

File

CITY OF SILVER LAKE COUNCIL MEETING

CITY HALL

March 18, 2024

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Appropriation Ordinance

Business Items:

1. Liability Insurance Policy Renewal
2. Eagle Storage Beautification Update

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

**DRAFT**  
**City of Silver Lake**  
**Regular Session Minutes**  
**Monday, March 4, 2024**

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening March 4, 2024, at 5:30 PM with Mayor Jonah Bishop conducting the meeting and the following Councilmembers present: Brad Bryant, Jake Fisher, Michael Hamilton, Larry Ross, and Kenneth Wade (5). Also present was City Attorney Todd Luckman, Public Works Superintendent Cary Deiter, Full-Time Police Officer Doug Ashcraft, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

During Public Comment, Mrs. Amber Jackson, representing The Community Improvement, informed the Council that she had booked the Silver Lake Community Center for an upcoming event geared towards elderly citizens on April 6, 2024. She requested to rent the Community Center for free. Councilmember Ross motioned to exempt the fees for the Community Center for the event. The motion was seconded by Councilmember Bryant and passed.

Also present for public comment, Mr. Wayne Kellner from the Silver Lake Lions Club reminded everyone about the upcoming Legislative Forum on March 10, 2024, from 10 AM to 1 PM, at the Silver Lake Community Center. Next, Mr. Richard Johnson of NW Huxman Road raised concerns regarding wind farms, citing potential environmental impacts on weather.

A motion was made by Councilmember Ross to approve the minutes of the February 19, 2024 meeting as amended. The motion was seconded by Councilmember Hamilton and carried.

Councilmember Bryant presented the monthly financial report.

Claim vouchers in the amount of \$16,745.07 were submitted to the Council for appropriation. An Ordinance entitled "An Ordinance Appropriating Money to Pay Certain Claims" was introduced. Expenditures include a \$1,050 annual website renewal with GovBuilt, exceeding the staff spending limit but approved by Mayor Bishop. A motion was made by Councilmember Wade and seconded by Councilmember Fisher that said Ordinance be accepted as read and was then placed on final passage by a roll call vote: AYE: Brad Bryant, Jake Fisher, Michael Hamilton, Larry Ross, and Kenneth Wade. (5) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2599.

Councilmember Ross motioned to amend the agenda by removing item number 2, "Standard Traffic Ordinance Enforcement, Direction from Council on Tickets vs. Warnings." Councilmember Fisher seconded the motion, which passed. Councilmember Bryant inquired about whether law enforcement had requested guidance, and Mayor Bishop clarified that this had been Chief McCune's agenda item and encouraged Council to relay citizen feedback to Chief McCune.

For the Eagle Storage Beautification update, City Attorney Luckman reviewed Ms. Bahm's applications for zoning compliance for a fence, and for floodplain permit. He suggested processing applications sequentially, starting with zoning compliance through City officers and potentially a special use permit, which is typically involving the Board of Zoning Appeals. Luckman suggested a holistic approach to Ms. Bahm's plan. Mayor Bishop urged Council to discuss with the public. City Attorney Luckman recommended completing the special use permit application.

Public Works Superintendent Cary Deiter presented the monthly Public Works Report. Pump Station #1 has had repairs but is now functioning properly. Deiter addressed issues with muskrats digging into the dams at the lagoon. Councilmember Wade reported a request for repair at Railroad and Chestnut due to a significant pothole. Deiter is investigating the best approach for handling the repair and determining road responsibility.

Police Officer Doug Ashcraft presented the monthly Police Activity Report. He announced that the unmarked Durango has been posted on Purple Wave Auction. Additionally, the radar for the marked Durango has arrived, and efforts are underway to expedite its installation.

City Clerk Liz Steckel presented the monthly City Hall Report. She noted delays in water bill delivery due to mail service issues and promoted the upcoming option for email billing. She informed Council about the upcoming annual financial audit on March 27<sup>th</sup>, reported 241 responses to the Lead and Copper Survey, and reminded Council of the March 15<sup>th</sup> deadline entering the drawing for free water.

