

File

CITY OF SILVER LAKE COUNCIL MEETING

CITY HALL

June 19, 2023

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Appropriation Ordinance

Business Items:

1. Salary Ordinance
2. Relay for Life Donation Request
3. Discussion on allowing chickens to be kept in town
4. Strategic Planning-Discussion on Code Enforcement

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

**DRAFT**  
**City of Silver Lake**  
**Regular Session Minutes**  
**Monday, June 5, 2023**

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening June 5, 2023, with Mayor Mack Smith conducting the meeting and the following Councilmembers present: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross (5) Absent (0). Also present were City Attorney Luckman, Full-Time Police Officer Doug Ashcraft, Part-Time Public Works Employee Ron Taylor, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

Local resident, Gary Ngole of 606 Mercury, was present for public comment to inquire about the possibility of Council allowing chickens within City limits. Mayor Smith requested that Mr. Ngole submit a written request stating his wishes to start the process of Council's discussion on the matter.

Local resident, Jonah Bishop of 309 Gemini, was present for public comment to request a copy of the City's Strategic Planning Survey Report that was provided by Greenbush. City Clerk Steckel informed Mr. Bishop that the report is in the process of being added to the website, and that he could pick up his copy as soon as tomorrow.

A motion was made by Councilmember Ross to approve the Regular Meeting minutes of the May 15, 2023 meeting as written. The motion was seconded by Councilmember Bryant and carried.

A motion was made by Councilmember Pegram to approve the Special Meeting minutes of the May 24, 2023 meeting as written. The motion was seconded by Councilmember Robinson and carried.

Councilmember Bryant presented the monthly financial report.

Claim vouchers in the amount of 22,199.38 dollars were submitted to the Council for appropriation. An Ordinance entitled "An Ordinance Appropriating Money to Pay Certain Claims" was introduced. A motion was made by Councilmember Robinson 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, Steve Pegram, Heath Robinson, and Larry Ross.(5) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2566.

April Swartz from Varney & Associates presented the 2022 Audit Report.

Part-Time Public Works Employee Ron Taylor informed Council that Public Works Superintendent Deiter has found a new air conditioner and furnace unit for the community center for 3,474.14 dollars, considering if Council is comfortable with Superintendent Deiter and Public Works Assistant Brad Kirk performing the installation of the unit. A motion was made by Councilmember Pegram to approve up to 4,500 dollars for the replacement of the air conditioner and furnace unit at the community center, to be installed by Public Works staff when it is needed. The motion was seconded by Councilmember Fisher and carried.

Councilmember Bryant made a motion to approve a Salary Ordinance for the Public Works Assistant. The motion was seconded by Councilmember Fisher and was then placed on final passage by a roll call of the following vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross (5). NAY: None. With no further discussion, the Ordinance was declared passed and was given No. 2567.

Councilmember Pegram made a motion to approve a Salary Ordinance for the Public Works Superintendent and the Part-Time Police Administrative Assistant. The motion was seconded by Councilmember Ross and was then placed on final passage by a roll call of the following vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross (5). NAY: None. With no further discussion, the Ordinance was declared passed and was given No. 2568.

A discussion on the new employee handbook has been postponed until legal counsel has had an opportunity to review it.

Council reviewed and discussed a model building code with the intention of considering implementing a building code in the City of Silver Lake. There were many concerns stated by Councilmembers at this time and no action was taken.

City Attorney Luckman prepared a resolution for Council that would place a question on the November ballot asking the Citizens of Silver Lake to vote on a possible 10-year Local Sales Tax of 1.0%. A motion was made by Councilmember Ross to approve the Resolution. The motion was seconded by Councilmember Fisher and was then placed on final passage by a roll call of the following vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross (5). NAY: None. With no further discussion, the Resolution was declared passed and was given number 2023-04. City Attorney Luckman provided a notice for City Clerk Steckel to send to Shawnee County Elections.

As the next step in strategic planning for the City, Council discussed ways in which the City could collaborate with Local School District USD #372. Ideas presented included the possible sharing of equipment; sponsorships of community events; developing the collaboration between the school and the City in ways that would most benefit both entities; the joint effort to provide community activities in recreation, exercise, and social events; the establishment of volunteer opportunities for student groups; a collaborative effort to address housing and economic opportunities for current and future residents; actively supporting capital improvement projects of both entities in the interest of

both entities; and finally, the creation of structured meeting times(either formal or informal) to share concerns and ideas for the benefit of Silver Lake.

