm Drain	Commercial/Industrial Surface 100,000 to 119,999 SF	17.00 x \$1.25 = \$21.25
Storm Drain	Commercial/Industrial Surface 120,000 to 139,999 SF	20.40 x \$1.25 = \$25.50
Storm Drain	Commercial/Industrial Surface 140,000 to 159,999 SF	23.80 x \$1.25 = \$29.75
Storm Drain	Commercial/Industrial Surface 160,000 to 179,999 SF	27.30 x \$1.25 = \$34.13
Storm Drain	Commercial/Industrial Surface 180,000 to 199,999 SF	30.70 x \$1.25 = \$38.38
Storm Drain	Commercial/Industrial Surface 200,000 to 219,999 SF	34.10 x \$1.25 = \$42.63
Storm Drain	Commercial/Industrial Surface 220,000 to 239,999 SF	37.50 x \$1.25 = \$46.88
Storm Drain	Commercial/Industrial Surface 240,000 to 259,999 SF	40.90 x \$1.25 = \$51.13
Storm Drain	Commercial/Industrial Surface 260,000 to 279,999 SF	44.30 x \$1.25 = 55.38
Storm Drain	Commercial/Industrial Surface 280,000 to 299,999 SF	47.70 x \$1.25 = \$59.63

Fee Schedule for the City of Abilene, Kansas

As adopted by resolution No. 012323-1

Category	Description	Amount
Storm Drain	Commercial/Industrial Surface 300,000 to 319,999 SF	51.10 x \$1.25 = \$63.88
Storm Drain	Commercial/Industrial Surface 320,000 to 339,999 SF	54.50 x \$1.25 = \$68.13
Storm Drain	Commercial/Industrial Surface 340,000 to 359,999 SF	57.90 x \$1.25 = \$72.38
Storm Drain	Commercial/Industrial Surface 360,000 to 379,999 SF	61.30 x \$1.25 = \$76.63
Storm Drain	Commercial/Industrial Surface 380,000 to 399,999 SF	64.80 x \$1.25 = \$81.00
Storm Drain	Commercial/Industrial Surface 400,000 to 419,999 SF	68.20 x \$1.25 = 85.25
Storm Drain	Commercial/Industrial Surface 420,000 to 439,999 SF	71.60 x \$1.25 = \$89.50
Storm Drain	Commercial/Industrial Surface 440,000 to 459,999 SF	75.00 x \$1.25 = \$93.75
Storm Drain	Commercial/Industrial Surface 460,000 to 479,999 SF	78.40 x \$1.25 = \$98.00
Storm Drain	Commercial/Industrial Surface 480,000 to	81.80 x \$1.25 = \$102.25
Storm Drain	Commercial/Industrial Surface 500,000 SF and Over	85.20 x \$1.25 = \$106.50
Water	Water/Sewer Application Fee	\$25.00
Water	Water/Sewer Transfer Fee	\$0.00
Water	Water Reconnection Fee	\$50.00
Water	3/4" Water Service - Inside City Limits	\$1,800.00
Water	3/4" Water Service - Outsided City Limits	\$1,800.00 plus \$750.00 Service Fee
Water	1" Water Service - Inside City Limits	\$1,950.00
Water	1" Water Service - Outside City Limits	\$1,950.00 plus \$750.00 Service Fee
Water	2" Water Service - Inside City Limits	Actual cost of Time, Material & Equipment plus 10%
Water	2" Water Service - Outside City Limits	\$3,000 service fee plus the actual cost of time, material & equipment plus 10%
Water	Any new Service involving Railroad Tracks	Actual cost of Service plus Permitting Process
Water	Bulk Water	\$25.00 plus \$2.00 per 100 gallons
Water	Residential in City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$18.77

Fee Schedule for the City of Abilene, Kansas**As adopted by resolution No. 012323-1**

Category	Description	Amount
Water	Residential in City Limits-Base Tier-Ordinance 24-3442, effective 2/1/24	\$0.447 per 100 gallons
Water	Commercial in City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$18.77
Water	Commercial in City Limits 0-225,000 gallons-Ordinance 24-3442, effective 2/1/24	\$0.447 per 100 gallons
Water	Commercial in City Limits 225,001 gallons & higher-Ordinance 24-3442, effective 2/1/24	\$0.379 per 100 gallons
Water	Residential Outside City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$37.54
Water	Residential Outside City Limits Base Tier-Ordinance 24-3442, effective 2/1/24	\$0.897 per 100 gallons
Water	Commercial Outside City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$37.54
Water	Commercial Outside City Limits 0-225,000 gallons-Ordinance 24-3442, effective 2/1/24	\$0.897 per 100 gallons
Water	Commercial Outside City Limits 225,001 gallons & higher-Ordinance 24-3442, effective 2/1/24	\$0.758 per 100 gallons

Fee Schedule for the City of Abilene, Kansas**As adopted by resolution No. 112524-2**

Category	Description	Amount
Administrative	Facsimile Transmission - 1st Page	\$1.00
Administrative	Facsimile Transmission - Additional Pages	\$0.50
Administrative	Mailing Fee	\$1.00 plus postage
Administrative	Photo Copy Charges - First Page	\$1.00
Administrative	Photo Copy Charges - Additional Pages	\$0.50
Administrative	Credit Card Fees - Utilities	No Fee
Administrative	Credit Card Fees - All Other Payments	Actual costs (% of sale or flat fee) charged by the specific credit card company used
Airport	Hangar Ground Rental Lease	\$0.10 per square ft. of developed structural space per year
Airport	Ground Rental Late Fee (After February 10th)	12%
Airport	Ground Rental Late Fee (After February 15th)	\$5.00 per day
Airport	Hanger Rental	\$90.00 per month
Airport	Hangar Rental Late Fee (After 10th of month)	12%
Airport	Hangar Rental Late Fee (After 15th of month)	\$5.00 per day
Alcoholic Beverages	Alcoholic Liquor Distributor	\$500.00
Alcoholic Beverages	Alcoholic Liquor Retailer (2-year license)	\$500.00
Alcoholic Beverages	Alcoholic Liquor Temporary Permit	\$25.00
Alcoholic Beverages	Cereal Malt Beverage - Consumption on premise	\$200.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Packaged Sales	\$50.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Special Event/Temporary Permit	\$25.00 plus applicable ABC fees
Alcoholic Beverages	Class "A" Club (2-year license)	\$300.00
Alcoholic Beverages	Class "B" Club (2-year license)	\$500.00
Alcoholic Beverages	Caterer (Temporary)	\$25.00 per day
Alcoholic Beverages	Drinking Establishment (2-year license)	\$500.00
Animal Control	Chicken Permit-Annual Fee	\$25.00
Animal Control	Dog License Fee - Spayed/Neutered	\$2.00
Animal Control	Dog License Fee - Not Spayed/Neutered	\$5.00
Animal Control	Dog License Late Fee (After March 1st)	\$2.00
Animal Control	Kennel License	\$25.00
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$25.00 initial fee
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$5.00 annual renewal fee
Business	Adult Oriented Business	\$250.00
Business	Fireworks License (4 Days Retail Sale)	\$500.00
Business	Ice Cream Vendor - License (6 Months)	\$25.00
Business	Ice Cream Vendor - Vehicle Fee	\$10.00
Business	Mobile Food Vendor License	\$200.00

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 112524-2	
Category	Description	Amount
Business	Solid Waste Hauler License (per truck)	\$36.00
Business	Solicitors License (6 months)	\$25.00
Business	Transient Merchant License (90 days)	\$50.00
Community Development	Building Permit - Base Fee	\$25.00
Community Development	Building Permit - Each \$1,000 of value	\$3.50
Community Development	Building Permit - Additional Inspections	\$25.00
Community Development	Electrical Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Sewer	\$10.00
Community Development	Plumbing Permit - Septic	\$20.00
Community Development	Mechanical Permit - Base Fee	\$25.00
Community Development	Curb Cut/Driveway Permit	\$25.00
Community Development	Demolition Permit-Residential	\$25.00
Community Development	Demolition Permit-Commercial	\$50.00
Community Development	Development Approval Application	\$250.00
Community Development	Fence Permit	\$25.00
Community Development	Mobile Home Permit	\$50.00
Community Development	Roof Permit	\$25.00
Community Development	Sign Permit - Base Fee	\$25.00
Community Development	Licensing - Roofing Contractor-initial	\$200.00
Community Development	Licensing - Roofing Contractor-renewal	\$25.00 per year
Community Development	Licensing - Electrical Contractor-initial	\$200.00
Community Development	Licensing - Master Electrician-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Electrician-renewal	\$ 15.00 per year
Community Development	Licensing - Apprentice Electrician-renewal	\$5.00 per year
Community Development	Licensing - Mechanical Contractor-initial	\$200.00
Community Development	Licensing - Master Mechanical-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Mechanical-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Mechanical-renewal	\$5.00 per year
Community Development	Licensing - Plumbing Contractor-initial	\$200.00
Community Development	Licensing - Master Plumber-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Plumber-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Plumber-renewal	\$5.00 per year
Municipal Court	Court Costs	\$100.00
Municipal Court	Court Record	\$5.00 per case
Municipal Court	Warrant fee	\$45.00 per warrant
Municipal Court	30-Day Notice (Late Fee)	\$5.00
Municipal Court	Diverson Fee	\$150.00-\$250.00
Municipal Court	DUI Evaluation Fee	\$150.00
Municipal Court	Court Appointed Attorney Fee	\$250.00 per case upon conviction