Mrs. Steckel proposed the City's Spring free dumpster day on April 20<sup>th</sup>, aligning with Shawnee County's Keep America Beautiful volunteer clean-up efforts. Council directed Mrs. Steckel to coordinate the City clean-up and Free Dumpster initiatives for April 20<sup>th</sup>. Dumpsters will be available from sunrise until full at the Silver Lake Community Center, 404 E. Lake. Earth Day Clean-up teams will meet at City Hall and work from 8 AM to noon, as they are available.

Mrs. Steckel requested to renew the City's QuickBooks annual subscription for \$1,400, exceeding the staff spending limit. Councilmember Ross motioned to approve the payment for the annual renewal of QuickBooks for \$1,400. Councilmember Wade seconded the motion, which passed.

Councilmember Bryant made a motion that the City Council (along with Mayor Bishop, City Attorney Luckman and Ms. Leslee Rivarola of RR Municipal Advisory Services, LLC ) recess into executive session, for 30 minutes, to discuss a non-elected personnel matters pursuant to the nonelected personnel exemption, K.S.A. 75-4319(b)(1). The open meeting will resume at City Hall at 6:45 PM. The motion was seconded by Councilmember Ross and carried.

The public meeting reconvened at 6:45 PM.

Councilmember Fisher made a motion that the City Council (along with Mayor Bishop, City Attorney Luckman and Ms. Leslee Rivarola of RR Municipal Advisory Services, LLC ) recess into executive session, for 10 minutes, to discuss a non-elected personnel matters pursuant to the nonelected personnel exemption, K.S.A. 75-4319(b)(1). The open meeting will resume at City Hall at 6:55 PM. The motion was seconded by Councilmember Wade and carried

The public meeting reconvened at 6:55 PM.

Councilmember Fisher motioned to begin consulting with Ms. Leslee Rivarola of RR Municipal Advisory Services at the rate of \$75.00 per hour starting February 26, 2024. Services will include human resources and management support, training recommendations, job description review and creation, Employee Handbook revisions, performance evaluation process recommendations, general management assistance, and coordination with the City's legal counsel is also provided.

The next two meetings are scheduled for Monday, March 18, 2024 and Monday, April 1, 2024, both at 5:30 PM.

With no further business to come before Council, Councilmember Fisher made a motion to adjourn the meeting at 6:56 PM. Councilmember Wade seconded the motion, and with no further discussion, the meeting adjourned.

