

CITY OF SILVER LAKE COUNCIL MEETING

CITY HALL

Monday, January 20, 2025

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Appropriation Ordinance

Business Items:

1. Liquor License Renewal
2. Insurance Renewal Discussion
3. Police Spending Request – Vehicle Decals

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

**DRAFT City of Silver Lake Regular Session Minutes DRAFT**  
**Wednesday, January 8, 2025**

The Governing Body of the City of Silver Lake met in regular session at City Hall on January 8, 2025, at 5:30 PM with Mayor Jonah Bishop conducting the meeting and the following Councilmembers present: Joe Blubaugh, Brad Bryant, Michael Hamilton and Kenneth Wade (4) absent: Jake Fisher (1). Also present was Police Chief Doug Ashcraft, Public Works Superintendent Cary Deiter, City Clerk Marie Beam and Assistant Clerk Sarah Glenn.

During public comments Mayor Jonah Bishop thanked the Public Works Department and the community members that worked so hard to help with snow removal after the recent blizzard.

A motion was made by Councilmember Blubaugh to approve the minutes of the December 16, 2024 meeting as written. The motion was seconded by Councilmember Wade and carried.

The monthly financial report was presented by Councilmember Bryant.

Claim vouchers in the amount of \$8,448.45 were submitted to Council for appropriation. A motion was made by Councilmember Wade and seconded by Councilmember Hamilton that said Appropriation Ordinance be accepted as read and passed by a roll call vote of Aye: Joe Blubaugh, Brad Bryant, Michael Hamilton and Kenneth Wade (4) Nay: (0). The Ordinance was declared passed and numbered 2623.

Councilmember Bryant made a motion to move business item number 6. Insurance Renewal Discussion to business item number 1. The motion was seconded by Councilmember Wade and passed with all ayes.

Mayor Bishop discussed putting insurance out to bid, however due to current claims requested Council approval to do so. Councilmember Wade made a motion to postpone bidding insurance until all current claims are concluded. Councilmember Blubaugh seconded the motion. During discussion, the City's Insurance Agent, John Kabus, let Council know that Kansas Insurance has all four of the major insurances that cover municipalities and they could request bids when the City is ready. Kansas Insurance is the only agency in Kansas that provides the City's current insurance; Provident. The vote was: Councilmember Wade and Councilmember Blubaugh (2) Aye and Councilmember Bryant and Councilmember Hamilton (2) Nay. Due to the tie vote Mayor Bishop voted Aye and the motion carried to postpone putting insurance out to bid. Council decided to discuss the issue further at the next Council meeting.

Clerk Beam presented the Fourth Quarter and 2024 Financial Statements.

Councilmember Bryant made a motion to renew the League of Municipalities Membership for 2025. The motion was seconded by Councilmember Hamilton and passed with all ayes. Councilmember Blubaugh requested to cancel his subscription to the Kansas Government Journal because he would prefer to look at it online.

Mayor Bishop stated that he would like to donate his salary back to the City to be used to purchase citizenship awards. Councilmember Hamilton asked that his salary be donated to park improvement. Council agreed with both requests.

A motion was made by Councilmember Blubaugh to adopt Resolution 2025-01 to transfer \$75,000.00 from the General Operating Fund to the Capital Improvement Fund. The motion was seconded by Councilmember Bryant and carried.

A motion was made by Councilmember Hamilton to adopt Resolution 2025-02 to transfer \$30,000.00 from the Waterworks Fund into the Utility Reserve Fund. The motion was seconded by Councilmember Wade and carried.

Police Chief Ashcraft presented a bid from Turn-Key Mobile to do a required update to the Mobile Data Terminals in the police vehicles. Councilmember Wade made a motion to approve the expense not to exceed \$15,476.00. The motion was seconded by Councilmember Blubaugh and carried with all ayes. Chief Ashcraft then requested to purchase prisoner partitions for two police vehicles due to safety issues. Councilmember Wade made a motion to approve the purchase not to exceed \$2,988.00. The motion was seconded by Councilmember Hamilton and the motion carried.

Superintendent Deiter discussed the need to purchase replacement generators for Pump Station # 3 and for City Hall. Council requested more information regarding the purchase including warranty, life span and additional quotes. The request will be added to the next Council Meeting Agenda. Councilmember Wade made a motion to approve Superintendent Deiter's request to purchase an additional 8.5 tons of salt not to exceed \$1,500.00. The motion was seconded by Councilmember Bryant and the motion carried. Superintendent Deiter then presented the monthly Public Works Report.

