

File

CITY OF SILVER LAKE COUNCIL MEETING

CITY HALL

April 1, 2024

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Financial Report

Appropriation Ordinance

Business Items:

1. Eagle Storage Beautification Update
2. Liability Insurance Policy Renewal
3. ARPA Funds Spending Discussion
4. Acceptance of Police Chief Resignation
5. Silver Lake Ball Association Donation Request
6. Monthly City Hall Report
7. Monthly Public Works Report
8. Monthly Police Report
9. Executive Session-Non-Elected Personnel Matter

****PLEASE NOTE: This agenda is subject to additions or changes as may be necessary.

DRAFT
City of Silver Lake
Regular Session Minutes
Monday, March 18, 2024

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening March 18, 2024, with Mayor Jonah Bishop conducting the meeting and the following Councilmembers present: Brad Bryant, Michael Hamilton, Larry Ross, and Kenneth Wade (4). Absent: Jake Fisher (1). Also present were Police Chief Marc McCune, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

During public comment, local business owner Jeff Wooster addressed the Council regarding his concerns about zoning regulations and their impact on the community. He emphasized the importance of defining 'Commercial Property' clearly and presented examples to illustrate his point, including the case of a pig farm downtown. Mr. Wooster highlighted the need for zoning rules that protect residents and attract businesses to enhance the town's development, such as improving Main Street and infrastructure like sidewalks. He also suggested considering adopting regulations from nearby areas like Shawnee County or Topeka if necessary. Mr. Wooster provided the Council with a list of suggestions for refining the City's zoning code and expressed his advocacy for special use permits with City stipulations. His remarks underscored the potential implications of industrial use on local businesses, including his own.

Also present for public comment, local resident Tiffani Fisher, residing at 205 Theresa, expressed concerns regarding the potential migration of homeless individuals to Silver Lake. She referenced nearby efforts in Topeka to address homeless camps and inquired about the measures Silver Lake has in place to ensure the safety of our residents in light of this situation.

Also during public comment, Mrs. Amber Jackson requested a donation for the Silver Lake Ball Association, citing financial challenges due to losses last year. However, she was unable to provide specific financial details about the organization's expenses during the meeting. In light of this and to allow time for Mrs. Jackson to gather the necessary information and for City Clerk Steckel to prepare, Council decided to table the discussion to the April 1, 2024 agenda.

A motion was made by Councilmember Ross to approve the Regular Meeting minutes of the March 4, 2024 meeting as amended. The motion was seconded by Councilmember Wade and carried.

Claim vouchers in the amount of \$28,568.23 were submitted to the Council for appropriation. An Ordinance entitled "An Ordinance Appropriating Money to Pay Certain Claims" was introduced. These expenditures include Emergency expenditures from February 8, 2024, due to an emergency sewer problem at Pump Station #2, with the emergency expenditures which were over staff spending limit approved by Mayor Bishop in the amount of \$2,700.00. Additionally, there were two expenditures that exceeded the staff spending limit of \$1,000, but both were approved by Mayor Bishop: one for meter boxes and parts for \$1,127.60, and the other for annual sewer maintenance cleaning in the amount of \$13,116.57. A motion was made by Councilmember Ross and seconded by Councilmember Hamilton that said Ordinance be accepted as read and was then placed on final passage by a roll call vote: AYE: Brad Bryant, Michael Hamilton, Larry Ross, and Kenneth Wade. (4) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2600.

City Clerk Steckel presented three bids for the City's annual liability insurance. The governing body and City Attorney Luckman discussed options. Mayor Bishop requested an EMC policy with a \$10,000 wind/hail deductible and asked for all policies to be sent to all Council members for review before the next meeting. The item was tabled to the April 1, 2024 meeting.

City Attorney Todd Luckman presented a sample ordinance to Council proposing an amendment to the City's Zoning Code. He requested that any desired changes to the draft ordinance be emailed to him or City Clerk Steckel. It was noted that any proposed changes shall first be submitted to the City's Planning Commission for recommendation and report.

Councilmember Bryant echoed Mrs. Fisher's question regarding the handling of a migrating homeless population. City Attorney Luckman responded that the City has an ordinance in place restricting camping on public property.