Liz Steckel, City Clerk

**City of Silver Lake  
Record of Ordinance #2600  
March 18, 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.

Check #	Type	Name	Memo	Amount
<b>General Operating</b>				
<b>General Fund</b>				
EFT	GEN	Evergy	Electricity	-827.04
8762	GEN	TARC, INC.	Shred Container	-10.00
EFT	GEN	Cox Business	Phone/Internet Service	-392.77
8765	GEN	Wehner's Thriftway	Supplies	-8.79
EFT	GEN	Verizon Wireless	Cellular Service	-134.41
8754	GEN	Logan Business Machines	Copies Fee	-5.28
<b>Total General Operating</b>				<b>-1,378.29</b>
<b>Law Enforcement</b>				
EFT	LAW	Evergy	Electricity	-127.05
EFT	LAW	Cox Business	Phone/Internet Service	-186.14
8749	LAW	Century Business Technologies, Inc.	New Computer	-1,857.16
8757	LAW	Mobile 1 Lube Express	Durango Oil Change	-55.74
EFT	LAW	Verizon Wireless	Cellular Service	-243.87
8753	LAW	Liz Steckel	Reimbursement 2021 Dodge Durango Resgistration/Tag	-35.50
<b>Total Law Enforcement</b>				<b>-2,505.46</b>
<b>Street</b>				
EFT	SDP	Evergy	Electricity	-1,121.74
8750	SDP	Deere & Company	Blade for Tractor	-1,371.86
<b>Total Street</b>				<b>-2,493.60</b>
<b>Park</b>				
8763	PRK	Tarwater Farm & Home Supply	Grass Seed & Fertilizer	-561.60
EFT	PRK	FreeState Electric Cooperative	Electricity	-96.50
<b>Total Park</b>				<b>-658.10</b>
<b>Street Lighting</b>				
EFT	STL	Evergy	Electricity	-480.75
EFT	STL	FreeState Electric Cooperative	Electricity	-189.50
<b>Total Street Lighting</b>				<b>-670.25</b>
<b>Total General Operating</b>				<b>-7,705.70</b>
<b>Waterworks Fund</b>				
EFT	WW	Evergy	Electricity	-825.20
8751	WW	Foley Equipment	Generator Inspection	-487.69
EFT	WW	Cox Business	Phone/Internet Service	-114.46
8760	WW	Rossville Auto Supply	Gear Oil	-30.99
8765	WW	Wehner's Thriftway	Supplies	-25.91
EFT	WW	Verizon Wireless	Cellular Service	-81.48
EFT	WW	FreeState Electric Cooperative	Electricity	-426.00
8764	WW	Tedrow Construction, LLC	Pump Station Repairs	-540.00
8752	WW	Jayhawk Software	Black Box Storage Data Increase	-150.00
8759	WW	Rooter-Man of Northeast Kansas	Emergency Lift Station #2 2.8.2024	-2,700.00
8758	WW	Moore Tire Center	Trailer Tires	-573.00

**City of Silver Lake  
Record of Ordinance #2600  
March 18, 2024**

8755	WW	MARC	Lift Station Enzymes	-646.88
8761	WW	Schulte Supply, Inc.	Meter Boxes & Parts	-1,127.60
8753	WW	Liz Steckel	Reimbursement John Deere UTV Registration	-16.75
8756	WW	Mayer Specialty Services, LLC	Annual Sewer Maintenance Cleaning	-13,116.57
<b>Total Waterworks Fund</b>				<b>-20,862.53</b>
<b>TOTAL</b>				<b>-28,568.23</b>

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

Passed this 18th day of March, 2024

Signed or Approved this 18th day of March, 2024

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**Notes:**

<b>Continental Western (Kansas Ins.)-Broker: John Kabus</b>	
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
<b>Total</b>	<b>\$ 62,838.00</b>

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.

<b>EMC (Copeland Insurance)-Broker: Keenan Kruger</b>	
Property Value	\$ 5,673,748.00
Property Deductible	\$2,500/wind hail of \$5,000
Property	\$ 26,558.00
General Liability	\$ 5,893.00
Auto	\$ 8,757.00
Workers Comp	\$ 6,113.00
Inland Marine	\$ 1,495.00
Law Enforcement Liability	\$ 1,856.00
Linebacker	\$ 5,039.00
Cyber	\$ 660.00
Umbrella	\$ 1,720.00
<b>Total</b>	<b>\$ 58,091.00</b>

Earthquake Deductible: 5%

Umbrella provides an extra 1 million in coverage.

Pays dividends./Special form policy.

<b>Provident / MEM (Kansas Ins.)-Broker: John Kabus</b>	
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
<b>Service Fee</b>	<b>\$ 100.00</b>
<b>Total</b>	<b>\$ 59,113.00</b>

Earthquake deductible: 5%

This is a broad form policy.

# City of Silver Lake



## DRAFT ORDINANCE NO.

### AN ORDINANCE RELATING TO ZONING AND PLANNING, AMENDING CITY CODE SECTION 16-2511 AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH

#### BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SILVER LAKE, KANSAS:

**SECTION 1.** That the City Code of the City of Silver Lake, Section 16-2511, be amended to state as follows:

#### **§ 16-2511 EXCEPTIONS TO THIS ZONING ORDINANCE.**

(a) Exceptions to this zoning ordinance shall be made by special use permit after the request has been duly advertised and a public hearing held as required by law.

