

File

CITY OF SILVER LAKE COUNCIL MEETING

**SILVER LAKE COMMUNITY CENTER
404 E. Lake Street, Silver Lake, KS 66539**

December 18, 2023

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Appropriation Ordinance

Business Items:

1. End-of-Year Transfer Discussion
2. Mayor Mack Smith Recognition

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

DRAFT
City of Silver Lake
Regular Session Minutes
Monday, December 4, 2023

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening December 4, 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: None(0). Also present were Public Works Assistant Brad Kirk, Police Chief Marc McCune, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

A motion was made by Councilmember Pegram to approve the Regular Meeting minutes of the November 20, 2023 meeting as written. The motion was seconded by Councilmember Ross and carried.

Councilmember Bryant presented the monthly financial report.

Claim vouchers in the amount of 8,245.06 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 Ross and seconded by Councilmember Bryant 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. 2590.

Three Cereal Malt Beverage applications were presented to Council. Councilmember Ross made the motion to approve the applications of Silver Lake 66, Casey's #1196 and Wehner's Thriftway for Cereal Malt Beverage Licenses. The Motion was seconded by Councilmember Bryant and carried.

An Ordinance levying a special purpose City retailers' sales tax in the amount of one percent (1.0%) within the City of Silver Lake, Kansas, Effective April 1, 2024, was presented to Council. A motion was made by Councilmember Pegram 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. 2591

A motion was made by Councilmember Pegram to approve a contract for a Land Swap with Silver Lake Schools USD #372. The motion was seconded by Councilmember Fisher and carried.

Police Chief McCune presented the monthly activity report.

Chief McCune sought clarification from the Council regarding the distinction between part-time employees allowed to work 750 hours and those permitted to work 999 hours. City Attorney Luckman and Mayor Mack Smith explained that the difference is rooted in budgetary considerations.

Public Works Assistant Brad Kirk presented the monthly Public Works Report.

City Clerk Steckel requested to purchase water billing cards for 2024. Councilmember Bryant made a motion to approve the billing card purchase from Jayhawk Software for 1140.00 dollars. The motion was seconded by Councilmember Robinson and carried.

City Clerk Steckel provided an update to the Council regarding essential City services. First, she highlighted the need for an email billing module from Jayhawk Software to expedite bill delivery due to slow mail services. The one-time cost for this module is 750.00. Additionally, Mrs. Steckel informed the Council that CivicPlus, the chosen company for the Emergency Notification System, does not compile data which she had anticipated. Consequently, the launch of the system will experience a slight delay, as staff will manually need to gather contact information. Steckel described plans to combine efforts by creating an online survey to collect customer water line inventory data, emergency notification information, and potentially, email billing data. Councilmember Pegram motioned to approve the 750.00 purchase of the email billing module, which was seconded by Councilmember Bryant, and carried. This consolidated approach aims to efficiently address multiple needs with one strategic initiative.

City Clerk Steckel shared positive customer feedback regarding the commendable efforts of our Public Works team in preparing local roads for winter weather and their efficient clearing thereafter. The community expressed satisfaction and appreciation for the job done by the crew.

Councilmember Robinson took a moment to extend congratulations to Mayor-elect Jonah Bishop and Councilmembers-elect Michael Hamilton and Kenny Wade on their successful election. Robinson expressed his appreciation for individuals willing to serve the public and welcomed the new members, all of whom were present.

Given that Robinson's term on the Council is coming to an end, he took the opportunity to share some budgetary insights based on his experience with the City. He emphasized that certain costs of doing business tend to increase annually. In addressing these rising costs, Robinson stressed the importance of considering tax adjustments. He suggested that an effective way to manage these financial challenges is to foster City growth. By encouraging the development of new housing or businesses, the city can potentially generate additional revenue, alleviating the burden on citizens and promoting financial sustainability. Robinson highlighted the idea that as the

City expands, there is an opportunity to offset some of the financial pressures associated with ongoing expenses, ultimately benefiting the community as a whole.

Councilmember Bryant commended the City for the exceptional organization of this year's Annual Tree Lighting Event, describing it as well-planned and very nice. He specifically praised Mayor Smith for a wonderful reading of "Twas the Night Before Christmas."

Mayor Mack Smith expressed appreciation for the successful Tree Lighting Event as well, extending gratitude to City Clerk Steckel, Police Administrative Assistant Shelbi Scarbrough, the Public Works Department and the Police Department, for their collaborative efforts in organizing and executing an outstanding community celebration.