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 112524-2	
Category	Description	Amount
Municipal Court	Fine/Bond Fee Schedule	established by Municipal Court Judge
Open Public Records	1st Page-copying fee	\$1.00
Open Public Records	Each Additional Page-copying fee	\$0.50
Open Public Records	Fax fee-1st page	\$1.00
Open Public Records	Fax fee-each additional page	\$0.50
Open Public Records	Mailing Fee	Actual cost of mailing plus \$1.00
Open Public Records	Inspection/Research Fee- Readily Available Rec	No Charge
Open Public Records	Inspection/Research Fee Minimum	\$10.00
Open Public Records	Inspection/Research Fee Above Minimum	Hourly rate of employee performing search plus 20%
Parks & Recreation	Community Center-Multi-Purpose Room	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Community Center-Basketball Court	\$30.00 per court per hour
Parks & Recreation	Community Center-Volleyball Court	\$15.00 per court per hour
Parks & Recreation	Senior Center rental	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Band Shell Rental-with Electricity	\$25.00
Parks & Recreation	Band Shell Rental-without Electricity	\$15.00
Parks & Recreation	Ball Diamonds-individual games	\$25.00 per field
Parks & Recreation	Ball Diamonds-tournaments	\$100.00 per field per day
Parks & Recreation	Rose Garden-all day	\$100.00
Parks & Recreation	Little Ike Park Electrical Post Damage Deposit	\$50.00 Refundable Deposit
Police	Special Purpose Vehicle	\$50.00
Police	Fingerprints	\$20.00 per card
Police	Accident Reports	\$5.00
Police	Offense Reports	\$5.00
Police	Research/Redaction Fee	Report fee plus hourly rate of employee time used
Police	Case photo(s)	\$10.00
Police	Case Video(s)	\$20.00
Police	Video Redaction	\$50.00 minimum plus case video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Police	View Video	\$20.00 plus hourly wage of employee monitoring the viewing.

Fee Schedule for the City of Abilene, Kansas**As adopted by resolution No. 112524-2**

Category	Description	Amount
Police	View Video Redaction	\$50.00 minimum plus view video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Public Works	Right-of-Way Permit	\$25.00
Public Works	Bulk Asphalt Millings-loaded	\$5.00 per ton
Public Works	Sewer-Extraterritorial Sewer Connection	\$1,500.00
Public Works	Sewer Tap Fee-if Street Work required	\$500.00
Public Works	Sewer Truck-use to neighboring cities	\$350.00 per hour plus mileage
Recycling	Monthly Recycling Fee	\$2.75
Sewer	Inside City Limits Monthly Minimum Charge-Ordinance 24-3442, effective 2/1/2024	\$15.30
Sewer	Inside City Limits Winter Water Usage Average-Ordinance 24-3442, effective 2/1/2024	\$0.644 per 100 gallons
Sewer	Outside City Limits Monthly Minimum Charge-Ordinance 24-3442, effective 2/1/2024	\$22.94
Sewer	Outside City Limits Winter Water Usage Average-Ordinance 24-3442, effective 2/1/2024	\$0.966 per 100 gallons
Storm Drain	Drainage Unit	\$1.25
Storm Drain	Single Family Dwelling (1 DU)	\$1.25
Storm Drain	Multiple Family Dwelling (up to 6 units)	.7 DU per unit
Storm Drain	Multiple Family Dwelling (7 tp 40 units)	.5 DU per unit
Storm Drain	Multiple Family Dwelling (over 40 units)	.4 DU per unit
Storm Drain	Central Business District (Double frontage and corner lots assessed for the shortest frontage)	One DU per 25 ft. or increment of frontage
Storm Drain	Commercial/Industrial Surface Less than 20,000 SF	3.00 x \$1.25 = \$3.75
Storm Drain	Commercial/Industrial Surface 20,000 to 29,999 SF	3.50 x \$1.25 = \$4.38
Storm Drain	Commercial/Industrial Surface 30,000 to 39,999 SF	4.00 x \$1.25 = \$5.00
Storm Drain	Commercial/Industrial Surface 40,000 to 49,999 SF	5.40 x \$1.25 = \$6.75

Fee Schedule for the City of Abilene, Kansas**As adopted by resolution No. 112524-2**

Category	Description	Amount
Storm Drain	Commercial/Industrial Surface 50,000 to 59,999 SF	6.80 x \$1.25 = \$8.50
Storm Drain	Commercial/Industrial Surface 60,000 to 69,999 SF	8.50 x \$1.25 = \$10.63
Storm Drain	Commercial/Industrial Surface 70,000 to 79,999 SF	10.20 x \$1.25 = \$12.75
Storm Drain	Commercial/Industrial Surface 80,000 to 89,999 SF	11.90 x \$1.25 = \$14.88
Storm Drain	Commercial/Industrial Surface 90,000 to 99,999 SF	13.60 x \$1.25 = \$17.00
Storm Drain	Commercial/Industrial Surface 100,000 to 119,999 SF	17.00 x \$1.25 = \$21.25
Storm Drain	Commercial/Industrial Surface 120,000 to 139,999 SF	20.40 x \$1.25 = \$25.50
Storm Drain	Commercial/Industrial Surface 140,000 to 159,999 SF	23.80 x \$1.25 = \$29.75
Storm Drain	Commercial/Industrial Surface 160,000 to 179,999 SF	27.30 x \$1.25 = \$34.13
Storm Drain	Commercial/Industrial Surface 180,000 to 199,999 SF	30.70 x \$1.25 = \$38.38
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Storm Drain	Commercial/Industrial Surface 220,000 to 239,999 SF	37.50 x \$1.25 = \$46.88
Storm Drain	Commercial/Industrial Surface 240,000 to 259,999 SF	40.90 x \$1.25 = \$51.13
Storm Drain	Commercial/Industrial Surface 260,000 to 279,999 SF	44.30 x \$1.25 = 55.38
Storm Drain	Commercial/Industrial Surface 280,000 to 299,999 SF	47.70 x \$1.25 = \$59.63
Storm Drain	Commercial/Industrial Surface 300,000 to 319,999 SF	51.10 x \$1.25 = \$63.88
Storm Drain	Commercial/Industrial Surface 320,000 to 339,999 SF	54.50 x \$1.25 = \$68.13
Storm Drain	Commercial/Industrial Surface 340,000 to 359,999 SF	57.90 x \$1.25 = \$72.38
Storm Drain	Commercial/Industrial Surface 360,000 to 379,999 SF	61.30 x \$1.25 = \$76.63
Storm Drain	Commercial/Industrial Surface 380,000 to 399,999 SF	64.80 x \$1.25 = \$81.00

Fee Schedule for the City of Abilene, Kansas

As adopted by resolution No. 112524-2

Category	Description	Amount
Storm Drain	Commercial/Industrial Surface 400,000 to 419,999 SF	68.20 x \$1.25 = 85.25
Storm Drain	Commercial/Industrial Surface 420,000 to 439,999 SF	71.60 x \$1.25 = \$89.50
Storm Drain	Commercial/Industrial Surface 440,000 to 459,999 SF	75.00 x \$1.25 = \$93.75
Storm Drain	Commercial/Industrial Surface 460,000 to 479,999 SF	78.40 x \$1.25 = \$98.00
Storm Drain	Commercial/Industrial Surface 480,000 to	81.80 x \$1.25 = \$102.25
Storm Drain	Commercial/Industrial Surface 500,000 SF and Over	85.20 x \$1.25 = \$106.50
Water	Water/Sewer Application Fee	\$25.00
Water	Water/Sewer Transfer Fee	\$0.00
Water	Water Reconnection Fee	\$50.00
Water	3/4" Water Service - Inside City Limits	\$1,800.00
Water	3/4" Water Service - Outsided City Limits	\$1,800.00 plus \$750.00 Service Fee
Water	1" Water Service - Inside City Limits	\$1,950.00
Water	1" Water Service - Outside City Limits	\$1,950.00 plus \$750.00 Service Fee
Water	2" Water Service - Inside City Limits	Actual cost of Time, Material & Equipment plus 10%
Water	2" Water Service - Outside City Limits	\$3,000 service fee plus the actual cost of time, material & equipment plus 10%
Water	Any new Service involving Railroad Tracks	Actual cost of Service plus Permitting Process
Water	Bulk Water	\$25.00 plus \$2.00 per 100 gallons
Water	Residential in City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$18.77
Water	Residential in City Limits-Base Tier-Ordinance 24-3442, effective 2/1/24	\$0.447 per 100 gallons
Water	Commercial in City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$18.77
Water	Commercial in City Limits 0-225,000 gallons-Ordinance 24-3442, effective 2/1/24	\$0.447 per 100 gallons