A motion was made by Councilmember Fisher to approve the City's Annual Fireworks Resolution. The motion was seconded by Councilmember Ross and was then placed on final passage by a roll call of the following vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross (5). NAY: None. With no further discussion, the Resolution was declared passed and was given number 2023-03.

City Clerk Liz Steckel informed Council that the Street Project 2023 deadline is July 30, 2023.

As requested by Public Works Assistant Kirk, Council directed City Clerk Steckel to provide a stipend to Public Works Assistant Kirk for his personal phone in an amount equal to what is paid for other staff phones on the City bill, instead of providing the position a City phone.

City Clerk Steckel requested an executive session for the purpose of discussing non-elected personnel issues.

Assistant Clerk Marie Beam reported that Judge Streit has rescheduled the July Municipal Court date to July 12, 2023.

Councilmember Ross noted a trash nuisance issue at The Cottages located at 308 Chestnut. City staff will notify the property owner of the issue tomorrow.

Full-Time Police Officer Doug Ashcraft presented the monthly police report.

Part-Time Public Works Employee Ron Taylor presented the monthly public works report.

The next meeting is scheduled for Monday, June 19, 2023, at 5:30 PM.

The following two meetings are scheduled for Mondays, July 3, and July 17, 2023, at 5:30 PM.

A motion was made by Councilmember Fisher that Council (along with Mayor Smith, Attorney Luckman, City Clerk Steckel, Assistant Clerk Beam, and Full-Time Police Officer Ashcraft) recess into executive session for ten (10) minutes, for the purpose of discussion of non-elected personnel, and reconvene the meeting at 6:32 PM in the conference room at City Hall located at 218 West Railroad in Silver Lake, Kansas. The motion was seconded by Councilmember Bryant and carried.

Regular session reconvened at 6:32 PM.

Councilmember Fisher made a motion to adjourn the meeting at 6:35 PM. Councilmember Bryant seconded the motion and with nothing further to come before Council, the meeting was adjourned.

Liz Steckel, City Clerk

**City of Silver Lake**  
**Record of Ordinance #2569**  
**June 19, 2023**

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	Card Service Center	Certified Mail for Nuisances	-16.26
EFT	GEN	Card Service Center	Office Supplies	-252.70
EFT	GEN	Card Service Center	Welcome Sign Lights	-28.95
EFT	GEN	Card Service Center	Quickbooks Monthly Fee	-65.00
EFT	GEN	Brightspeed	Embarqmail	-79.98
EFT	GEN	Verizon Wireless	Cellular Service	-41.34
8506	GEN	The Topeka Metro News	Ordinances 2567, 2567; Resolutions 2023-03, 2023-04	-300.30
8507	GEN	Unifirst	Mat Service	-93.50
<b>Total General Fund</b>				<b>-878.03</b>
<b>Law Enforcement</b>				
8503	LAW	Embroidery Plus	Uniform Embroidery	-48.00
EFT	LAW	Card Service Center	Fuel	-99.98
EFT	LAW	Card Service Center	Car Washes	-30.00
EFT	LAW	Card Service Center	Office Supplies	-98.12
EFT	LAW	Card Service Center	Uniforms	-164.01
EFT	LAW	Verizon Wireless	Cellular Service	-243.60
<b>Total Law Enforcement</b>				<b>-683.71</b>
<b>Park</b>				
EFT	PRK	FreeState Electric Cooperative	Electricity	-83.50
EFT	PRK	Card Service Center	Weed Spray	-288.54
EFT	PRK	Card Service Center	Welcome Sign Plants, Flag Pole Lights, Flags	-216.09
<b>Total Park</b>				<b>-588.13</b>
<b>Street Lighting</b>				
EFT	STL	FreeState Electric Cooperative	Electricity	-176.50
<b>Total Street Lighting</b>				<b>-176.50</b>
<b>Total General Operating</b>				<b>-2,326.37</b>
<b>Waterworks Fund</b>				
8505	WW	Municipal Supply, Inc. of Wichita	Repair Clamp	-247.88
8504	WW	Mayer Specialty Services, LLC	Sewer Maintenance Cleaning	-12,241.50
EFT	WW	FreeState Electric Cooperative	Electricity	-351.00
EFT	WW	Card Service Center	Phone Storage	-0.99
EFT	WW	Card Service Center	Supplies	-172.66
EFT	WW	Card Service Center	Uniforms	-158.97
EFT	WW	Card Service Center	Fuel	-76.66
EFT	WW	Card Service Center	Work Truck Registration	-34.59
EFT	WW	Verizon Wireless	Cellular Service	-82.68
EFT	WW	Brad Kirk	Reimbursement for Cell Phone	-41.34
<b>Total Waterworks Fund</b>				<b>-13,408.27</b>
<b>TOTAL</b>				<b>-15,734.64</b>