Police Chief McCune reported to Council that the City's unmarked Durango has sold on Purple Wave for \$17,000. He also reported that the City's new Durango is currently undergoing equipment installation and graphics application in Junction City.

Councilmember Ross thanked the Lions Club for hosting the representative and the state senator at the legislative quorum this month. Mr. Wayne Kellner from the Lions Club also expressed gratitude to the Council for the use of the Community Center.

The next two meetings are scheduled for Mondays, April 1, 2024, and April 15, 2024, both at 5:30 PM.

With no other business to come before Council, Councilmember Wade made a motion to adjourn the meeting at 6:31 PM. The motion was seconded by Councilmember Hamilton and the meeting was adjourned.

Liz Steckel, City Clerk

**City of Silver Lake
Record of Ordinance #2601
April 1, 2024**

An Ordinance making appropriation for the payment of certain claims. Be it ordained by the Governing Body of the City of Silver Lake, Kansas. That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the City Treasury the sum required for each claim.

General Operating

General Fund

8772	GEN	Wheatland Pest Control	Routine Bug Spray	-33.34
EFT	GEN	Kansas Gas Service	Gas Service	-244.20
8766	GEN	Jayhawk Software	New Computer Install Travel from November 2023	-243.75
EFT	GEN	Card Service Center	Nuisance Abatement 303 Theresa	-124.39
EFT	GEN	Card Service Center	Community Center Light Bulbs	-164.97
EFT	GEN	Card Service Center	Tractor Bushings	-39.99
EFT	GEN	Card Service Center	Mileage	-64.65
EFT	GEN	Card Service Center	Supplies	-174.80
EFT	GEN	Card Service Center	Office Supplies	-241.19
EFT	GEN	Card Service Center	Postage for Nuisance Notifications	-26.19
EFT	GEN	Card Service Center	Quickbooks Monthly Fee	-72.00
8770	GEN	Stumbo Hanson LLP	Legal Services	-1,905.76
EFT	GEN	Shawnee County Solid Waste Department	Dumpster Service	-95.00

Total General Operating -3,430.23

Law Enforcement

8772	LAW	Wheatland Pest Control	Routine Bug Spray	-33.33
EFT	LAW	Kansas Gas Service	Gas Service	-239.83
EFT	LAW	Casey's Business Mastercard	Fuel	-272.04
EFT	LAW	Card Service Center	Fuel	-334.87
EFT	LAW	Card Service Center	Car Washes	-32.75
EFT	LAW	Card Service Center	Bladeteck Holster	-43.39
EFT	LAW	Card Service Center	Supplies	-277.05
8770	LAW	Stumbo Hanson LLP	Legal Servies	-140.00
8767	LAW	Kansas State Treasurer	March Court Fees	-23.50

Total Law Enforcement -1,396.76

Total General Operating -4,826.99

Waterworks Fund

8769	WW	Signs to Go	Decals for Vehicles	-95.00
8768	WW	Moore Tire Center	Flat Tire Fix	-26.00
8772	WW	Wheatland Pest Control	Routine Bug Spray	-33.33
EFT	WW	Brad Kirk	Cell Phone Reimbursement	-41.34
8767	WW	Kansas Gas Service	Gas Service	-350.78
8771	WW	Wehner's Thriftway Rossville	Keys	-7.96
EFT	WW	Casey's Business Mastercard	Fuel	-400.62
EFT	WW	Card Service Center	Iphone Data	-0.99
EFT	WW	Card Service Center	Dawn Water Treatment and New Eye Wash Station and MDS	-312.60
EFT	WW	Card Service Center	Shelving Unit for Shop & Tiller	-1,003.82
EFT	WW	Card Service Center	Office Supplies	-49.23
EFT	WW	Card Service Center	Welding Cart	-94.45

Total Waterworks Fund -2,416.12

TOTAL -7,243.11

That this Ordinance shall take effect and be in force from and after its passage.

Passed this 1st day of April, 2024

Signed or Approved this 1st day of April, 2024

Attest:

City Clerk

Mayor

Notes:

Continental Western (Kansas Ins.)-Broker: John Kabus	
Property Value	\$ 5,456,900.00
Property Deductible	\$2500/wind hail of \$10,000
Property	\$ 34,420.00
General Liability	\$ 8,287.00
Auto	\$ 8,785.00
Workers Comp	\$ 8,626.00
Inland Marine	\$ 3,463.00
Employ Practices Liability	\$ 1,288.00
Umbrella	\$ 1,167.00
<i>Total Before 8% Disc. on Pkg</i>	\$ 66,036.00
Total	\$ 62,838.00

Earthquake deduct:5% with some 10%

Umbrella provides an extra 1 million in coverage.
Discount not including work comp.
This is a special form policy.