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 112524-2	
Category	Description	Amount
Water	Commercial in City Limits 225,001 gallons & higher-Ordinance 24-3442, effective 2/1/24	\$0.379 per 100 gallons
Water	Residential Outside City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$37.54
Water	Residential Outside City Limits Base Tier-Ordinance 24-3442, effective 2/1/24	\$0.897 per 100 gallons
Water	Commercial Outside City Limits monthly minimum-Ordinance 24-3442, effective 2/1/24	\$37.54
Water	Commercial Outside City Limits 0-225,000 gallons-Ordinance 24-3442, effective 2/1/24	\$0.897 per 100 gallons
Water	Commercial Outside City Limits 225,001 gallons & higher-Ordinance 24-3442, effective 2/1/24	\$0.758 per 100 gallons

RESOLUTION NO. 112524-2

A RESOLUTION CONCERNING LICENSE, PERMIT, AND OTHER USER-RELATED FEES OF THE CITY OF ABILENE, KANSAS.

WHEREAS, the City of Abilene provides many specific services for the citizens of Abilene;

WHEREAS, specific individuals benefit from said services; and

WHEREAS, it is appropriate public policy to require specific individuals benefiting from specific services to pay all or a portion of the cost of such services; and

WHEREAS, the Governing Body has determined that the cost of providing services should be recuperated, when possible, through the enactment of fees; and

WHEREAS, Abilene Code Section 1-310 provides that the Governing Body shall determine, by resolution, all license fees, permit fees and other user-related fees established by the ordinances of the City;

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

Section 1. There is hereby compiled, enacted and adopted a Schedule of License, Permit, other User Related Fees for use within the service area of the City of Abilene, Kansas, as attached hereto.

Section 2. All previous Resolutions regarding a Schedule of Fees are hereby repealed.

Section 3. That this Resolution shall be in full force and effect January 1, 2025.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas, this 25th day of November 2024.

CITY OF ABILENE, KANSAS

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: Tuesday, November 12, 2024

Session: Study Session

Topic: Longevity Resolution

Department: Administration

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

Background:

In 2008, the City Commission approved discretionary longevity pay. The City Commission may grant discretionary longevity pay funds permitting, and upon the recommendation of the City Manager and approval of the City Commission. Discretionary longevity pay shall not be guaranteed. If longevity is paid, classified full-time employees shall be eligible to receive the longevity pay, provided they have completed at least five consecutive, uninterrupted years of service with the City. Time of services shall be considered as of November 30 of the year that it may be paid, in a classified position. If longevity is paid, it shall be distributed to employees by December 31.

The following table shows the longevity pay program:

Years 5 through 9 \$200.00

Years 10 through 14 \$400.00

Years 15 through 19 \$600.00

Years 20 through 24 \$800.00

Years 25 and over \$1,000.00

If an employee leaves employment prior to payment of and approval of Longevity Pay for that year by the Commission, the Longevity Pay will not be paid to that employee.

Longevity pay will be paid on the December 6th pay day

Recommendation:

Approve Resolution No. 112524-3, A Resolution approving longevity pay for qualifying full-time City Employees for 2024.

Fiscal Note:

Longevity Pay in the amount of \$17,800.00 was budgeted in the 2024 budget. The amount payable to eligible employees for 2024 is \$16,200.00.

Funding Source:

RESOLUTION 112524-3

A RESOLUTION APPROVING LONGEVITY PAY PER SECTION 13.16 OF THE EMPLOYEE'S POLICIES AND GUIDELINES OF THE CITY OF ABILENE, KANSAS.

WHEREAS, the governing body has previously adopted the Employees Policies and Guidelines of the City of Abilene, Kansas, and subsequent amendments thereto; and

WHEREAS, Section 13.16 of the Employees Policies and Guidelines provides that the governing body may grant discretionary longevity pay subject to the availability of funds for said purpose.

NOW THEREFORE, be it resolved by the City Commission of the City of Abilene, Kansas as follows:

SECTION ONE. Longevity Pay Approved. That Longevity Pay is hereby authorized to be paid to eligible employees of the City of Abilene, Kansas, as provided in Section 13.16 of the Employees Policies and Guidelines.

SECTION TWO. Implementation. The City Manager is hereby authorized to implement the provisions of this Resolution as provided in applicable resolutions, ordinances, and laws.

SECTION THREE. Effective Date. That the effects of this Resolution shall be in full force and effect after its adoption by the governing body.

Passed and approved by the Governing Body of the City of Abilene, Kansas, on this 25th day of November 2024.

Brandon Rein, Mayor

ATTEST:

Shayla L. Mohr, CMC, City Clerk



City Commission

Brandon Rein
Mayor

Wendy Miller
Vice-Mayor

John Kollhoff
Commissioner

Trevor Witt
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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: Tuesday, November 12, 2024

Session: Study Session

Topic: Engineering Services RFQ

Department: Administrative

Staff Contact: City Manager

Background:

- RFQ for Engineering Services went out October 1, 2024
- Responses due October 15, 2024
- RFQ sent to seven vendors: Olsson, Kaw Valley, BG Consultants, Benesch, PEC, Earles Engineering, Schwab-Eaton. Also published on the city web page.
- Committee of four reviewed and evaluated the responses:
 - Brandon Rein
 - Brad Anderson
 - Corey Jones
 - Ron Marsh
- Evaluation scores based on vendor requirements, detail & scope and evaluation, all outlined in the RFQ.
- Averaged the evaluation scores in each category for each response.
- Copy of the RFQ, example Evaluation Form, Consolidated Evaluation Form and total score spreadsheet are included in the agenda packet.
- Copies of each response sent digitally to each commissioner.

Recommendation:

Execute a master agreement for a period of five (5) years with Olsson for engineering services as described in the Request for Qualifications.

Fiscal Note:

Funding Source:

General Information

Introduction

The City of Abilene, Kansas, is requesting Statements of Qualifications from engineering firms to provide municipal engineering and other professional/technical services on an as-needed basis. This includes supervising all work produced by the city, which is subject to the terms of the Kansas State Board of Technical Professions.

As a result of this Request for Qualifications (RFQ) the City will select a top qualifier with whom to commence contract negotiations. If negotiations are successful, the city will enter into a professional services contract with that firm. The City will consider a contract of approximately five (5) years with an option to renew the contract annually. The City reserves the right to conduct periodic reviews of these services. The City retains the option to renew the contract annually upon review of performance and services. The City retains the option to use alternative service methods and service providers when it deems appropriate.

Scope

General services provided under the as-needed engineering contract may include, but are not limited to:

- A. Providing on-call professional engineering, including specific engineering, financial and professional services, and other consulting services to assist with the City's need for professional services. Services include, but are not limited to, general technical assistance, review of planning and environmental documents, review of development applications, providing recommendations on conditions of approval for development permits, civil and building plan checking, easement, lot line adjustment, subdivision maps and other subdivision plans and documents checking, capital projects planning, environmental studies, design, project management, specifications and estimates, construction management and observation, permit assistance and observation, financial analysis, formation of assessment districts, special zones of benefits, impact fees and other similar financial programs, and other studies and reports as required.
- B. Serving in the capacity of City Engineer.
- C. Additional services beyond the general scope, which cannot fully be described at this time, may be necessary if requested by the City.

Requirements

Submissions shall include, as a minimum, the following items:

- A. Describe your firm's background and history, including the number of years in business and the scope of service currently provided to clients. Include a statement describing why your firm is qualified to perform the work outlined in this RFQ and detailing the proposed approach to performing this work.