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

Passed this 19th day of June, 2023

Signed or Approved this 19th day of June, 2023

Attest:

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

\_\_\_\_\_  
Mayor

# City of Silver Lake



## ORDINANCE NO. 2567

**AN ORDINANCE RELATING TO SALARIES AND  
COMPENSATION OF OFFICERS AND EMPLOYEES OF THE  
CITY OF SILVER LAKE, KANSAS, AND AMENDING SECTION 1,  
SUBSECTIONS (A) and (C) OF ORDINANCE NO. 2549  
AND 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 Section 1, Subsections (A) and (C) of Ordinance No. 2549 is hereby amended to  
read as follows:

(A) City Clerk, yearly	\$44,768.53
Assistant Clerk, yearly	\$42,522.92
(C) Part-Time Police Administrative Assistant/hourly	\$ 16.50

**Section 2.** That the prior Section 1, Subsection (A) and (C) of Ordinance No. 2549 is hereby amended.

**Section 3.** Effective Date. This salary shall become effective **July 1, 2023.**

PASSED BY THE COUNCIL, this 19<sup>th</sup> day of **June, 2023.**

APPROVED BY THE MAYOR, this 19<sup>th</sup> day of **June, 2023.**

\_\_\_\_\_  
**MACK SMITH, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Liz Steckel, City Clerk**

# Relay For Life of Silver Lake 2023



Dear Local Business,

We are excited to announce that Relay For Life returns back to our community for the second year in a row!

The American Cancer Society invites you to join in on the fight against cancer by **becoming a sponsor for the Relay For Life of Silver Lake**. Corporate sponsorship is needed to minimize costs and expenses incurred for our event and of course adds to the money raised that helps fund cancer research, treatments, and patient care.

Relay For Life is a community gathering, providing your business with a cause-related marketing opportunity, name-brand awareness, recognition as a supportive community business, and the satisfaction of bringing us one step closer to finding a cure for cancer.

This event is held to celebrate the lives of those who have battled cancer, recognize the strength of survivors, remember loved ones lost to the disease, and fight back by raising money for the cause. Relay For Life of Silver Lake will take place **August 26<sup>th</sup>, 2023** at the Silver Lake High School Track.

You can help the cause by sponsoring our event, participating on a Relay team, donating products and services, and/or helping us share our event by displaying the enclosed flier at your business. We invite you and your business to become a partner in making this a successful event. In exchange for your contribution, we invite you to attend the event and receive a variety of benefits including recognition at the event.

Cancer touches everyone in some way. More than 75 percent of the American Cancer Society dollars are dedicated to research to support cancer patients and their families, and to public education. All programs are funded solely from public contributions, like yours.

We thank you for your support and consideration for Relay For Life of Silver Lake. Any donation is tax deductible, accepted and greatly appreciated! If you have an further questions, please do not hesitate to reach out. Together, we will one day find a cure.

We hope you can join us on Saturday, August 26<sup>th</sup> at the Silver Lake High School track!

Cancer patients don't stop because they're tired and, for one night, neither do we.















**Relay For Life Committee**

[silverlakerelay4life@gmail.com](mailto:silverlakerelay4life@gmail.com)

785.250.2192

# Silver Lake Relay For Life

## 2023 Sponsorship Levels & Benefits

<p><b>Dream</b> <b>\$1,000+</b></p>	<p>Recognition in event program</p> 	<p>Social Media recognition</p> 	<p>Company name printed on participant t-shirts</p> 	<p>Yard Sign with Company name at Event</p> 	<p>Designated area for sponsor tent/table at the event</p>
<p><b>Wish</b> <b>\$750-\$999</b></p>	<p>Recognition in event program</p> 	<p>Social Media recognition</p> 	<p>Company name printed on participant t-shirts</p> 	<p>Yard Sign with Company name at Event</p> 	
<p><b>Party</b> <b>\$500-\$749</b></p>	<p>Recognition in event program</p> 	<p>Social Media recognition</p> 	<p>Company name printed on participant t-shirts</p> 		
<p><b>Present</b> <b>\$250-\$499</b></p>	<p>Recognition in event program</p> 	<p>Social Media recognition</p> 			
<p><b>Cake</b> <b>\$100-\$249</b></p>	<p>Recognition in event program</p> 				

My name is Gary Ngole. My family and I live on 605 Mercury St. The reason I am writing this letter is we would like to own some chickens. It would be fun to raise them. I just want to teach my kids about animal husbandry and to have some responsibility. A farmer started selling me farm eggs and now the family and I don't like the store kind. My intention would be to keep 8-10 hens. I don't think we want any roosters because they are loud and we don't want to disturb our neighbors. Our first thought is to put the coop on the east side of our property by the corn field. If we have any trouble with coyotes we would keep them inside of our privacy fence. We would let them roam only under supervision so that they are not in our neighbor's yards. Our main goal is to harvest the eggs and not disturb anyone. We really appreciate your consideration of our request. I have spoke to some citizens who live in the city limits and below are their signatures.