(b) Prior to review of the request of an exception, by the Board of Zoning Appeals, the applicant shall:

- (1) File an application on forms provided by the city;
- (2) File with the application a statement certifying that the applicant is the lawful owner of the real estate upon which the excepted use is proposed or that he or she has the lawful right to receive a conveyance thereof if the application is granted; and
- (3) File a form of declaration of restrictions indicating use which is to be made by the legal owner if the application is granted. The restrictions must show that use of the land will be solely that which was applied for as an excepted use. The restriction must provide that, if such use is abandoned or is proposed to be changed, the subsequent use shall be in conformity with the zoning restrictions in effect as to the land prior to authorization of the exception, unless a new application for an excepted use is made and granted.

(c) A plot plan shall be filed with the application showing:

- (1) Legal dimension of the tract to be used;
- (2) Location of all proposed improvements including curb-cub access, off-street parking and other such facilities as the applicant proposes to install;
- (3) Grade elevations;
- (4) Building setback from all property lines;
- (5) Front, side and rear elevations of all improvements to be erected;
- (6) Such perspective drawings of the proposed improvements, in such detail as the Board may require as will clearly show the finished appearance of the improvements proposed;
- (7) Location and type of planting, screening or walls; and
- (8) Such other items as the Board shall deem reasonably necessary to properly process the application.

(d) In considering any application for an exception hereunder, the Board of Zoning Appeals shall give consideration to the comprehensive plan of the city, and the health, safety, morals, comfort and general welfare of the inhabitants of the city, including but not limited to the following factors:

- (1) The stability and integrity of the various zoning districts;

- (2) Conservation of property values;
- (3) Protection against fire and casualties;
- (4) Observation of general police regulations;
- (5) Prevention of traffic congestion;
- (6) Promotion of traffic safety and the orderly parking of motor vehicles;
- (7) Promotion of the safety of individuals and property;
- (8) Provision for adequate light and air;
- (9) Prevention of overcrowding and excessive intensity of land uses;
- (10) Provision for public utilities and schools;
- (11) Invasion by inappropriate uses;
- (12) Value, type and character of existing or authorized improvements and land uses;
- (13) Encouragement of improvements and land uses in keeping with overall planning;  
and
- (14) Provision for orderly and proper urban renewal, development and growth.

(e) Exceptions which may be authorized by the Board of Zoning Appeals are as follows:

(1) *In Districts "R", "R-1", "R-2" and "R-3".*

- (A) Any public building erected on land used by any department of the city, county, state or federal government;
- (B) Cemetery and crematory;
- (C) Telephone exchange, electric substations and regulator stations or other public utilities; and
- (D) Nursing homes and care homes for the aged or a tract of land three acres or larger.

(2) *In District "R-3".* Public and private parking lots on land adjoining a residential, university or commercial zone or a public or semi-public use, providing all of such land lies within 300 feet of the boundary of the zone, and further providing:

- (A) The parking area is paved with concrete, asphalt or similar dust-free surface;
- (B) The parking area is enclosed with a fence, wall or landscaped buffer area, as determined by the Board of Zoning Appeals, having a height of not less than four feet nor more than five feet. Such fence, wall or other enclosure shall be maintained in good condition by the owners and shall observe the front and side yard regulations of the district in which it is located;
- (C) Any lights used to illuminate the parking area shall be so arranged as to reflect light away from adjoining residential district or districts; and
- (D) A bond as specified in § 16-2512 shall be filed with the city to guarantee to the city that all improvements will be installed. The bond shall be enforceable by or payable to the city in a sum equal to the cost of constructing the off-street parking area, as estimated by the city.

