

File

CITY OF SILVER LAKE COUNCIL MEETING

CITY HALL

August 7, 2023

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Financial Report

Appropriation Ordinance

Business Items:

1. American Legion Memorial Discussion-Jim Thompson
2. Land Swap Update-Brad Womack
3. Third Quarter Financial Report
4. Planning 2024 Donations Discussion
5. 2023 Capital Improvement Plan Discussion
6. Local Sales Tax Revenue Usage Discussion
7. 2024 Budget Discussion
8. New Non-Elected Personnel Handbook Discussion
9. Standard Traffic Ordinance
10. Uniform Public Offense Code
11. Park Improvement Discussion
12. OneGas Franchise Fee
13. Monthly Police Report
14. Monthly Public Works Report

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

DRAFT
City of Silver Lake
Regular Session Minutes
Monday, July 17, 2023

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening July 17, 2023, with Mayor Mack Smith conducting the meeting and the following Councilmembers present: Brad Bryant, Jake Fisher (arrived at 5:39PM), Steve Pegram, Heath Robinson, and Larry Ross (5). Also present were Public Works Superintendent Cary Deiter, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

American Legion representatives, Jim Thompson and Ken Rakestraw were present for public comment to inquire about the City's interest in having the Legion cover the Legion Memorial, which is owned by the City, with artificial turf and replace the current fence around the memorial with a new fence. Council directed the gentlemen to proceed with the improvements to the American Legion Memorial.

A motion was made by Councilmember Ross to approve the Regular Meeting minutes of the July 3, 2023 meeting as written. The motion was seconded by Councilmember Pegram and carried.

Claim vouchers in the amount of 7001.57 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, Steve Pegram, Heath Robinson, and Larry Ross.(4) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2572.

Councilmember Ross made a motion to approve the Liquor License for Blacksmith Event Centre. The motion was seconded by Councilmember Bryant, and with no further discussion, the motion carried.

Council postponed the new employee handbook discussion until City Attorney Luckman can be present for the discussion.

As the next step in strategic planning for the City, Council reviewed action steps that were prepared by Councilmember Pegram for the City's fourth goal of improving the shared places and spaces for recreation and leisure time. The steps presented for discussion by Council were: exploration of grant opportunities, supporting the efforts to utilize the Lake of Silver Lake for recreation and education, assigning a planning commission to explore enrichment options within the city parks, and collaborating with Shawnee County Parks and Recreation to bring more activities to our community.

A motion was made by Councilmember Robinson and seconded by Councilmember Pegram to adopt the Strategic Planning Executive Summary as amended by Council's addition of research and planning on the four bulleted goals.

Council discussed the Local Sales Tax question that has been added to the November ballot. Councilmember Ross inquired about literature that could help educate the public about local sales tax facts. Councilmember Bryant asked that the question be added to the website, stating that it is important that people know what they are voting for. Mayor Smith asked that a discussion on the intended use of a local sales tax be added to the next agenda.

The motion to adopt the Strategic Planning Executive Summary was carried.

Public Works Superintendent Deiter inquired about any legal purpose of the enclosure surrounding the shelter house at Lions Park. Deiter said that he would like to remove the fence around the shelter house, if possible, as well as removing 10-feet of the fence around the tennis court. He would like to till and plant seed around the court, order a new net, and restripe the court. Finally, Deiter expressed interest in installing new horseshoe pits for the community. Council decided to discuss this further when City Attorney Luckman can be consulted.

Superintendent Deiter reported to Council that the diesel Exmark Mower has a blown motor and it is still under warranty. Deiter would like to have it repaired, and then trade-in the diesel mower for two gas mowers with a total cost after trade-in of 16,468.00 dollars. The City would then own four mowers. Superintendent Deiter explained to Council that his plan for the future is to trade-in mowers every three years, to ensure that they are always covered by a warranty. A motion was made by Councilmember Ross to trade-in the diesel Exmark Mower and purchase two new gas mowers with a total cost, paid out of the City's Capital Improvement Fund, not to exceed 17,000 dollars. The motion was seconded by Councilmember Pegram and carried.

A draft version of the 2024 budget was presented to Council. Councilmember Pegram made a motion to notify the Shawnee County Clerk of the City of Silver Lake's intent to exceed the Revenue Neutral Rate with a proposed mill levy of 30. The motion was seconded by Councilmember Ross 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 motion was passed.

The Council spent some time reviewing the budget documents and preparing themselves for conversations and discussions on City budget topics. The Revenue Neutral Rate Hearing as well as the Budget Hearing will take place on Thursday, August 21, 2023 at 5:30 PM, at City Hall.