Thank you,

The Ngole family

Scotty Jensen

Bobby Raby  
Gary Tupper

Jessica Wisely  
Drew & Shanley  
Edly Mal Negorath  
Ezra Hesse

Greg B...  
Ryan Casay

Sarah Allen

Breanna Furtak

Francis Luthi  
Eileen Yager

Anthony Yinger

Genevieve Womack

Brod Young

Lisa Stammel

Gary Ngole  
Janet Kruger  
Paul Kruger  
Ken Kruger  
Ben Kruger





## 2023 Strategic Planning Executive Summary

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The City Council (Council) of Silver Lake, Kansas, conducted strategic planning activities from December 2022 through April 2023. The Council contracted with the Center of Community Supports at Greenbush (CCS) to design surveys for community residents and stakeholders to gather information regarding city priorities, facilitate an onsite strategic planning process for staff, the community, and City Council members; and design an action plan for the Council based on the information gathered.

From January 13, 2023 to February 16, 2023, more than four hundred (424) online resident surveys and 52 stakeholder surveys were gathered and analyzed. On March 6, 2023, the results of the survey, including priorities and demographic information, were shared with city staff and stakeholders. The survey results provided suggestions for Council priorities and a demonstrated willingness of citizens to help pay for those priorities. The results were overwhelmingly positive and suggested support for future investments.

After survey results were shared with the staff and the community, an online data collection system collected the beliefs, desires, and priorities of those stakeholder groups.

Data from all sources was presented to the Council at the meeting on April 4, 2023. The Council participated in the same process and developed the following goals for 2023 and 2024.

- Investigate a potential special election for city sales tax to fund infrastructure projects
- Promote the City of Silver Lake and Silver Lake School District (USD 372) collaboration
- Implement a coordinated effort to update and enforce city codes regarding commercial and residential properties
- Improve shared community places and spaces for recreation and leisure time

An action plan to operationalize the priorities was approved at the Council meeting on April 17, 2023.



**CITY OF SILVER LAKE  
CAPITAL IMPROVEMENT PLAN**

WHEREAS, pursuant to Ordinance No. 2021, the City has established a Capital Improvement Fund; and

WHEREAS, pursuant to K.S.A. § 12-1,118, the City is to transfer certain amounts from the budgeted funds of the City to the Capital Improvement Fund; and

WHEREAS, the City desires to establish a multi-year plan for the expenditures of funds in the Capital Improvement Fund in accordance with the ordinance and the laws of the State of Kansas.

**NOW, THEREFORE**, the City adopts the following as its Capital Improvement Plan:

1. The City notes that there will be an annual transfer to the Capital Improvement Fund in amounts to be determined as available to the City, as the same is determined by the Council. The City may provide additional amounts to the fund as may be established in budgets or by other official action.
2. In general order of importance by each department, as determined by the City Council for the City, the following general capital improvements are designated by the City as capital improvements that may be funded by the use of amounts held in the Capital Improvement Fund, as the City will designate:

**Water Department/Sewer/Storm Sewer Improvements**

Utility Vehicle  
Water Main Replacement  
Water Meter Replacement  
Valve Replacement  
Storm Drain Replacement  
Lift Stations  
Lagoon Improvements  
Storage Shed(Salt & Sand)  
Utility/Storage Buildings  
Railroad Street Water Tower  
Lake Street Water Tower  
RWD Connection  
Generator for Well House

**Law Enforcement**

Police Station

**Park Improvements, including:**

Sport Complex/Community/Recreation  
Install Netting or Chain Link around Tennis Courts  
Replace Dirt & Grass around Tennis Courts with Concrete  
Replace Tennis Court Lights and Move Outside of Court  
Underground Electrical Re-routed to Restrooms and Light Pole  
New Playground Equipment  
Remove Slab by Tennis Courts (or place shade canopy over slab)  
Purchase New Picnic Tables  
Improve Drainage at Park  
Addition of Trees  
Park Restrooms

**General Improvements**


Interior Improvements to City Hall  
Exterior Improvements to City Hall  
Improvements to Community Building  
Land/Building Acquisitions  
Sidewalks

3. The use of these funds shall be in accordance with Ordinance No. 2021 and K.S.A. § 12-1,118, and used, in whole or in part, to fund public improvement needs for the City, including the repair, restoration and rehabilitation of existing public facilities.
4. This Plan may be amended from time to time as the City Council may direct.