(3) *In District "I-1".*

- (A) Automobile wrecking yards, junkyards and scrap processing yards subject to the following:
  - (i) Located on a tract of land at least 300 feet from a residential district zone;
  - (ii) The operation shall be conducted wholly within a noncombustible building or within an area completely surrounded on all sides by a fence,



wall or hedge. The fence, wall or hedge shall be of uniform height (at least six feet high) and uniform texture and color and shall be so maintained by the proprietor as to ensure maximum safety to the public and preserve the general welfare of the neighborhood. The fence, wall or hedge shall be installed in such a manner as to retain all scrap, junk or other material within the yard;

(iii) No junk shall be loaded, unloaded or otherwise placed, either temporarily or permanently, outside the enclosed building, hedge, fence or within the public right-of-way; and

(iv) Burning of paper, trash, junk or other waste materials shall be permitted only after approval of the Fire Department. The burning, when permitted, shall be done during daylight hours only.

(B) Stockyards and slaughter houses;

(C) Meat packing plants;

(D) Ready-mix concrete and asphalt mix plants;

(E) Storage of bulk oil and gasoline provided that such establishments meet the requirements of Fire Department regulations or any other safeguards required by the Fire Department; and

(F) Other uses which are not noxious or offensive by reason of the emission of odor, dust, smoke, gas, noise or vibration.

**(4) In District "C-2" Central Business District.**

(A) Trailer or large vehicle storage yards, subject to the following:

(i) Located on a tract of land not directly adjoining a residential district zone or established residence, excluding properties separated by roads;

(ii) The operation shall be conducted wholly within an area screened from public view by a fence, wall or similar opaque structure. The fence, wall or structure shall be of uniform height (at least eight feet high, or higher as the City may direct) and uniform texture and color and shall be so maintained by the proprietor as to ensure maximum safety to the public and preserve the general welfare of the neighborhood. The fence, wall or enclosure shall be installed in such a manner as to prevent any material or debris from moving onto public rights of way, roads or public property;

(iii) No trailer, vehicle or other item shall be parked or otherwise placed, either temporarily or permanently, outside the property enclosure delineated by fencing, building walls, structural elements that screen property and/or any other enclosure;

(iv) No vehicle, trailer or other item of property shall be placed on, or partly within, any public right-of-way;

(v) That any lighting of the property shall be directed away from any nearby residential property and appropriately limited to the boundaries of the property itself;

(vi) The property owner shall agree to and manifest compliance with any and all other requirements of the City Code, and shall discontinue the use at any time the operation is found to be in violation of the City Code; and

(vii) The property owner shall insure that entry and exit of vehicles and trailers on the property shall be provided at a location with appropriate

access to roads or streets capable of safely handling truck and trailer traffic.

(f) In no instance may an exception or special use be allowed that grants a continuance of a nonconforming use.

**SECTION 2.** All Ordinances in conflict with this amendment are hereby repealed.

**SECTION 3.** This ordinance shall be in full force and effect from and after its adoption and publication in the official City newspaper.

**PASSED AND APPROVED**, by the Governing Body of the City of Silver Lake, Kansas this \_\_\_<sup>th</sup> day of **March, 2024**.