- B. Describe your firm's experience and current practice in providing engineering services to governmental entities, specifically municipalities, including the names of current government clients. Describe your firm's experience in providing advice and services to City management, staff, and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively and efficiently represent the City of Abilene as city engineer.
- C. Describe your firm's experience and expertise as it specifically relates to land use and zoning.
- D. The name of the person(s) authorized to represent the respondent in negotiating and signing any agreement that may result from the submission.
- E. Name and qualifications of the individual who will serve as the City Engineer.
- F. The names of the professional persons who will assist the City Engineer in performing the work and a current resume for each, including a description of qualifications, skills, and responsibilities.
- G. A statement that the submission includes all terms and conditions of the RFQ.
- H. Proof of insurance for:
 - 1. Commercial General Liability, \$1,000,000 combined single limit, per occurrence and general aggregate.
 - 2. Comprehensive Automobile Liability, \$1,000,000 combined single limit, per occurrence.
 - 3. Workers Compensation
 - 4. Professional Liability, \$2,000,000 per claim of annual aggregate.
- I. At least two (2) references of former client cities for which similar services have recently been provided. (Include names, phone numbers, and list of projects).
- J. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- K. Confirmation that the respondent is a civil engineer licensed to work in the State of Kansas.
- L. Written confirmation that the respondent has, and will make available to the project, the necessary personnel.
- M. Describe your experience working with cities in the preparation of grant applications.
- N. Describe your experience working with cities in the preparation of infrastructure financing districts.
- O. Responses will be limited to 20 pages front and back including cover page.

P. Past experience working with the City of Abilene.

Evaluation

- A. The city will review submissions received to determine whether or not the respondent meets the following qualifications:
- B. Civil Engineer licensed to work in the State of Kansas.
- C. Ability to provide the engineering work the city needs to the standards required by the City.
- D. Ability to provide additional as-needed services as described in the scope of work.
- E. Possession of the financial resources for the performance of the professional services agreement, or the ability to obtain such resources.
- F. Being an equal opportunity employer and otherwise legally qualified to enter into the professional services agreement.
- G. Proximity to Abilene, KS, and response time to emergency situations.

Investigations

The City reserves the right to conduct appropriate investigations into the background, previous experience, training, and related matters of any firm or individual under consideration for a contract resulting in successfully completing the RFQ process. Said investigation may include, but is not limited to, communication with principal clients, as appropriate, relating to your firm's ability to successfully perform the duties and responsibilities of a city engineer.

Closing Date for Submittal of Qualifications

Submit one (1) digital copy and five (5) hard copies of your proposal in a sealed envelope clearly marked:

City of Abilene: Statement of Qualifications for City Engineer
ATTENTION: Ron Marsh, City Manager
419 N. Broadway
Abilene, KS 67410

Submissions must be received by Tuesday, October 15, 2024, at 2:30 pm (local time). The City of Abilene assumes no responsibility for delayed or undelivered mail packages. Submissions not received by the above-specified date and time will not be considered.

Right to Award or Reject

All proposals will become part of the City's public record on this matter without obligation to the City. This RFQ does not commit the City of Abilene to award a professional services agreement. The City reserves the right to reject all submissions and negotiate an agreement with one of the

submitting firms. The City reserves the right to award the agreement to any firm based on evaluation criteria.

Waiver of Informalities

The City reserves the right to waive minor informalities contained in submissions, when, in the City's sole judgment, it is in the City's best interest to do so.

Incurring Costs

The City accepts no liability for any costs respondents incur in preparing or presenting proposals.

Procedure

The city intends to have a city engineer contracted as soon as possible. The request for qualifications is scheduled to be issued by October 1, 2024. The deadline for submission is October 15, 2024, as described above. To help expedite the process, submissions may be opened as received and reviewed by the City Manager. A selection committee comprised of the City Manager, Mayor, Public Works Director, and Park Maintenance Supervisor will evaluate all submissions and may conduct interviews with finalists as necessary. The selection committee will make a recommendation to the City Commission. Upon the Commission's approval of the recommendation, the City Manager, with the assistance of the City Attorney, will negotiate a master agreement contract.

Open Invitation

It is the intent of the City to accept submissions from any qualified service provider, and the City will advertise this request as broadly as possible. To enhance submission response times and ensure the greatest number of submissions possible, the City is proactively sending invitations to the following known service providers in alphabetical order:

BG Consultants, Inc. Attn: Brian Foster 4806 Vue Du Lac Place Manhattan, KS 66503	Benesch Attn: Emily Molloy 2627 KFB Plaza, Ste. 102W Manhattan, KS 66503	Earles Engineering and Inspection, Inc. 115 W. Iron Salina, KS 67401
Kaw Valley Engineering, Inc. Attn: Leon Osbourn 2319 N. Jackson St. Junction City, KS 66441	Olsson Attn: Mark Bachamp, PE 302 S. 4 th St., Ste. 110 Manhattan, KS 66502	PEC Attn: Mike Kelsey 303 S. Topeka Wichita, KS 67202
Schwab Eaton Attn: Amy Lewis 5410 Ledge Stone Dr. Manhattan, KS 66502		

Inquiries

Questions concerning this request for proposals should be submitted to:

Ron Marsh, City Manager
City of Abilene
419 N. Broadway
Abilene, KS 67410
(785) 263-2550
ron@abilenecityhall.com

Engineering Services Consolidated Evaluation Form

	BG Consultants	Schwab-Eaton	Earles Engineering	Kaw Valley	Olsson
Vendor Requirements	10	9	10	9.5	10
Detail and Scope	13.375	10.375	10	13.75	14.75
Evaluation	11.75	10	8.25	12	11.625
Totals	35.125	29.375	28.25	35.25	36.375

Engineering Services 2024 Evaluations

Demonstrates the ability to meet the City of Abilene's engineering services needs

Vendor's Requirements (YES=1 NO=0)	Schwab-Eaton	Earles	Olsson	Kaw Valley	BG
Background and history; number of years in service.	1	1	1	1	1
Experience working with governmental entities.	.75	1	1	1	1
Land use and zoning.	.75	1	1	1	1
Statement the submission includes terms & conditions of RFQ.	.75	1	1	1	1
Proof of Insurance.	1	1	1	1	1
Included two references of similar services.	1	1	1	1	1
Nondiscrimination Policy.	1	1	1	1	1
Licensed engineer in the State of Kansas.	.75	1	1	1	1
Availability of necessary personnel.	1	1	1	1	1
The response is 20 pages or less.	1	1	1	.5	1
Totals	9	10	10	9.5	10
Detail and scope (0-3 scale)	Schwab-Eaton	Earles	Olsson	Kaw Valley	BG
Describe why your firm is qualified to perform the work and the proposed approach to performing this work.	2	1.75	3	3	3
Describe your firm's experience providing advice and services to City management, staff and governing body.	2.25	2	3	2.625	2.5
Discuss how your current and past experience enable you to effectively and efficiently represent the City of Abilene as city engineer.	2.375	2.25	3	3	2.75
Describe your experience working with cities in the preparation of grant applications.	2.5	2	3	2.75	3
Describe your experience working with cities relating to infrastructure financing districts (TIF, CID, etc).	1.25	2	2.75	2.375	2.125
Totals	10.375	10	14.75	13.75	13.375
Evaluation (0-3 scale)	Schwab-Eaton	Earles	Olsson	Kaw Valley	BG
The ability to provide the engineering work to the standards required of the City.	2.625	2.5	3	3	3
Ability to provide additional as-needed services.	2.125	1.5	3	3	3
Has the financial resources necessary to perform the required professional services.	2.625	2	3	3	3
Proximity to Abilene.	2.625	2.25	2.625	3	2.75
Totals	10	8.25	11.625	12	11.75

Company:

Evaluation Form-Engineering Services 2024

Demonstrates the ability to meet the City of Abilene's engineering services needs

Vendor's Requirements	YES (1 point)	No (0 points)		
Background and history; number of years in service.				
Experience working with governmental entities.				
Land use and zoning.				
Statement the submission includes terms & conditions of RFQ.				
Proof of Insurance.				
Included two references of similar services.				
Nondiscrimination Policy.				
Licensed engineer in the State of Kansas.				
Availability of necessary personnel.				
The response is 20 pages or less.				
Detail and scope (0-3 scale)	0 (poor)	1 (fair)	2 (good)	3(excellent)
Describe why your firm is qualified to perform the work and the proposed approach to performing this work.				
Describe your firm's experience providing advice and services to City management, staff and governing body.				
Discuss how your current and past experience enable you to effectively and efficiently represent the City of Abilene as city engineer.				
Describe your experience working with cities in the preparation of grant applications.				
Describe your experience working with cities relating to infrastructure financing districts (TIF, CID, etc).				
Evaluation (0-3 scale)	0 (poor)	1 (fair)	2 (good)	3(excellent)
The ability to provide the engineering work to the standards required of the City.				
Ability to provide additional as-needed services.				
Has the financial resources necessary to perform the required professional services.				
Proximity to Abilene.				
Additional Comments:				

Total Points:

Evaluator Recommendation:



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: Tuesday, November 12, 2024

Session: Study Session

Topic: Courthouse Addition final replat

Department: Community Development

Staff Contact: Kari Zook

Background:

- The final replat for the Courthouse Addition is attached for review. City staff and Olsson Engineering have reviewed the final replat, and no issues have been identified.
- The Dickinson County Courthouse recently completed a vast expansion and historic rehabilitation project. This final replat will clean up all records pertaining to the parcels in that vicinity.
- The Planning Commission held a public hearing on November 5, 2024, and recommended approval of the final replat with a vote of 6-0.