**ADOPTED** this 15th day of August, 2022.

  
MACK SMITH, Mayor

ATTEST:

  
LIZ STECKEL, City Clerk

**CITY OF SILVER LAKE  
2023-2024 GOALS**

**GOAL #1: INVESTIGATE A POTENTIAL SPECIAL ELECTION FOR CITY SALES TAX TO FUND INFRASTRUCTURE PROJECTS.**

Would you support increased funding to the city to pay for items identified as most important to you?

- Resident Survey Results
  - The majority (79.0%) of respondents indicated they would support increased funding, while 21.0% would not.
- Stakeholder Survey Results
  - The majority (90.2%) of respondents indicated they would support increased funding while 9.8% would not.

Shawnee County Communities with a Sales Tax:

Auburn	1.5%	Generates	\$166,700
Rossville	1%	Generates	\$99,800
Topeka	1.5%	Generates	\$46,059,000
Willard	0.75%	Generates	\$3,545

- Based on Shawnee County collections, a 1.0% citywide sales tax in Silver Lake in 2022 would have generated sales tax revenue of about \$124,000.
- Visiting with the City of Rossville Clerk, they have had a sales tax for over 30 years. The revenue is currently dedicated to the city swimming pool payment.

**GOAL #2: PROMOTE THE CITY OF SILVER LAKE AND SILVER LAKE SCHOOL DISTRICT (USD 372) COLLABORATION**

Collaboration could include

- The use of district and city equipment.
- Sponsorships of community events.
- Developing ways where school and city organizations could work together for the betterment of both the district and city.
- Jointly work together to provide community activities in recreation, exercise, and social events.
- Establish volunteer opportunities for student groups.
- Work together to address housing and economic opportunities for current and future residents.
- Actively support capital improvement projects of both district and city if in the interest of both entities.
- Create structured meeting times to share concerns and ideas for the benefit of Silver Lake.

**GOAL #3: IMPLEMENT A COORDINATED EFFORT TO UPDATE AND ENFORCE CITY CODES REGARDING COMMERCIAL AND RESIDENTIAL PROPERTIES**

- The city will develop a plan to review, implement, and enforce city codes on a yearly basis.

**GOAL #4: IMPROVE SHARED COMMUNITY PLACES AND SPACES FOR RECREATION AND LEISURE TIME**

**MINUTES OF THE MEETING OF THE BOARD OF ZONING APPEALS,  
CITY OF SILVER LAKE, KANSAS  
June 6th, 2023**

A meeting of the Board of Zoning Appeals of the City of Silver Lake, Kansas was held on June 6<sup>th</sup>, 2023 at 5:00 p.m. at the City Hall of Silver Lake, Kansas. The following members were present:

**GARY MUSSELMAN  
RANDY RICHARDS  
DAVID BOXBERGER**

being a quorum the Members of the Board.

Also present were the following persons:

**CARY DEITER  
MIKE KRUGER  
GREG HARMON  
DERON JOHNSON  
WAYNE KELLNER  
TODD A. LUCKMAN, City Attorney**

Upon motion by Mr. Richards, seconded by Mr. Boxberger, Gary Musselman was elected to serve as Chairman of the meeting and Todd Luckman, City Attorney, served as Secretary of the meeting.

The sole matter of business before the Board was the Application of Greg Harmon on behalf of Silver Lake Schools Special Services for a special use permit for the property at 301 E. Railroad Street. Mr. Harmon addressed the Board regarding plans for the use of the property as a coffee shop as a classroom lab for students and responded to the questions of the Board. The board also heard from Deron Johnson and others in support of the proposed use. The floor was opened for public comment, but no further comments were offered by those present.

Mr. Luckman advised the Board that this Application and Hearing was required under Section 16-2511 of the Zoning Code where the Board must consider the comprehensive plan and other factors as outlined in Section 16-2511(4). The Board reviewed the same in consideration of the proposed use.

Upon motion of David Boxberger, seconded by Randy Richards, the Board voted unanimously to approve a special use permit for the property as the proposed use met the required factors under Section 16-2511(4).

There being no further business to come before the meeting, upon motion of David Boxberger, seconded by Randy Richards, and unanimously carried, that the meeting be adjourned. The meeting was adjourned at 5:25 p.m.

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GARY MUSSELMAN, Chairman

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TODD A. LUCKMAN, Secretary