BUDGETED FUNDS

NON-BUDGETED FUNDS

APPROPRIATION

GENERAL FUND	BUDGETED FUNDS										NON-BUDGETED FUNDS				APPROPRIATION	
	(Law)	(Street Department)	(Park)	(Street Lighting)	(General)	(Water/Sewer/Utility)	(Highway)	(Special Parks & Rec)	(DARE)	(Budgeted Transfers)	(Monthly Accounts)	(ARPA)	(Capital Equip. Reserve)	(Utility Reserve)	(Total Expenditure)	
2,620.39	1,812.38	0.00	0.00	0.00	0.00	2,003.90	0.00	0.00	0.00	\$1,505,689.00	19,618.48	386,878.07	42,0764.9	6,438.67		
5,470.92	12,243.10	2,417.20	0.00	0.00	0.00	12,100.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,231.33		
648.86	32,701.04	0.00	90.50	182.50	0.00	2,318.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,941.68		
1,196.32	6,238.87	1,420.07	0.00	0.00	0.00	4,956.43	0.00	0.00	0.00	88,421.37	0.00	0.00	0.00	13,811.69		
9,542.88	13,582.62	1,125.01	0.00	482.15	0.00	6,963.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,696.25		
3,122.92	13,053.71	3,781.50	0.00	0.00	0.00	15,844.80	0.00	0.00	0.00	126,384.75	0.00	0.00	0.00	35,802.93		
2,126.96	2,373.93	0.00	95.50	190.50	0.00	40,155.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,842.25		
1,196.25	6,238.87	1,459.58	0.00	0.00	0.00	5,048.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,943.32		
4,607.32	7,637.20	1,107.60	0.00	474.69	0.00	7,876.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,014.30		
3,113.90	13,122.32	2,995.00	0.00	0.00	0.00	13,783.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73,030.47		
65,678.12	1,460.34	1,107.67	95.50	665.22	0.00	4,023.62	0.00	0.00	0.00	141,691.76	0.00	0.00	0.00	13,943.32		
1,196.35	6,238.86	1,459.58	0.00	0.00	0.00	5,048.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,892.92		
6,058.95	3,993.62	2,944.26	0.00	299.89	0.00	14,738.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,572.91		
5,492.79	13,387.20	2,944.26	0.00	0.00	0.00	3,040.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,943.34		
1,622.86	1,695.27	0.00	85.50	187.50	0.00	5,048.61	0.00	0.00	0.00	68,040.69	0.00	0.00	0.00	77,524.00		
1,198.29	6,238.87	1,459.57	0.00	0.00	0.00	48,048.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,679.69		
23,561.68	3,162.18	1,473.92	792.93	464.86	0.00	14,780.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,776.37		
3,135.89	14,264.65	3,492.77	0.00	0.00	0.00	6,922.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,662.80		
4,778.13	510.48	1,376.48	1,376.48	188.50	0.00	3,452.27	0.00	0.00	0.00	138,636.86	0.00	0.00	0.00	22,199.38		
1,196.23	6,238.88	775.42	0.00	0.00	0.00	4,254.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,470.08		
6,513.34	9,226.55	1,195.28	606.92	462.99	0.00	13,522.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,734.84		
3,145.00	14,618.81	2,183.37	0.00	0.00	0.00	13,408.27	0.00	0.00	0.00	85,603.68	0.00	0.00	0.00	14,199.58		
878.03	683.71	588.13	0.00	176.50	0.00	5,227.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,860.06		
1,196.30	6,238.86	1,536.45	0.00	0.00	0.00	2,019.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,751.89		
4,391.28	1,402.67	1,204.23	378.85	463.81	0.00	13,630.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,001.57		
5,626.95	14,163.20	2,330.55	0.00	0.00	0.00	5,078.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,330.44		
937.86	456.86	478.34	0.00	50.46	0.00	5,268.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1,257.19	6,285.76	1,518.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7	\$ 171,509.96	\$ 219,300.81	\$ 386,917.66	\$ 4,848.64	\$ 3,989.88	\$ 260,166.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 716,722.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 716,722.87		
%	62.14%	48.34%	43.18%	53.87%	39.90%	52.37%	0.00%	0.00%	0.00%	47.80%	0.00%	0.00%	0.00%	0.00%		
3	\$ 104,490.04	\$ 234,399.19	\$ 48,582.34	\$ 4,151.36	\$ 6,010.32	\$ 254,843.88	\$ 120,000.00	\$ 2,278.00	\$ 2,278.00	\$ 788,966.13	\$ 19,618.48	\$ 386,878.07	\$ 420,764.90	\$ 420,764.90		
%	37.86%	51.66%	56.82%	46.13%	60.10%	47.63%	100.00%	100.00%	100.00%	52.40%	0.00%	0.00%	0.00%	0.00%		