Recommendation:

Approve the Courthouse Addition final replat.

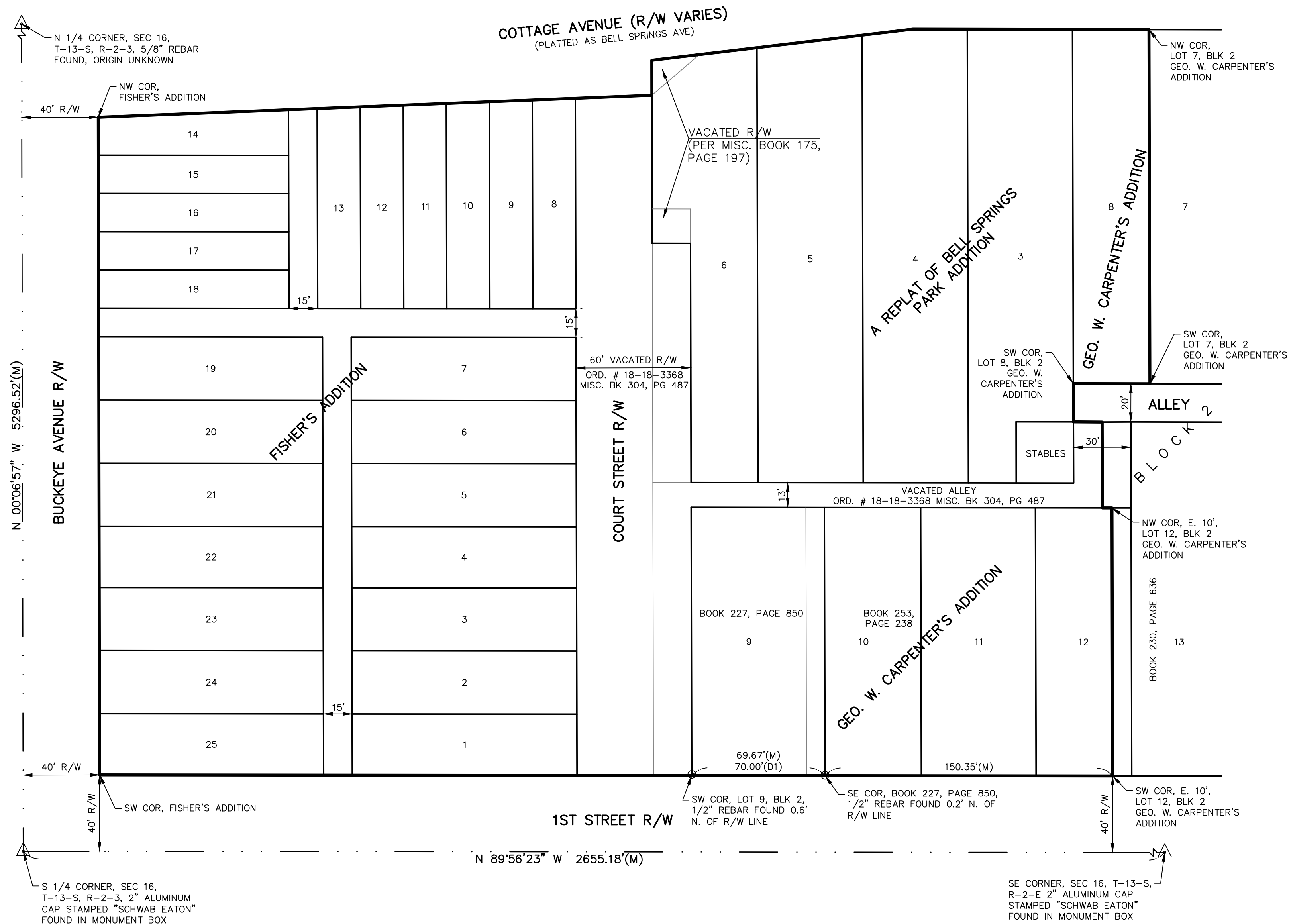
Fiscal Note:

N/A

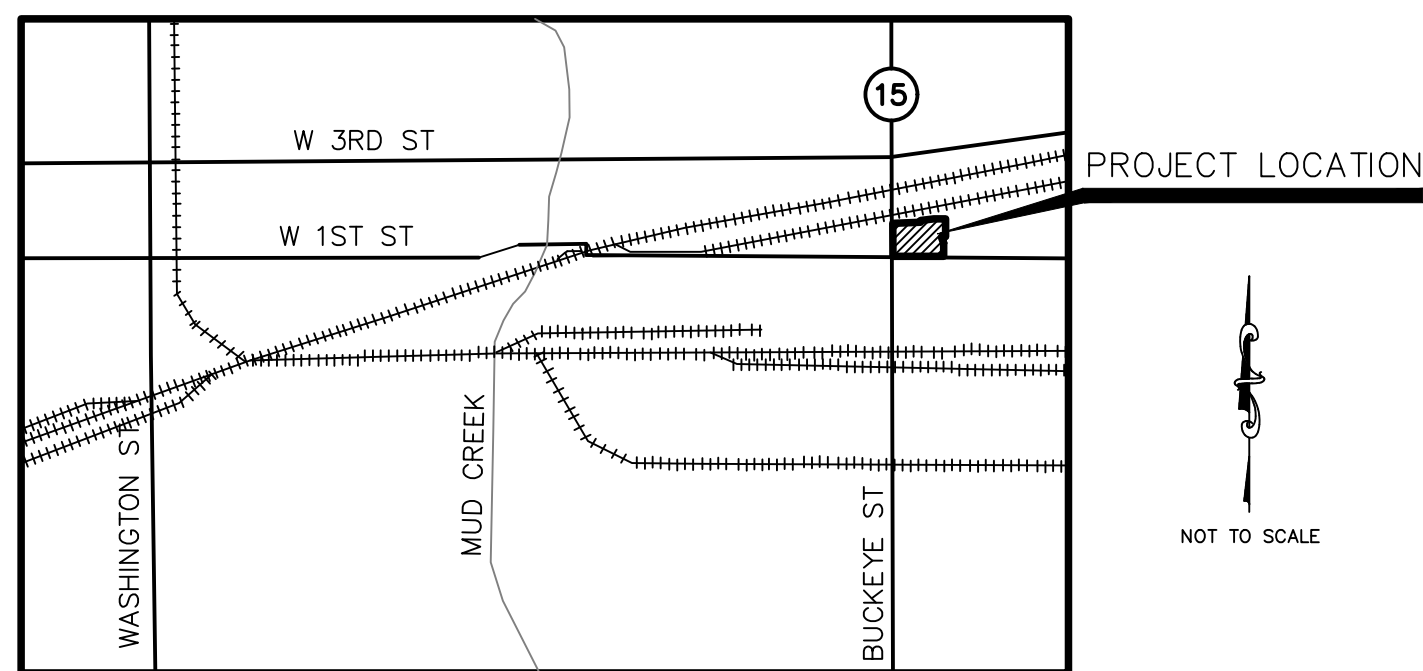
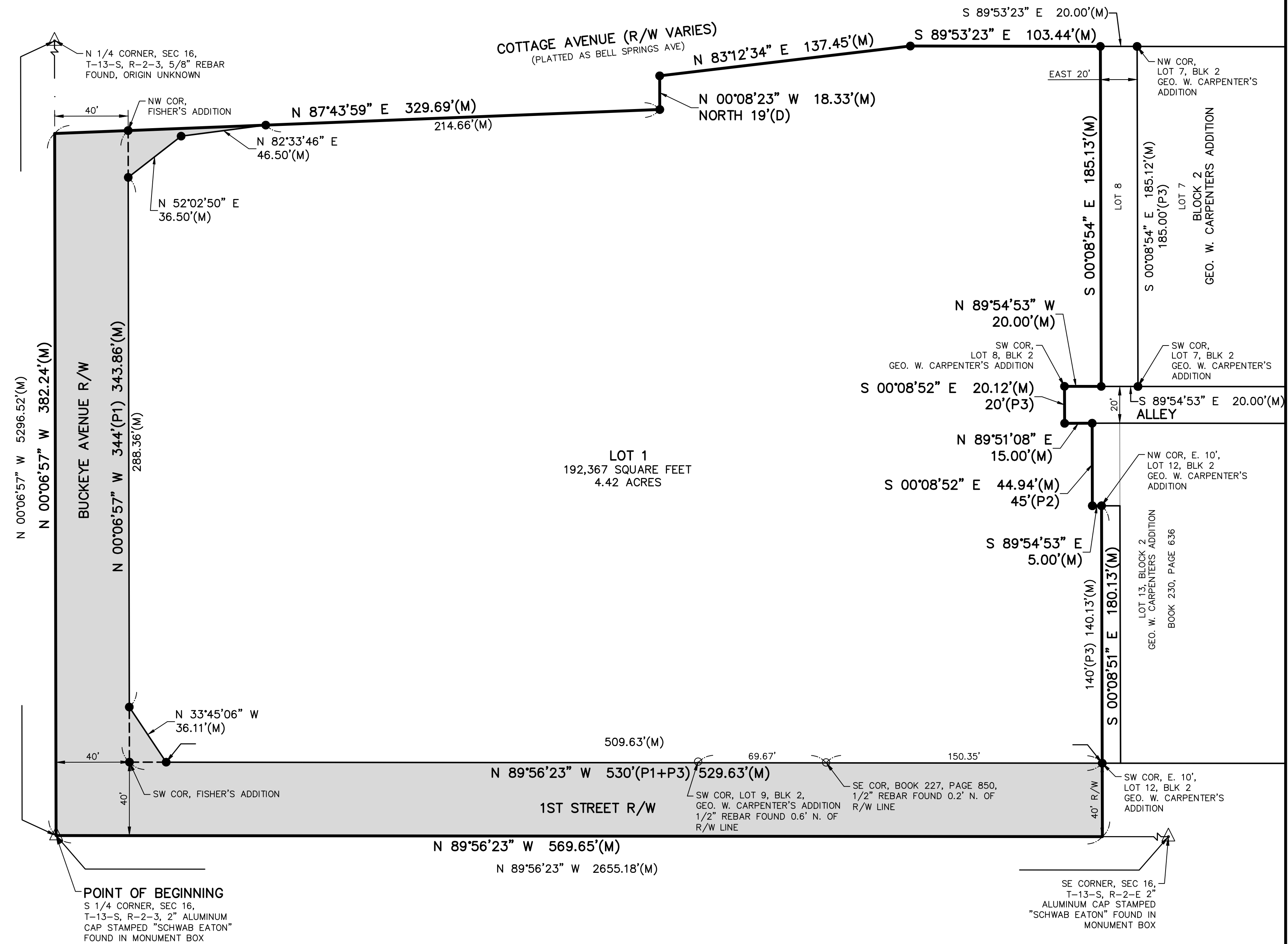
Funding Source:

N/A

ORIGINAL

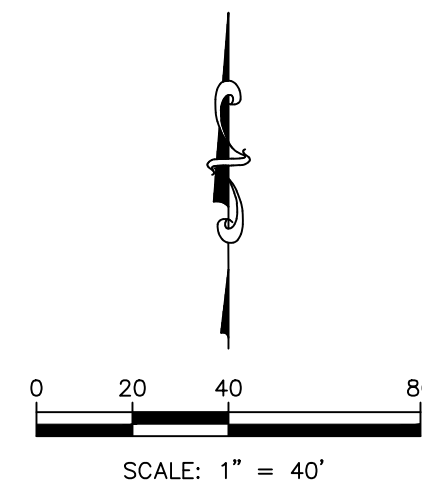


REPLAT



LOCATION MAP
ABILENE, KANSAS

- LEGEND
- SECTION CORNER FOUND
 - 1/2" REBAR FOUND, ORIGIN UNCERTAIN
 - 1/2" X 24" REBAR W/ "KVE OLS-20" CAP SET
 - (P1) PLATTED DISTANCE PER FISHER'S ADDITION
 - (P2) PLATTED DISTANCE PER THE REPLAT OF BELLE SPRINGS PARK ADDITION
 - (P3) PLATTED DISTANCE PER GEO. W. CARPENTER'S ADDITION
 - (M) MEASURED BEARING AND DISTANCE
 - (D) DEEDED PER BOOK 175 PAGE 197
 - (D1) DEEDED PER BOOK 227 PAGE 850
 - RIGHT-OF-WAY DEDICATED OR REDEDICATED BY THIS PLAT



FINAL PLAT OF
COURTHOUSE ADDITION
TO THE CITY OF ABILENE, DICKINSON COUNTY, KANSAS
A REPLAT OF FISHER'S ADDITION, AND ALL OF LOTS 3, 4, 5, AND 6 IN THE REPLAT OF BELLE SPRINGS PARK ADDITION, AND ALL OF LOTS 8, 9, 10, 11, AND A PORTION OF LOT 12, BLOCK 2, IN GEO. W. CARPENTER'S, AND VACATED COURT STREET, AND A PORTION OF THE VACATED ALLEY ADJACENT TO SAID LOTS IN THE REPLAT OF BELLE SPRINGS PARK ADDITION AND GEO. W. CARPENTER'S ADDITION, ALL IN THE CITY OF ABILENE, DICKINSON COUNTY, KANSAS.

KAW VALLEY ENGINEERING, INC.

2319 NORTH JACKSON — PO BOX 1304
JUNCTION CITY, KANSAS 66441
PH. (785) 762-5040
jc@kveng.com | www.kveng.com

PROPERTY DESCRIPTION:

PART OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 13 SOUTH, RANGE 2 EAST OF THE SIXTH PRINCIPAL MERIDIAN, BEING ALL OF LOTS 1 THROUGH 25 OF FISHER'S ADDITION, INCLUDING THE PLATTED ALLEYS AND STREETS OF SAID FISHER'S ADDITION, AND LOTS 3 THROUGH 6 OF THE REPLAT OF BELL SPRINGS PARK ADDITION, AND A PORTION OF LOT COTTAGE MOTEL GROUNDS AND A PORTION OF LOT 8 AND LOTS 9 THROUGH 11 AND A PORTION OF LOT 12 IN BLOCK 2 OF GEO. W. CARPENTER'S ADDITION, INCLUDING A PORTION OF THE PLATTED STREETS AND ALLEYS OF SAID GEO. W. CARPENTER'S ADDITION, AND A PORTION OF BUCKEYE STREET RIGHT-OF-WAY, AND A PORTION OF FIRST STREET RIGHT-OF-WAY, LOCATED IN THE CITY OF ABILENE, COUNTY OF DICKINSON, STATE OF KANSAS, BEING MORE PARTICULARLY DESCRIBED BY JASON R. LOADER, P.S. 1462 ON SEPTEMBER 30, 2024 AS FOLLOWS:

COMMENCING AT THE POINT OF BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER OF SECTION 16; THENCE ON THE WEST LINE OF SAID SOUTHEAST QUARTER, N 00°06'57" W 382.24 FEET TO THE WESTERLY PROLONGATION OF THE SOUTH RIGHT-OF-WAY LINE OF BELL SPRINGS AVE OF SAID REPLAT OF BELL SPRINGS PARK ADDITION; THENCE ON SAID WESTERLY PROLONGATION AND SOUTH RIGHT-OF-WAY LINE, N 87°43'59" E 329.69 FEET TO THE EAST LINE OF SAID FISHER'S ADDITION AND THE SOUTHWEST CORNER OF THE TRIANGLE TRACT DESCRIBED IN THE VACATION ORDER RECORDED IN MISC. BOOK 175 PAGE 197; THENCE ON THE WEST LINE OF SAID TRIANGLE TRACT, N 00°08'23" W 18.33 FEET TO THE NORTHWEST CORNER OF SAID TRIANGLE TRACT; THENCE ON THE NORTH LINE OF SAID TRIANGLE TRACT AND SAID SOUTH RIGHT-OF-WAY LINE OF BELL SPRINGS AVE, N 83°12'34" E 137.45 FEET TO A CORNER OF SAID SOUTH RIGHT-OF-WAY LINE; THENCE CONTINUING ON SAID SOUTH RIGHT-OF-WAY LINE, S 89°53'23" E 103.44 FEET TO THE NORTHWEST CORNER OF THE EAST 20 FEET OF SAID LOT 8 IN BLOCK 2 OF GEO. W. CARPENTER'S ADDITION; THENCE ON THE WEST LINE OF SAID EAST 20 FEET OF LOT 8, S 00°08'54" E 185.13 FEET TO THE SOUTHWEST CORNER OF SAID EAST 20 FEET OF LOT 8; THENCE ON THE SOUTH LINE OF SAID LOT 8, N 89°54'53" W 20.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 8 AND THE EAST LINE OF SAID REPLAT OF BELL SPRINGS PARK ADDITION; THENCE ON SAID EAST LINE, S 00°08'52" E 20.12 FEET TO THE WESTERLY PROLONGATION OF THE NORTH LINE OF LOT 13 IN SAID BLOCK 2 OF GEO. W. CARPENTER'S ADDITION; THENCE ON SAID WESTERLY PROLONGATION, N 89°51'08" E 15.00 FEET TO THE CENTERLINE OF THE NORTH-SOUTH PORTION OF THE PLATTED ALLEY OF SAID GEO. W. CARPENTER'S ADDITION; THENCE ON SAID CENTERLINE, S 00°08'52" E 44.94 FEET TO THE NORTH LINE OF SAID LOT 12 IN BLOCK 2 OF GEO. W. CARPENTER'S ADDITION; THENCE ON SAID NORTH LINE, S 89°54'53" E 5.00 FEET TO THE NORTHWEST CORNER OF THE EAST 10 FEET OF SAID LOT 12; THENCE ON THE WEST LINE OF SAID EAST 10 FEET, S 00°08'51" E 180.13 FEET TO THE SOUTH LINE OF SAID SOUTHEAST QUARTER; THENCE ON SAID SOUTH LINE, N 89°56'23" W 569.65 FEET TO THE POINT OF BEGINNING. CONTAINS 5.27 ACRES, MORE OR LESS.

END OF DESCRIPTION

BASIS OF BEARINGS:

THE BASIS OF BEARINGS FOR THIS SURVEY IS AN ASSUMED BEARING OF N 00°06'57" W ON THE WEST LINE OF FISHER'S ADDITION TO THE CITY OF ABILENE, DICKINSON COUNTY, KANSAS.

SURVEYOR'S CERTIFICATE:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF KANSAS, WITH EXPERIENCE AND PROFICIENCY IN LAND SURVEYING; THAT THE HERETOFORE DESCRIBED PROPERTY WAS SURVEYED AND SUBDIVIDED BY ME, OR UNDER MY DIRECT SUPERVISION; THAT ALL SUBDIVISION REGULATIONS OF DICKINSON COUNTY, KANSAS, HAVE BEEN COMPLIED WITH IN THE PREPARATION OF THIS PLAT; THAT THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE KANSAS MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AND THAT ALL THE MONUMENTS SHOWN HEREIN ACTUALLY EXIST AND THEIR POSITIONS ARE CORRECTLY SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF. GIVEN UNDER MY HAND AND SEAL AT JUNCTION CITY, KANSAS, THIS ____ DAY OF ____, 2024.
DATE OF SURVEY: APRIL 3, 2024



LAND SURVEYOR, JASON R. LOADER
REGISTRATION NO. 1462

REVIEW SURVEYOR'S CERTIFICATE:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

I HEREBY CERTIFY THAT THE REVIEW OF THIS PLAT WAS FOUND TO BE IN COMPLIANCE WITH THE REQUIREMENTS OF K.S.A. 58-2005. APPROVED THIS ____ DAY OF ____, 2024.

CERTIFICATE OF THE COUNTY TREASURER:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

I DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, NO UNPAID CURRENT GENERAL TAXES, NO SPECIAL ASSESSMENTS, NO TAX LIENS, FORFEITED TAXES, AND NO REDEEMABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE PLAT. GIVEN UNDER MY HAND AND SEAL AT ABILENE, KANSAS THIS ____ DAY OF ____, 2024.

COUNTY TREASURER, LEAH HERN

CERTIFICATE OF THE CITY COMMISSION:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

THE EASEMENTS, RIGHT-OF-WAYS AND OTHER PUBLIC DEDICATIONS ON THIS PLAT ARE HEREBY ACCEPTED BY THE GOVERNING BODY OF THE CITY OF ABILENE, KANSAS, THIS ____ DAY OF ____, 2024.

MAYOR, BRANDON REIN

CITY CLERK, SHAYLA MOHR

OWNER'S CERTIFICATE:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

THIS IS TO CERTIFY THAT THE UNDERSIGNED ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT THEY HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED THEREON FOR THE USES AND PURPOSES THEREIN SET FORTH, AND DO HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED. ALL STREET RIGHTS-OF-WAY AS SHOWN ON THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC. AN EASEMENT OR LICENSE TO THE PUBLIC TO LOCATE, CONSTRUCT, AND MAINTAIN OR AUTHORIZE THE LOCATION, CONSTRUCTION, AND MAINTENANCE OF POLES, WIRES, CONDUITS, WATER, GAS AND SEWER PIPES OR REQUIRED DRAINAGE CHANNELS OR STRUCTURES UPON THE AREA MARKED FOR EASEMENTS ON THIS PLAT IS HEREBY GRANTED. GIVEN UNDER MY HAND AT ABILENE, KANSAS THIS ____ DAY OF ____, 2024.

LYNN PETERSON, CHAIRMAN

RON ROLLER

CRAIG CHAMBERLIN

NOTARY CERTIFICATE:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

BE IT REMEMBERED THAT ON THIS ____ DAY OF ____, 2024, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, CAME TO ME PERSONALLY KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT OF WRITING AND DULY ACKNOWLEDGED THE EXECUTION OF SAME. IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTORIAL SEAL THE DAY AND YEAR ABOVE WRITTEN.

NOTARY PUBLIC

MY COMMISSION EXPIRES ____

CERTIFICATE OF THE CITY OF ABILENE PLANNING COMMISSION:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

THIS PLAT OF COURTHOUSE ADDITION HAS BEEN SUBMITTED TO AND APPROVED BY PLANNING COMMISSION OF THE CITY OF ABILENE, KANSAS THIS ____ DAY OF ____, 2024.

SECRETARY, KARI ZOOK

BY
CHAIRPERSON, PENNI ZELINKOFF

CERTIFICATE OF THE CITY ATTORNEY:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

THIS PLAT OF COURTHOUSE ADDITION HAS BEEN SUBMITTED TO AND APPROVED BY THE CITY ATTORNEY OF ABILENE, KANSAS, THIS ____ DAY OF ____, 2024.

CITY ATTORNEY, AARON MARTIN

CERTIFICATE OF THE REGISTER OF DEEDS:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

THIS IS TO CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN THE REGISTER OF DEEDS OFFICE ON THE ____ DAY OF ____, 2024, AT ____ AND IS DULY RECORDED IN PLAT BOOK ____ AT PAGE ____.

DEPUTY, KIMBERLY MOONEY

REGISTER OF DEEDS, ROSE JONES

CERTIFICATE OF TRANSFER RECORD:

STATE OF KANSAS }
COUNTY OF DICKINSON } SS

ENTERED ON TRANSFER RECORD THIS ____ DAY OF ____, 2024.

COUNTY CLERK, JEANNE LIVINGSTON

FINAL PLAT OF
COURTHOUSE ADDITION
TO THE CITY OF ABILENE, DICKINSON COUNTY, KANSAS
A REPLAT OF FISHER'S ADDITION, AND ALL OF LOTS 3, 4, 5, AND 6 IN THE REPLAT OF BELL SPRINGS PARK ADDITION, AND ALL OF LOTS 8, 9, 10, 11, AND A PORTION OF LOT 12, BLOCK 2, IN GEO. W. CARPENTER'S, AND VACATED COURT STREET, AND A PORTION OF THE VACATED ALLEY ADJACENT TO SAID LOTS IN THE REPLAT OF BELL SPRINGS PARK ADDITION AND GEO. W. CARPENTER'S ADDITION, ALL IN THE CITY OF ABILENE, DICKINSON COUNTY, KANSAS.