EMC (Copeland Insurance)-Broker: Keenan Kruger		NEW Quote EMC (Copeland Insurance)-Broker: Keenan Kruger	
Property Value	\$ 5,673,748.00	Property Value	\$ 5,673,748.00
Property Deductible	\$2,500/wind hail of \$5,000	Property Deductible	\$2,500/wind hail of \$10,000
Property	\$ 26,558.00	Property	\$ 23,104.00
General Liability	\$ 5,893.00	General Liability	\$ 5,893.00
Auto	\$ 8,757.00	Auto	\$ 7,494.00
Workers Comp	\$ 6,113.00	Workers Comp	\$ 6,167.00
Inland Marine	\$ 1,495.00	Inland Marine	\$ 1,270.00
Law Enforcement Liability	\$ 1,856.00	Law Enforcement Liability	\$ 1,856.00
Linebacker	\$ 5,039.00	Linebacker	\$ 5,039.00
Cyber	\$ 660.00	Cyber	\$ 660.00
Umbrella	\$ 1,720.00	Umbrella	\$ 1,602.00
Total	\$ 58,091.00	Total	\$ 53,085.00

Earthquake Deductible: 5%

Umbrella provides an extra 1 million in coverage.
Pays dividends./Special form policy.

Provident / MEM (Kansas Ins.)-Broker: John Kabus	
Property Value	\$ 5,170,550.00
Property Deductible	\$1,000/ wind hail of \$5,000
Property	\$ 21,655.00
General Liability	\$ 11,130.00
Auto	\$ 12,254.00
Workers Comp	\$ 5,903.00
Inland Marine	\$ 1,551.00
Crime	\$ 144.00
EPLI	\$ 3,596.00
Umbrella	\$ 2,780.00
Service Fee	\$ 100.00
Total	\$ 59,113.00

Earthquake deductible: 5%

This is a broad form policy.

April 1, 2024

TO: City Clerk of Silver Lake, Kansas
218 W. Railroad Street
Silver Lake, KS 66539

ATTN: Mayor Jonah Bishop
City Council Members

SUBJECT: Notification of Retirement

Mr. Mayor; City Council Members,

This letter serves to inform you that I have filed my application for retirement with the Kansas Public Employees Retirement System (KPERS) effective 01 June 2024. My last workday on the payroll will be Friday 24 May 2024.

It has been an honor and privilege to be of service to the citizens of and visitors to Silver Lake.

Very Respectfully,

Marc J. McCune
Chief of Police



City of Silver Lake Funds Request

March 18, 2024

Our Vision

The vision of the Silver Lake Ball Association is to provide and maintain quality programs for everyone in our community.

Our Mission

We are committed to providing recreational programs for our community.

Purpose

Silver Lake Ball Association operates the summer ball program in Silver Lake through the Tri-County League, encompassing Silver Lake, Alma, St. Mary's, Rossville, Wamego, and Maple Hill. Current divisions include Co-Ed T-Ball, 7-8 Machine Pitch, Baseball and Softball up to age 14. We also provide Winter Basketball and Fall Cheerleading. We continue to look for more options to provide.

2023 Numbers

We had eight teams last year, which played 46 games in Silver Lake, including an end-of-the-season tournament. That brings 46 teams to Silver Lake. Those teams and their families, are coming to our town each season. They stop to get gas, eat, and purchase snacks or dinner on the way home.

2024 Numbers

Registration for the 2024 summer ball season has ended. We have five T-Ball teams and four upper-level teams. 104 players. We anticipate hosting more than 50 games this season.

Needs

Every Season Expenses

Balls, helmets, bases, home plates, gravel, scorebooks, lineup cards, etc.
Payroll: umpires and grounds crew.

- **Catchers Gear**

Our old gear is very outdated and in need of upgrades.

- **Field Signage**

The current signs are falling apart.