Police Chief Ashcraft presented the Police Report. Ashcraft requested approval for Captain Ed Nelson to attend training. Councilmember Hamilton made a motion to approve the training not to exceed \$550.00. The motion was seconded by Councilmember Wade and the motion passed with all ayes.

With no further business to come before Council, Councilmember Blubaugh made a motion to adjourn the meeting at 6:19 PM. Councilmember Hamilton seconded the motion, and with no further discussion, the meeting was adjourned.

Marie Beam, City Clerk

City of Silver Lake  
Record of Ordinance #2624  
January 20, 2025

The following is 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.

Num	Name	Memo	Class	Amount
<b>General Fund</b>				
<b>General Operating</b>				
EFT	Verizon Wireless	Cell Phone Service	General Fund:General Operating	-134.53
9005	Logan Business Machines	Copy Contract	General Fund:General Operating	-42.00
9009	The Topeka Metro News	Publish Fourth Qtr Financial Stmt	General Fund:General Operating	-54.65
EFT	Evergy	Electricity	General Fund:General Operating	-1,103.33
9004	League of Kansas Municipalities	2025 Membership Dues	General Fund:General Operating	-1,031.33
9007	PrairieLand Partners, LLC	Sprayer Maintenance	General Fund:General Operating	-210.22
EFT	Card Service Center	Supplies	General Fund:General Operating	-202.80
EFT	Card Service Center	Screens	General Fund:General Operating	-389.98
EFT	Card Service Center	Mileage	General Fund:General Operating	-29.50
<b>Total General Operating</b>				<b>-3,198.34</b>
<b>Law Enforcement</b>				
EFT	Verizon Wireless	Cell Phone Service	General Fund:Law Enforcement	-244.02
8999	911 Custom	2 Transport Partition- Durango	General Fund:Law Enforcement	-2,988.00
9010	Turn-Key Mobile, Inc.	3 MDTs	General Fund:Law Enforcement	-15,476.00
EFT	Evergy	Electricity	General Fund:Law Enforcement	-178.42
EFT	Card Service Center	Fuel	General Fund:Law Enforcement	-173.93
EFT	Card Service Center	KS Peace Officer Dues	General Fund:Law Enforcement	-30.00
EFT	Card Service Center	Uniforms	General Fund:Law Enforcement	-918.78
EFT	Card Service Center	Vehicle Maintenance	General Fund:Law Enforcement	-154.09
EFT	Card Service Center	Supplies	General Fund:Law Enforcement	-206.37
EFT	Card Service Center	Training Fee	General Fund:Law Enforcement	-76.88
<b>Total Law Enforcement</b>				<b>-20,446.49</b>
<b>Street</b>				
EFT	FreeState Electric Cooperative	Electricity	General Fund:Street	-88.00
EFT	Card Service Center	Snow Plow Repair	General Fund:Street	-536.83
<b>Total Street</b>				<b>-624.83</b>
<b>Park</b>				
EFT	FreeState Electric Cooperative	Electricity	General Fund:Park	-191.00
<b>Total Park</b>				<b>-191.00</b>
<b>Street Lighting</b>				
EFT	Evergy	Electricity	General Fund:Street Lighting	-1,609.86
<b>Total Street Lighting</b>				<b>-1,609.86</b>
<b>Total General Fund</b>				<b>-26,070.52</b>
<b>Waterworks Fund</b>				
9008	Schulte Supply, Inc.	Tools	Waterworks Fund	-259.85
EFT	Verizon Wireless	Cell Phone Service	Waterworks Fund	-81.52
9002	Kansas Rural Water Assn.	KRWA Dues	Waterworks Fund	-512.30
9006	Menards	Supplies	Waterworks Fund	-131.43
9000	Fullerton Automotive, LLC	2015 Ford F-250 Power Steering Pump	Waterworks Fund	-706.34
9003	KDOR - Clean Water Fee	Clean Water Fee	Waterworks Fund	-423.13
EFT	KDOR - Retail Sales Tax	Sales Tax	Waterworks Fund	-965.11
EFT	Evergy	Electricity	Waterworks Fund	-1,067.41
9001	High Plains Power Systems, LLC	Pump Station 3 Generator Repair	Waterworks Fund	-1,920.00
EFT	FreeState Electric Cooperative	Electricity	Waterworks Fund	-445.00