City of Silver Lake
Record of Ordinance #2573
August 7, 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 Operating				
General Fund				
8545	GEN	Office of Accounts and Reports	2022 Audit Filing Fee	-175.00
EFT	GEN	Evergy	Electricity	-1,100.87
EFT	GEN	Card Service Center	Cleaning Supplies	-59.79
EFT	GEN	Card Service Center	Office Supplies	-162.53
EFT	GEN	Card Service Center	League Annual Conference Hotel	-161.69
EFT	GEN	Card Service Center	Quickbooks Monthly Fee	-65.00
EFT	GEN	Card Service Center	Mileage	-26.21
EFT	GEN	Card Service Center	CCMFOA Annual Membership	-50.00
EFT	GEN	Card Service Center	Mower Battery	-84.66
EFT	GEN	Kansas Gas Service	Gas Service	-110.01
8535	GEN	Epic Supply	Cleaning Supplies	-70.68
8553	GEN	Wehner's Thriftway Rossville	Cleaning Supplies	-26.68
8549	GEN	Stumbo Hanson LLP	Legal Services	-563.46
EFT	GEN	Shawnee County Solid Waste Department	Dumpster Service	-93.00
8551	GEN	Varney and Associates, CPAs, LLC	2022 Audit	-6,250.00
EFT	GEN	Cox Business	Internet/Phone	-390.16
8538	GEN	Jayhawk Software	IT Labor	-37.50
8543	GEN	Menards	City Hall Remodel Supplies	-2,410.02
8550	GEN	Unifirst	Mat Service	-93.50
8552	GEN	Wehner's Thriftway	Supplies	-12.29
Total General Fund				-11,943.05
Law Enforcement				
EFT	LAW	Evergy	Electricity	-265.20
EFT	LAW	Card Service Center	Car Seat Safety Certification	-95.00
EFT	LAW	Card Service Center	Supplies	-67.63
EFT	LAW	Card Service Center	Wiper Blade	-12.09
EFT	LAW	Card Service Center	Car Washes	-30.00
EFT	LAW	Card Service Center	Gift Basket Back to School Bash	-70.87
EFT	LAW	Card Service Center	Uniforms	-502.92
EFT	LAW	Card Service Center	Gas	-68.29
EFT	LAW	Casey's Business Mastercard	Fuel	-226.17
8537	LAW	Gray's Auto Repair	A/C Condenser Durango	-1,054.90
EFT	LAW	Kansas Gas Service	Gas Service	-89.42
8540	LAW	Kansas State Treasurer	July 2023 Court Fees	-117.50
8549	LAW	Stumbo Hanson LLP	Legal Services	-108.46
EFT	LAW	Cox Business	Internet/Phone	-183.97
8552	LAW	Wehner's Thriftway	Supplies	-7.14
Total Law Enforcement				-2,899.56

American Legion Memorial

- Mr. Jim Thompson will be present to discuss the turf at the American Legion memorial that is owned by the City.
- Upon looking into the installation of the artificial turf, a need for the following other City-owned property repairs was found:
 1. The ditch needs to be graded up to the turf
 2. Gravel and Liner need to be added for proper drainage
- The work that will be done by the American Legion will cost approximately \$30,000
- The work that the Legion is asking the City to cover will cost approximately \$3700
- This solution will have zero maintenance.



Silver Lake Schools
Unified School District 372
bwomack@silverlakeschools.org
(785) 582-4026 option 1
(785) 582-5259 fax

July 31st, 2023

Mayor Mack Smith and City Council Members of Silver Lake
218 Railroad Street
Silver Lake, KS 66539

Subject: Proposal for Land Swap - Enhancing School and Community Amenities

Dear Mayor Mack Smith and Honorable City Council Members,

Over the past few months, there has been a lot of discussion and speculation about a possible proposal that USD 372 (the district) believes could positively impact our community's development and enhance the welfare of its residents. As the district's representative, I would like to formally discuss the possibility of a land swap with the City of Silver Lake (the City).

The proposal involves the exchange of land parcels between the City and the district. Both entities own approximately equal amounts of land just east of the Silver Lake Grade School (the general area is between the 300 and 400 blocks of E. Lake St., Silver Lake, KS).

The primary objective of this land swap is to facilitate better placement of school amenities, create additional on-campus parking, provide space for expansion of the district's programs, and provide the City with property that is conveniently located to allow it to plan for and implement community amenities.

The key advantages and benefits of this proposed land swap are as follows:

Enhanced Public Infrastructure: The strategic location of the district's land adjacent to the City's property presents an opportunity to consolidate resources and develop vital public infrastructure, such as school amenities, parks, and community gathering spaces. The proposal will promote accessibility and convenience for the community, fostering a sense of unity and shared resources.



USD 372 and City of Silver Lake Land Swap Proposal

USD 372, Silver Lake Schools proposes that the school district and the City of Silver Lake adjust the boundary lines between adjoining properties to benefit the district and the patrons of the City of Silver Lake.