- **Pitching Machine**

The Tri-County League rules require that each city be required to purchase a new game only pitching machine to be used.

City of Silver Lake Transaction Detail Donations

Name	Memo	Amount
2022 Donations		
Silver Lake Education Foundation	Breakfast Table	225.00
Silver Lake After Prom	2022 After Prom Donation	500.00
Silver Lake Easter Fund	2022 Easter Egg Hunt Donation	275.00
Lauren McCaffrey	City Logo Donation	250.00
Lake Days Committee	Lake Days Donation	4,000.00
Silver Lake Ball Association	SL Ball Association Donation	2,500.00
Card Service Center	Pride/Library Earth Day Donation	223.15
American Cancer Society	Relay for Life Donation 2022	500.00
	Total Donations	8,473.15
 2023 Donations		
Lake Days Committee	2023 Donation	4,500.00
Silver Lake Education Foundation	Breakfast Table	225.00
Silver Lake Easter Fund	2023 Easter Egg Hunt	275.00
Silver Lake After Prom	Donation	500.00
Silver Lake Ball Association	2023 Donation	5,000.00
We Are Silver Lake	Spring Community Clean-Up Donation	300.00
American Cancer Society	Relay for Life Donation	500.00
Card Service Center	Gift Basket Back to School Bash	70.87
Silver Lake High School Dance	Thanksgiving Day Parade Support	100.00
Wehner's Thriftway	Community Tailgate-Pegram	285.52
Steve Pegram	Community Tailgate Reimbursement	56.88
Silver Lake After Prom	Council Approved After-Prom Donation	500.00
	Total Donations	12,313.27
 2024 Donations		
Silver Lake Education Foundation	2024 Education Foundation Breakfast Table	225.00
Lake Days Committee	Easter Egg Hunt Donation	275.00
	Total Donations	500.00

***\$14,500 left for donations in 2024 Budget**

City Hall Monthly Report – March 2024

Prepared by City Clerk Liz Steckel

- Provided support to public on lead and copper survey. Continued marketing on social media and encouraging residents to complete surveys.
- Successfully organized and transferred 277 contacts into the emergency notification system from the survey results.
- Attended monthly Municipal Court.
- Reconciled all City accounts.
- Paid monthly bills.
- Set up a new charge account for Matheson and applied for a rebate on the new welder.
- Prepared monthly Water Billing.
- Interpreted 2 data logs for customer water leaks.
- Changed out 1 old meter for a new meter in water billing software.
- Accounted monthly income of \$110,681.39 and monthly expenditures of \$129,593.89.
- Prepared for two Council meetings.
- Coordinated 9 community center reservations.
- Processed three UTV permit renewals and two building permits.
- Arranged a meeting in April for the Board of Zoning Appeals to review and consider two variance recommendations, as well as assess a zoning compliance matter.
- Collected 1 court payment, and communicated with the State Treasurer's Office.
- Corresponded with 2 Insurance Brokers to obtain updated bids for the City's liability insurance.
- Responded to all fieldwork inquiries to date for the 2023 Financial Audit.
- Reviewed and authorized two floodplain permits, coordinating closely with state authorities
- Conducted thorough research on State Statutes and Federal laws pertaining to background check procedures, compiling comprehensive findings for presentation to the Mayor and City Attorney in a detailed report.
- Managed the City's social media and website. Updated the downloadable forms available on the City's website.
- Implemented new warning tracking system.
- Completed Super Admin training for the City's upcoming emergency notification system implementation scheduled for April.
- Organized and collaborated with Shawnee County's Keep America Beautiful initiative for the City's Earth Day Clean-Up Day. Created flyers for the City's Spring Dumpster Day.
- Participated in the Annual Spring Conference for CCMFOA (Certified City Clerks and Finance Officers Association).
- Engaged in discussions with other City Clerks and our City Attorney regarding the standard contract compensation for tower rent agreements.
- Scheduled the City's Industrial Safety & Health audit with the Department of Labor.

In March 2024, City Hall continued its dedication to serving our community by prioritizing financial accountability, community engagement, and administrative efficiency. We successfully managed operations, facilitated public support initiatives, and maintained transparent communication throughout the month.