City of Silver Lake  
Record of Ordinance #2624  
January 20, 2025

9007	PrairieLand Partners, LLC	Sprayer Maintenance	Waterworks Fund	-210.23
EFT	Card Service Center	Supplies	Waterworks Fund	-340.42
Total Waterworks Fund				<u>-7,062.74</u>
Total Operating Expenditures				<u><u>-33,133.26</u></u>

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

Passed this 20th day of January, 2025

Signed or Approved this 20th day of January, 2025

Attest:

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

\_\_\_\_\_  
Mayor

APPLICATION FOR LICENSE TO SELL ALCOHOLIC LIQUOR

Silver Lake, Kansas

TO THE GOVERNING BODY OF THE CITY OF SILVER LAKE, SHAWNEE COUNTY, KANSAS:

COUNCILMEMBERS: I hereby apply for a license to sell alcoholic liquor, conforming with the laws of the State of Kansas, and the rules and regulations prescribed by you: and for the purpose of securing such license I make the following statements under oath:

NAME: Gema Lazcano Muniz

LEGAL LOCATION OF PREMISES FOR WHICH LICENSE IS DESIRED: 10025 NW US Highway 24 Silver Lake KS 66539

HAVE YOU COMPLIED IN ALL RESPECTS TO THE REQUIREMENTS OF THE DIRECTOR OF ALCOHOLIC BEVERAGE CONTROL OF THE STATE OF KANSAS: YES

DATE OF HEARING WITH THE DIRECTOR OF ALCOHOLIC BEVERAGE CONTROL: N/A

WERE THERE ANY OBJECTIONS REGISTERED AGAINST YOU AT SAID HEARING: N/A (if your answer is affirmative, state such objections in full on a separate sheet of paper and attached to this application.)

DATE OF EXPIRATION OF THE PRESENT LICENSE: 02-01-25

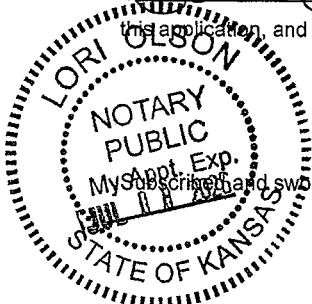
License fee of \$ ~~500.00~~ 203.10 enclosed herewith.

I, Gema Lazcano Muniz the above-named applicant, hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by you, relating to the sale of alcoholic liquor, and do hereby agree to the immediate revocation of my alcoholic liquor license, by proper officials, for my violation of such laws, rules or regulations.

Gema Lazcano Muniz  
(Signature of Applicant)

State of Kansas )  
                          ) ss  
County of Shawnee )

I, Gema Lazcano Muniz the above-named applicant, do solemnly swear that I have read the contents of this application, and that all information and answers herein contained are complete and true.



Gema Lazcano Muniz  
(Signature of Applicant)  
Subscribed and sworn to before me on this 14th day of January, A.D. 2025

Lori Olson  
(Signature of Notary Public)

My commission expires on the JUL 11 2025 day of July, A.D. \_\_\_\_\_

APPLICATION APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

By: \_\_\_\_\_, Mayor of the City of Silver Lake, Kansas.

Knox Signs & Graphics LLC  
4026 SW Topeka Blvd  
Topeka, KS 66609 USA  
+17854085160  
signs@knoxsigns.com  
knoxsigns.com

## Estimate 18128



### ADDRESS

Shelbi Scarbrough  
Silver Lake Police Department  
218 W. Railroad Ave  
Silver Lake, KS 66539

DATE  
01/10/2025

TOTAL  
\$1,050.00

### SALES REP

Shianne

### JOB NAME

2022 Dodge Durango Partial Wra

### ACTIVITY

QTY

RATE

AMOUNT

785-582-5162  
policeadmin@silverlakeks.gov

2022 Dodge Durango  
-Includes Specialty Reflective Vinyl

1 1,050.00

1,050.00T

Partial Wrap  
QTY: 1 Vehicle

-2 Mil Cast vinyl with grey opaque, removable adhesive  
featuring ControlTac™  
-Great for vehicle, fleet, and marine applications as well as  
long-term indoor  
and outdoor signage  
-Removable with heat  
-Includes Install

All Invoices must be paid upon completion.  
-Installers cannot leave job side until FULL PAYMENT has been  
fulfilled.  
-Due to on going payment issues we have a 75% DOWN  
PAYMENT Requirement on all jobs over \$200  
-JOBS WILL NOT BE RELEASED UNTIL INVOICE IS PAID IN  
FULL.