Mayor Smith reported to the Council that Mr. Kyle McNorton, the newly appointed Legislative Representative had reached out with interest in Silver Lake. Mayor Smith took a moment to address Mayor-elect Bishop, emphasizing that Mr. McNorton is interested in the well-being of Silver Lake and he relayed that Mr. McNorton would also like to speak with Mr. Bishop.

The next meeting is scheduled for Monday, December 18, 2023, at 5:30 PM, at the Silver Lake Community Center located at 404 E. Lake Street. The following meeting, and the first for new Mayor and Councilmembers, is scheduled for Monday, January 4, 2024, at City Hall.

With no other business to come before Council, Councilmember Ross made a motion to adjourn the meeting at 6:52 PM. Motion was seconded by Councilmember Robinson and with no further discussion the motion was approved.

Liz Steckel, City Clerk

**City of Silver Lake
Regular Meeting
Monday, December 18, 2023**

TO: City Council
SUBJECT: End of Year Transfer 2023
INITIATED BY: Staff
AGENDA: December 18, 2023

RECOMMENDATION

Staff recommendation today is to transfer \$30,000 from the General Fund to the Capital Improvement Fund.

Staff recommendation today is to transfer \$15,000 from the Water Fund to the Utility Reserve Fund.

BACKGROUND

Transferring money to these unbudgeted funds allows for emergency spending of funds as soon as they are transferred.

Leaving these funds in the current funds will add to potential budget authority for 2025, however will be unusable in 2024.

CURRENT CHALLENGE

It is the Staff recommendation that conservative amounts be transferred to these funds to maintain the needed unencumbered cash for 2024 as well as help to increase the budget authority for 2025 without an increase to the Mill Levy. More aggressive transfers could be made, but that could reduce the amount of unencumbered cash to a critical level.

CONCLUSION

This would increase the amount in the Capital Improvement Fund to \$397,010.07

This would increase the amount in the Utility Reserve Fund to \$435,764.90.