Month: March 2024

Public Works
Monthly Report

Activity	Quantity	Remarks
WATER PUMPED	2320000	
WATER LEAK MAIN	0	
WATER LEAK SERVICE	0	
SEWER BACKUP		
LOCATES	12	
BUILDING PERMITS	5	
LAGOON REPORT	0	
PUMPED TO LAGOON	1836000	
Water samples	4	

SILVER LAKE POLICE DEPARTMENT
 ACTIVITY REPORT FOR: ALL OFFICERS
 MONTH AND YEAR: MARCH 2024

TRAFFIC STOPS	TOTALS
Tickets:	1
Warnings Total:	50
Verbal:	50
Written:	
DUI Investigation:	
DUI Arrests:	
No. of Vehicle Stops:	46
ARRESTS	
Felony:	
Misdemeanor:	
WARRANTS	
Served:	
NCIC Hit:	
ACCIDENTS	
Injury:	
Non-Injury:	
OTHER TYPES OF CALLS	
Animal:	3
Assist Other Agencies:	13
Suspicious Persons/Vehicles:	5
Assist Public:	64
Disturbance:	3
Fire/Medical:	7
Juvenile:	1
UTV/MUT Inspections:	1
Golf Cart Inspections:	
Burglary:	
Theft:	
Civil Standbys:	
Mental Health Issues:	4
Alarms:	1
Commercial Vehicle Stops/Inspections:	
Stolen Vehicle Recoveries:	
UTV/MUT Violations:	
Business open doors	3
Residential open doors	8
Car seat inquiries	3

SILVER LAKE COMMUNITY CLEAN-UP



SATURDAY, APRIL 20TH, 2024

FREE DUMPSTERS PROVIDED!
(COURTESY OF BAHM DEMOLITION & THE CITY)

- **Who:** Silver Lake Residents (You!)
- **What:** Dumpsters provided for Trash, Concrete, Branches & Limbs, Cardboard & Glass Recycling
- **Where:** SL Community Center
404 E. Lake Street





April 1, 2024

www.kansasins.com

City Of Silver Lake Insurance Quote Proposal

Continental Western Group

Renewal with Current Company

\$54,212 P & C package

\$8,626 Work Comp

\$62,838 Total

Provident/MEM

Original Quote @ \$1,000 All Peril & \$5,000 Wind Hail Deductible

\$53,210 P & C package

\$5,903 Work Comp

\$59,113 Total

Provident/MEM

@ \$2,500 All Peril & \$5,000 Wind Hail Deductible

\$50,659 P & C package

\$5,903 Work Comp

\$56,562 Total

Provident/MEM

@ \$2,500 All Peril & \$10,000 Wind Hail Deductible

\$46,087 P & C package

\$5,903 Work Comp

\$51,990 Total

➤ All Property with Provident has "Special Cause of Loss" Coverage

3801 W. 6th St
Lawrence, KS 66049
Phone 785-331-3607
Fax 785-331-3850



PO Box 324
Oskaloosa, KS 66066
Phone 785-863-2261
Fax 785-863-2390



PO Box 506
Colby, KS 67701
Phone 785-462-3939
Fax 785-462-3752



2315 NW Topeka Blvd.
Topeka, KS 66608
Phone 785-783-8899
Fax 785-783-8955



P.O. Box 359
Tonganoxie, KS 66086
Phone 913-369-6600
Fax 913-369-3300



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\$51,990 Total

- All Property with Provident has "Special Cause of Loss" Coverage



Silver Lake Ball Association 2023 Expenditure Report

Debits : \$11,499.97

Credits: \$10,520.31

Debits include:

- Go Daddy Website (330.04)
- 4Wheeler (2,800)
- Baseball/Softball Uniforms(2,761.98) from Tshirts Etc
- Hats(433.55) Tshirts Etc Partner company
- Medals(100.43)
- Roberson's Lumber (213.39)
- Pitching Mound(1,555.62)
- Balls, catchers gear, small misc. equipment from Amazon & Dick's Sporting Goods(364.28)
- Umpires and Grounds Keeping Payroll(2,336.89)
- Player and Coaches appreciation celebration(512.29)
- Cheerleading Poms(407.22)
- Cheerleading Shirts(377.27)

Credits include:

- Baseball registrations +5,048.39
- City Donation +5,000
- Cheerleading registrations +1240 *profit of 471.92