SUBTOTAL 1,050.00  
TAX 0.00

TOTAL \$1,050.00

THANK YOU.

All Vehicles must be delivered clean and free of dirt and grime or  
a \$100 cleaning fee will be added. Do not use waxes or any anti  
stick coatings when cleaning vehicle.

If additional paperwork is required, such as, but not limited to,  
COIs, waivers, contracts, etc., \$30 per form will be added to the  
final invoice. W9's and ACH payment forms excluded. Notary

\*\*Due to the current metal prices in the Aluminum market we can only guarantee pricing for 2 WEEKS from date quoted.

service \$35

\*\*If paying with credit card, please note that there is a 3.25% processing fee that is assessed by the processing company and is not income towards Knox Signs & Graphics.

Accepted By

Accepted Date

\*\*Due to the current metal prices in the Aluminum market we can only guarantee pricing for 2 WEEKS from date quoted.



**Specialty Vehicle Source**  
705 East 8th Street  
Junction City, KS 66441  
(785) 477-8370  
brian@svsks.com  
www.svsks.com

**Estimate #1573**

Created: 1/2/2025 06:30 PM CST  
Payment Term: On Receipt  
Service Writer: Brian Wyatt

**Shelbi Scarbrough**  
Silver Lake PD  
policeadmin@silverlakeks.gov

#### KHP Patrol car conversion

Description	Price	QTY	HRS	Subtotal
Labor: KHP Patrol car conversion labor:			10	\$1,200.00

Clean out old unused wiring in console  
Install proper fuse panel and power distribution to all equipment  
Check over all equipment for proper operation  
Adjust any lighting components to reduce flashback if necessary  
Check and tighten all ground wire lugs  
Replace all loose and failure prone wire connections throughout vehicle  
Run new wiring properly under the floor and behind trim  
Reprogram light/siren controller with safer more effective flash patterns

Install customer supplied equipment (assuming proper fitment)  
Radio with antenna  
Radar system  
Computer mount  
Camera system  
Prisoner cage  
2 lights in rear cargo windows

Can install vinyl graphics if provided, or can also provide them at additional cost.

Part: Shop supplies	\$150.00	1		\$150.00
Wire, cable, connectors, fasteners, etc., all exceeding oem specifications				

Fee: Free pick up and delivery				\$0.00
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Fee: Lifetime guarantee on all work done and materials used.				\$0.00
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Licensed and insured to work on police vehicles.  
Factory trained and certified by equipment manufacturers.  
Authorized direct dealer for all brands of equipment used.

**Total: \$1,350.00**

#### Police Durango Graphics Package

Description	Price	QTY	Subtotal
Labor: Install labor if done at time of vehicle upfitting			\$0.00

Part: Vinyl Graphics Set	\$948.75	1	\$948.75
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Police Durango, Existing design on file for Silver Lake PD to match previous vehicle done.  
3M 680 Reflective and UV Protectant Laminated.

**Total: \$948.75**





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## Estimate #1573

Created: 1/2/2025 06:30 PM CST  
Payment Term: On Receipt  
Service Writer: Brian Wyatt

Estimates provided are an approximation of timing and charges to you for the services requested. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional work is required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise. All new parts carry the full extent of the manufacturer's warranty while installed on original vehicle. In-house fabricated parts and workmanship carries a limited vehicle lifetime warranty while owned by above listed customer or agency.

Deposits are non-refundable.

No returns or refunds on special ordered items or electrical parts. There is no warranty for used parts or customer supplied parts.

You agree that we are not responsible for loss or damage to your vehicle, including loss of articles left in the vehicle, including, without limitation, in case of fire, theft, or any other cause(s) beyond our control. We are not responsible for any delays caused by unavailability of parts or delays in delivery of parts by the supplier or transporter. You have the right to know before authorizing any additional work what that work will be and what it will cost. If required work exceeds the authorized estimated amount, we must obtain your approval to perform the work. We will keep you informed and perform only work authorized by you.

Signature \_\_\_\_\_

Labor .....	\$1,200.00
Parts .....	\$1,098.75
Subtotal .....	\$2,298.75
Tax .....	\$0.00
Grand Total .....	\$2,298.75
Paid To Date .....	(\$0.00)

<b>REMAINING BALANCE</b>	<b>\$2,298.75</b>
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