ATTACHMENTS

Ledger Sheet

2023 Expenses	General	Law	Park	STL	SDP	Total	Special Highway	Special Park	Water/Sewer	DARE	Utility Reserve	Capital Improve	ARPA	Total Spent
Budget or Available	\$ 276,000.00	\$ 453,700.00	\$ 9,000.00	\$ 10,000.00	\$ 85,500.00	\$ 834,200.00	\$ 120,000.00	\$ 11,000.00	\$ 535,000.00	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 88,421.37
January	\$ 9,936.59	\$ 52,995.39	\$ 90.50	\$ 182.50	\$ 3,837.27	\$ 67,042.25	\$ 120,000.00	\$ 11,000.00	\$ 513,620.88	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 126,384.75
February	\$ 266,063.41	\$ 400,704.61	\$ 8,909.50	\$ 9,817.50	\$ 81,662.73	\$ 767,157.75	\$ 120,000.00	\$ 11,000.00	\$ 513,620.88	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 141,691.76
March	\$ 15,989.01	\$ 35,249.13	\$ 95.50	\$ 672.65	\$ 6,366.09	\$ 58,372.38	\$ 120,000.00	\$ 11,000.00	\$ 445,608.51	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 69,040.69
April	\$ 250,074.40	\$ 365,455.48	\$ 8,814.00	\$ 9,144.85	\$ 75,296.64	\$ 708,795.37	\$ 120,000.00	\$ 11,000.00	\$ 445,608.51	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 138,636.86
May	\$ 175,478.81	\$ 336,996.76	\$ 8,718.50	\$ 8,004.94	\$ 68,626.79	\$ 597,825.80	\$ 120,000.00	\$ 11,000.00	\$ 414,876.32	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 85,603.68
June	\$ 14,370.89	\$ 25,324.96	\$ 345.49	\$ 187.50	\$ 4,403.82	\$ 44,632.66	\$ 120,000.00	\$ 11,000.00	\$ 24,408.03	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 66,944.29
July	\$ 161,107.92	\$ 24,458.72	\$ 8,373.01	\$ 7,817.44	\$ 64,222.97	\$ 553,193.14	\$ 120,000.00	\$ 11,000.00	\$ 390,468.29	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 246,011.61
August	\$ 128,435.99	\$ 287,475.61	\$ 6,203.60	\$ 7,164.08	\$ 58,490.86	\$ 487,770.14	\$ 120,000.00	\$ 11,000.00	\$ 317,254.43	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 65,357.75
September	\$ 116,703.32	\$ 256,707.68	\$ 5,008.55	\$ 6,524.59	\$ 53,635.76	\$ 438,579.90	\$ 120,000.00	\$ 11,000.00	\$ 280,840.99	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 75,167.00
October	\$ 12,213.28	\$ 22,308.49	\$ 857.19	\$ 514.27	\$ 5,053.42	\$ 40,946.65	\$ 120,000.00	\$ 11,000.00	\$ 25,997.64	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 83,490.94
November	\$ 104,490.04	\$ 234,399.19	\$ 4,151.36	\$ 6,010.32	\$ 48,582.34	\$ 397,633.25	\$ 120,000.00	\$ 11,000.00	\$ 254,843.35	\$ 3,211.00	\$ 420,764.90	\$ 386,878.07	\$ 19,618.48	\$ 87,574.89
December (Approx)	\$ 84,247.24	\$ 208,217.46	\$ 3,588.43	\$ 4,911.91	\$ 40,705.04	\$ 341,670.08	\$ 26,652.50	\$ 11,000.00	\$ 174,753.82	\$ 3,067.59	\$ 420,764.90	\$ 370,410.07	\$ 19,618.48	\$ 14,768.48
Encumbrances	\$ 8,872.09	\$ 22,660.49	\$ 736.50	\$ 655.29	\$ 5,618.00	\$ 38,542.37	\$ 26,652.50	\$ 11,000.00	\$ 148,021.24	\$ 2,984.79	\$ 420,764.90	\$ 367,010.07	\$ 14,768.48	\$ 83,490.94
Transfer	\$ 75,375.15	\$ 185,556.97	\$ 2,851.93	\$ 4,256.62	\$ 35,087.04	\$ 303,127.71	\$ 26,652.50	\$ 11,000.00	\$ 26,732.58	\$ 82.80	\$ 420,764.90	\$ 370,410.07	\$ 19,618.48	\$ 75,167.00
Recommendation	\$ 11,042.80	\$ 24,450.17	\$ 1,258.64	\$ 652.04	\$ 5,610.44	\$ 43,014.09	\$ 26,652.50	\$ 11,000.00	\$ 32,152.91	\$ 224.71	\$ 420,764.90	\$ 3,400.00	\$ 4,850.00	\$ 14,768.48
Budgeted Transfer	\$ 64,332.35	\$ 161,106.80	\$ 1,593.29	\$ 3,604.58	\$ 29,476.60	\$ 260,113.62	\$ 26,652.50	\$ 11,000.00	\$ 36,786.41	\$ 224.71	\$ 420,764.90	\$ 367,010.07	\$ 14,768.48	\$ 83,490.94
Budget Balance	\$ 13,310.06	\$ 25,742.20	\$ 109.50	\$ 1,744.25	\$ 5,573.81	\$ 46,479.82	\$ 26,652.50	\$ 11,000.00	\$ 79,081.92	\$ 2,760.08	\$ 420,764.90	\$ 367,010.07	\$ 14,768.48	\$ 83,490.94
Encumbrances	\$ 51,022.29	\$ 135,364.60	\$ 1,483.79	\$ 1,860.33	\$ 23,902.79	\$ 213,633.80	\$ 26,652.50	\$ 11,000.00	\$ 43,312.00	\$ 229.42	\$ 420,764.90	\$ 367,010.07	\$ 14,768.48	\$ 83,490.94
Total	\$ 11,391.00	\$ 25,560.00	\$ 258.49	\$ 651.98	\$ 6,172.00	\$ 44,033.47	\$ 26,652.50	\$ 11,000.00	\$ 43,312.00	\$ 229.42	\$ 420,764.90	\$ 367,010.07	\$ 14,768.48	\$ 83,490.94
Transfer	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Recommendation	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00	\$ 2,278.00
Budgeted Transfer	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00	\$ 177,836.00
Budget Balance	\$ 39,631.29	\$ 109,804.60	\$ 1,225.30	\$ 1,208.35	\$ 17,730.79	\$ 141,878.33	\$ 26,652.50	\$ 11,000.00	\$ 20,769.92	\$ 2,530.66	\$ 435,764.90	\$ 397,010.07	\$ 14,768.48	\$ 83,490.94

unencumbered cash needed January 1, 2024
Approximate unencumbered cash as of 12/31/2023
Budgeted Transfer from General to Capital Improvement \$2278
(Increase Total General Budget Authority of General to \$836478)