\_\_\_\_\_  
**JONAH BISHOP, Mayor**

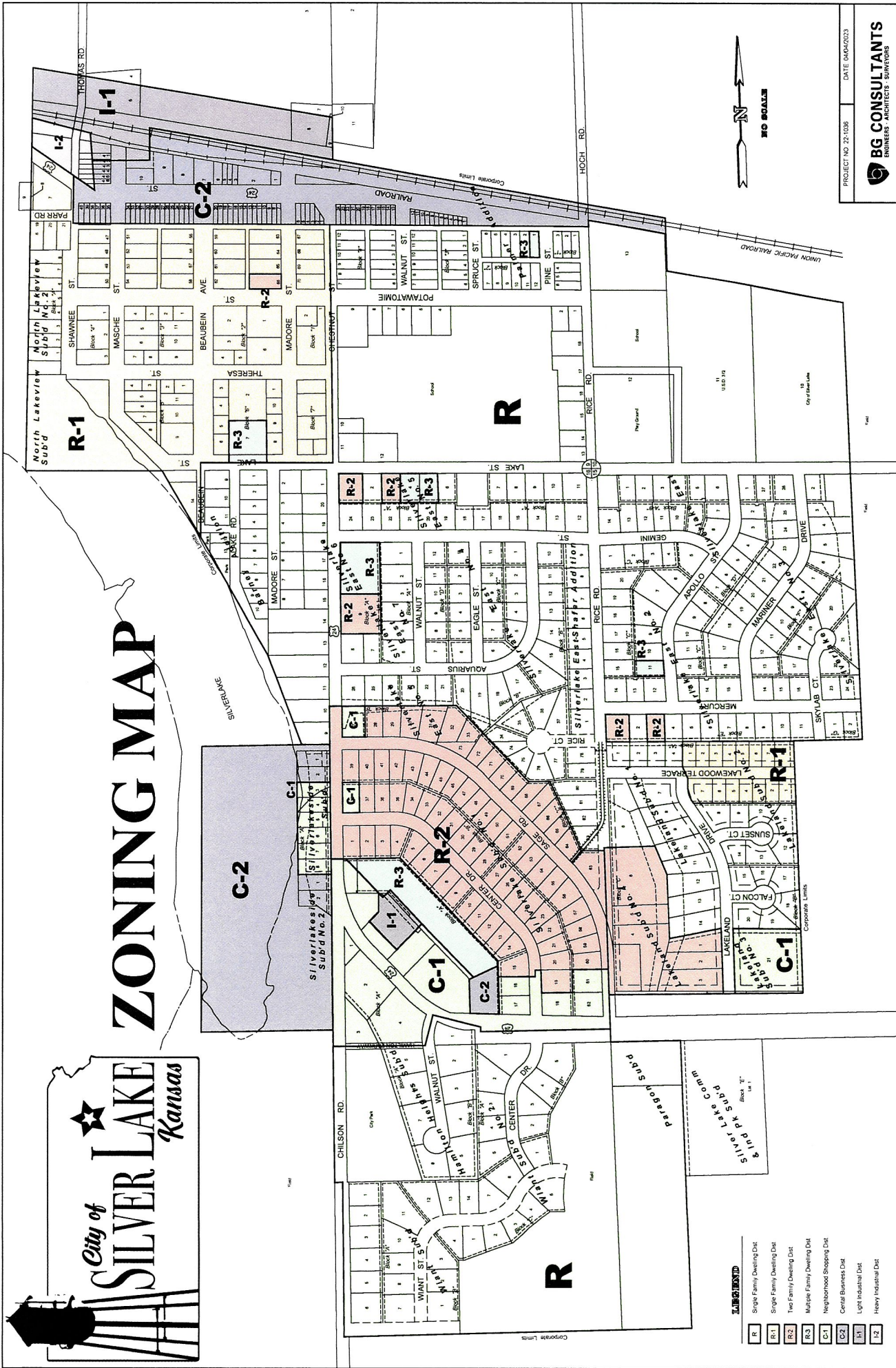
**Attest:**

\_\_\_\_\_  
**LIZ STECKEL, City Clerk**



City of  
**SILVER LAKE**  
Kansas

# ZONING MAP



**ZONING DISTRICTS**

R	Single Family Dwelling Dist
R-1	Single Family Dwelling Dist
R-2	Two Family Dwelling Dist
R-3	Multiple Family Dwelling Dist
C-1	Neighborhood Shopping Dist
C-2	Central Business Dist
I-1	Light Industrial Dist
I-2	Heavy Industrial Dist



PROJECT NO 25-1036  
DATE 06/04/2023  
**BG CONSULTANTS**  
ENGINEERS ARCHITECTS SURVEYORS