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Abilene, KS

Check Register

Packet: APPKT00135 - BILLS 102924

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Checking - Gen-AP Checking - General						
1300	ABILENE PUBLIC LIBRARY	10/29/2024	Regular	0.00	5,178.13	693
1000564	BIZ SWAG	10/29/2024	Regular	0.00	2,578.50	694
999758	BLACKWELL & STRUBLE	10/29/2024	Regular	0.00	1,750.00	695
1000812	CARRANZA, ANGELA	10/29/2024	Regular	0.00	511.88	696
1000699	CATLETT AUTOMOTIVE INC	10/29/2024	Regular	0.00	2.06	697
1000892	CBK INC	10/29/2024	Regular	0.00	104.14	698
3300	CLARK, MIZE & LINVILLE CHARTERED	10/29/2024	Regular	0.00	960.40	699
1001078	DELL MARKETING L.P.	10/29/2024	Regular	0.00	292.50	700
4130	DENNY'S PLUMBING & HEATING	10/29/2024	Regular	0.00	3,618.28	701
4370	DON'S TIRE & SUPPLY	10/29/2024	Regular	0.00	632.48	702
6240	FOLEY INDUSTRIES	10/29/2024	Regular	0.00	433.50	703
6290	FOUR SEASONS INC	10/29/2024	Regular	0.00	210.00	704
1000912	GUFFEY PROPERTIES, LLC	10/29/2024	Regular	0.00	2,620.07	705
VEN01066	HARPER, JOHN WAYNE	10/29/2024	Regular	0.00	60.00	706
9069	IMAGE QUEST	10/29/2024	Regular	0.00	103.70	707
9069	IMAGE QUEST	10/29/2024	Regular	0.00	137.79	708
9150	J & K CONTRACTING	10/29/2024	Regular	0.00	5,590.00	709
1000201	JOYCELYN LUCAS RANDLE LAW OFFI	10/29/2024	Regular	0.00	250.00	710
1000683	KANSAS BUILDING PRODUCTS	10/29/2024	Regular	0.00	4,675.10	711
1350	KAP PHILLIPS CO	10/29/2024	Regular	0.00	295.00	712
1233	KIWANIS CLUB OF ABILENE	10/29/2024	Regular	0.00	168.00	713
VEN01064	KUSTOM SIGNALS INC	10/29/2024	Regular	0.00	594.06	714
12070	LAST CHANCE GRAPHICS	10/29/2024	Regular	0.00	140.00	715
1001045	LEGACY KANSAS, LLC	10/29/2024	Regular	0.00	153.02	716
23110	LUMBER HOUSE TRUE VALUE	10/29/2024	Regular	0.00	70.23	717
1000277	MICHELLE WRIGHT	10/29/2024	Regular	0.00	21,060.18	718
11227	MIDWEST CONCRETE MATERIALS	10/29/2024	Regular	0.00	587.50	719
1000545	NARAYAN, INC	10/29/2024	Regular	0.00	2,262.89	720
14860	OLSSON	10/29/2024	Regular	0.00	30,096.84	721
1000725	OREILLY	10/29/2024	Regular	0.00	19.99	722
16021	PACE ANALYTICAL SERVICES	10/29/2024	Regular	0.00	351.50	723
16195	PIONEER FARM INC	10/29/2024	Regular	0.00	89.71	724
18017	R E PEDROTTI CO, INC	10/29/2024	Regular	0.00	1,059.39	725
1000445	REIN, BRANDON	10/29/2024	Regular	0.00	123.80	726
VEN01068	ROCK-N-RESCUE	10/29/2024	Regular	0.00	8,280.95	727
1000932	RYAN, BECKY	10/29/2024	Regular	0.00	160.00	728
19180	SALINA SUPPLY CO	10/29/2024	Regular	0.00	139.32	729
1000260	SAM, LLC	10/29/2024	Regular	0.00	1,800.00	730
1000302	SCHRADER, JOE	10/29/2024	Regular	0.00	214.40	731
999901	SECURE SHRED OF N.C.K.	10/29/2024	Regular	0.00	53.25	732
1001067	SMOKY HILL, LLC	10/29/2024	Regular	0.00	343,497.24	733
VEN01069	SOLID ROCK ENERGY SOLUTIONS	10/29/2024	Regular	0.00	18,250.00	734
1000824	SUBSURFACE SOLUTIONS	10/29/2024	Regular	0.00	7,164.91	735
999925	THE WHITE CORPORATION, INC	10/29/2024	Regular	0.00	50.00	736
13130	TIMBROOK, KELLE	10/29/2024	Regular	0.00	347.81	737
1000203	TRIPLETT, INC	10/29/2024	Regular	0.00	7,068.04	738
16260	US POST OFFICE-POSTMASTER	10/29/2024	Regular	0.00	2,753.00	739
1000364	USD 435 ABILENE	10/29/2024	Regular	0.00	975.01	740
22015	VISA - UMB FIRE DEPT	10/29/2024	Regular	0.00	2,195.80	741
22021	VISA - UMB PUBLIC WORKS	10/29/2024	Regular	0.00	3,471.12	742

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1000852	XEROX FINANCIAL SERVICES	10/29/2024	Regular	0.00	471.88	743

Bank Code AP Checking - Gen Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	64	51	0.00	483,673.37
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
	64	51	0.00	483,673.37

Fund Summary

Fund	Name	Period	Amount
099	POOLED CASH	10/2024	483,673.37
			<u>483,673.37</u>



Abilene, KS

Payment Register

APPKT00147 - VALOR 2 APD CARS 110624

01 - Vendor Set 01

Bank: AP Checking - Gen - AP Checking - General

Vendor Number	Vendor Name					Total Vendor Amount
<u>1000566</u>	VALOR AUTOMOTIVE					63,130.00
Payment Type	Payment Number	Remittance Address			Payment Date	Payment Amount
Check		1825 GOLDENBELT BLVD JUNCTION CITY, Kansas 66441			11/06/2024	63,130.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>24531</u>	2025 DODGE DURANGO	11/06/2024	11/06/2024	0.00	31,565.00	
<u>24536</u>	2025 DODGE DURANGO	11/06/2024	11/06/2024	0.00	31,565.00	



Packet: PYPKT00047 - 11/8/2024 PAYROLL
Payroll Set: 01 - Abilene, KS

Pay Period: 10/20/2024 - 11/02/2024

Total Direct Deposits: 109,586.30
Total Check Amounts: 0.00

Males Paid: 59
Females Paid: 27
Unknown Paid: 0
Total Employees: 86

EARNINGS

Pay Code	Units	Pay Amount
AUTO ALLOW	0.00	138.47
BI-LINGUAL	2.75	87.18
CALL OUT	127.00	2,580.28
CALL OUT VOLUNTEER	45.00	1,350.00
CELL ALLOWANCE	0.00	276.91
COMP TIME USED	12.00	276.84
FITNESS ALLOW	0.00	15.00
FLOATING HL	32.00	455.44
FUNERAL	8.00	146.72
HOURLY	3,903.00	94,611.35
OT	186.75	5,711.63
PART-TIME	256.75	4,233.90
SALARY	677.00	33,443.75
SHIFT DIFF	411.50	10,994.29
SICK LEAVE	185.75	4,205.66
SPEC. EVENT	12.00	271.20
TRAINING	37.00	907.69
VACATION LEAVE	229.75	5,210.21
Total:	6,126.25	164,916.52

BENEFITS

Pay Code	Units	Pay Amount
COMP EARNED 1.0	3.00	0.00
COMP EARNED 1.5	18.01	0.00
FTC 457	0.00	360.00
IMPACT SPORTS	0.00	172.50
Total:	21.01	532.50

TAXES

Code	Subject To	Employee	Employer
FEDERAL W/H	143,097.30	12,623.85	0.00
MEDICARE	154,753.79	2,243.96	2,243.96
SOCIAL SECURITY	154,753.79	9,594.74	9,594.74
STATE TAXES	153,368.79	7,224.06	0.00
UNEMPLOYMENT	164,916.52	0.00	164.91
Total:		31,686.61	12,003.61

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	7,772.48	24,616.72
HEALTH SAVINGS ACCT	0.00	345.00	150.00
IMPACT SPORTS	0.00	266.48	172.50
KP&F	67,630.37	4,835.55	15,622.58
KP&F OGLI	0.00	98.54	0.00
KPERS OGLI	0.00	170.08	0.00
KPERS TIER 1	37,576.33	2,254.57	3,855.33
KPERS TIER 2	14,682.43	880.94	1,506.43
KPERS TIER 3	38,340.59	2,300.43	3,933.74
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	61.42	0.00
Total:		23,643.61	50,549.01

RECAP 01 - Abilene, KS

Earnings:	164,916.52	Benefits:	532.50	Deductions:	23,643.61	Taxes:	31,686.61	Net Pay:	109,586.30
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