**City of Silver Lake
Record of Ordinance #2592
December 18, 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
General Fund				
General Operating				
8674	GEN	The Topeka Metro News	Ordinance No. 2588 & 2589	-161.02
EFT	GEN	Card Service Center	Cleaning Supplies	-73.18
EFT	GEN	Card Service Center	Supplies	-475.22
EFT	GEN	Card Service Center	Office Supplies	-187.36
EFT	GEN	Card Service Center	KTAG	-5.53
EFT	GEN	Card Service Center	Monthly Quickbooks Fee	-93.56
EFT	GEN	Card Service Center	Training Hotel	-250.80
EFT	GEN	Verizon Wireless	Cellular Service	-92.92
8667	GEN	League of Kansas Municipalities	Annual Dues	-1,048.38
8677	GEN	Wehner's Thriftway	Cleaning Supplies	-103.91
8677	GEN	Wehner's Thriftway	Training meals	-33.28
8674	GEN	The Topeka Metro News	Publish Ordinance No. 2591	-87.98
EFT	GEN	Evergy	Electricity	-904.25
8668	GEN	Logan Business Machines	Copy Contract	-67.50
EFT	GEN	Card Service Center	Training Mileage	-205.18
EFT	GEN	Card Service Center	Training Meal	-4.67
8673	GEN	TARC	Shred Service	-10.00
8666	GEN	Jayhawk Software	Custom Programming Jayhawk	-600.00
EFT	GEN	Cox Business	Internet/Phone	-392.16
Total General Operating				-4,796.90
Law Enforcement				
8670	LAW	Mobile 1 Lube Express	Oil Change Challenger	-87.92
EFT	LAW	Card Service Center	Office Supplies	-78.09
EFT	LAW	Card Service Center	Vehicle Maintenance	-35.52
EFT	LAW	Card Service Center	Fuel	-235.87
EFT	LAW	Card Service Center	Uniforms	-515.36
EFT	LAW	Card Service Center	Supplies	-362.81
EFT	LAW	Verizon Wireless	Cellular Service	-243.85
8677	LAW	Wehner's Thriftway	Supplies	-15.98
EFT	LAW	Evergy	Electricity	-141.10
EFT	LAW	Card Service Center	Postage	-34.15
EFT	LAW	Card Service Center	Mileage	-8.42
EFT	LAW	Card Service Center	Cleaning Supplies	-115.26
EFT	LAW	Card Service Center	Printer	-346.00
EFT	LAW	Card Service Center	Training Meal	-12.25
EFT	LAW	Cox Business	Internet/Phone	-185.54
Total Law Enforcement				-2,418.12

**City of Silver Lake
Record of Ordinance #2592
December 18, 2023**

Check #	Type	Name	Memo	Amount
Street				
8674	SDP	Wehner's Thriftway	Payment to Topeka for 14 tons Salt & Sand	-100.00
EFT	SDP	Evergy	Electricity	-1,086.13
Total Street				-1,186.13
Park				
EFT	PRK	FreeState Electric Cooperative	Electricity	-88.50
Total Park				-88.50
Street Lighting				
EFT	STL	Evergy	Electricity	-465.48
EFT	STL	FreeState Electric Cooperative	Electricity	-186.50
Total Street Lighting				-651.98
Total General Fund				-9,141.63
Waterworks Fund				
8666	WW	Jayhawk Software	Email Billing Module	-750.00
8666	WW	Jayhawk Software	2024 Billing Cards and Past Due Cards	-1,140.00
EFT	WW	Card Service Center	Supplies	-654.89
EFT	WW	Card Service Center	iphone data	-0.99
EFT	WW	Card Service Center	Postage	-34.16
8672	WW	RDR Excavating II, LLC	Leak Repair 305 E. Lake Street	-474.00
EFT	WW	Verizon Wireless	Cellular Service	-81.47
8677	WW	Wehner's Thriftway	Supplies	-20.57
8669	WW	Menards	Supplies	-157.28
8676	WW	Viking Industrial Painting, INC	200,000 gallon tank maintenance agreement	-11,143.00
8675	WW	Universal Chemical LLC	Gloves & Deicer	-256.81
EFT	WW	Evergy	Electricity	-729.20
EFT	WW	FreeState Electric Cooperative	Electricity	-398.00
8669	WW	Menards	Hot Water Heater Connections	-191.15
EFT	WW	Card Service Center	Hot Water Heater	-552.41
EFT	WW	Card Service Center	Lumber for Shop Table	-338.84
8671	WW	Moore Tire Center	Flat Tire Repair	-24.00
EFT	WW	Cox Business	Internet/Phone	-114.38
Total Waterworks Fund				-17,061.15
TOTAL				-26,202.78

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

Passed this 18th day of December, 2023

Signed or Approved this 18th day of December, 2023

Attest:

City Clerk

Mayor