Tract A (USD 372 property) and Tract B (City of Silver Lake property) are of approximately equal acreage (between 8-9 acres each).

The current property line is a south-to-north boundary line beginning approximately 851' east of the Rice Road and Lake Street intersection. This boundary line runs 934.88' from south to north, intersecting with the railroad easement boundary line.

The district recommends the City consider changing the boundary line from a south-to-north to a west-to-east boundary. The boundary line (with the exact location to be determined) would be approximately 20' south of the shed currently on the property of Tract A and extend from the east edge of the frontage road in the current Tract A to the eastern boundary line of the current Tract B.

From an acreage standpoint, the boundary line change would benefit the district. The district would acquire approximately five acres of land, and the City would receive about 3.2 acres. However, the city would gain about 434' of street-front property along Lake Street.

Should the City and the district agree to move forward with a boundary line change, the district is prepared to work with an engineering firm to replot the property and prepare the necessary legal paperwork.

Upon completion of the necessary documents, a proposal for final action will be presented to the City Council and USD 372 Board of Education for approval.



PLAT OF SURVEY

NO. 812470 A

ORDERED BY Mr. Lawrence T. Buening, Jr., 2222 SW. 29th Street, Topeka, Kansas 66611

SURVEY MADE July 21-27 19 81 PARTY Seymour FIELD NOTES RR50C - 7

DESCRIPTION

PURCHASE TRACTS "A" AND "B" COMBINED:

A tract of land in the Southwest Quarter of Section 10, Township 11 South, Range 14 East of the 6th P.M. in Shawnee County, Kansas, described as follows:

Beginning at a point 417.20 feet East of the Southwest corner of said Southwest Quarter; thence North 00 degrees 54 minutes 58 seconds East, parallel to the West line of said Southwest Quarter, a distance of 1002.96 feet to the South right of way line of the Union Pacific Railroad; thence South 79 degrees 24 minutes 27 seconds East, along the South right of way line of said Railroad, a distance of 914.68 feet to the East line of the West Half of said Southwest Quarter; thence South 00 degrees 51 minutes 55 seconds West, along the East line of the West Half of said Southwest Quarter, a distance of 861.51 feet to the Southeast corner of the West Half of said Southwest Quarter; thence North 88 degrees 18 minutes 14 seconds West, along the South line of said Southwest Quarter, a distance of 902.51 feet to the point of beginning.

This tract contains 19.30 acres, more or less, but, is subject to public road right of way over the South side of said tract.

TRACT "A":

A tract of land in the Southwest Quarter of Section 10, Township 11 South, Range 14 East of the 6th P.M. in Shawnee County, Kansas, described as follows:

Beginning at a point 417.20 feet East of the Southwest corner of said Southwest Quarter; thence North 00 degrees 54 minutes 58 seconds East, parallel to the West line of said Southwest Quarter, a distance of 1002.96 feet to the South right of way line of the Union Pacific Railroad; thence South 79 degrees 24 minutes 27 seconds East, along the South right of way line of said Railroad, a distance of 440.19 feet; thence South 00 degrees 54 minutes 58 seconds West, parallel to the West line of said Southwest Quarter, a distance of 934.88 feet to the South line of said Southwest Quarter; thence North 88 degrees 18 minutes 14 seconds West, along the South line of said Southwest Quarter, a distance of 433.97 feet to the point of beginning.

This tract contains 9.65 acres, more or less, but, is subject to public road right of way over the South side of said tract.

TRACT "B":

A tract of land in the Southwest Quarter of Section 10, Township 11 South, Range 14 East of the 6th P.M. in Shawnee County, Kansas, described as follows:

Beginning at a point 851.17 feet East of the Southwest corner of said Southwest Quarter; thence North 00 degrees 54 minutes 58 seconds East, parallel to the West line of said Southwest Quarter, a distance of 934.88 feet to the South right of way line of the Union Pacific Railroad; thence South 79 degrees 24 minutes 27 seconds East, along the South right of way line of said Railroad, a distance of 474.49 feet to the East line of the West Half of said Southwest Quarter; thence South 00 degrees 51 minutes 55 seconds West, along the East line of the West Half of said Southwest Quarter, a distance of 861.51 feet to the Southeast corner of the West Half of said Southwest Quarter; thence North 88 degrees 18 minutes 14 seconds West, along the South line of said Southwest Quarter, a distance of 468.54 feet to the point of beginning.

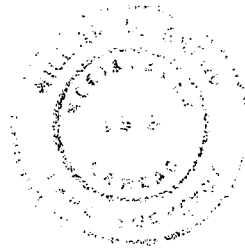
This tract contains 9.65 acres, more or less, but, is subject to public road right of way over the South side of said tract.

STATE OF KANSAS COUNTY OF SHAWNEE, ss.

I HEREBY CERTIFY THAT THE ABOVE PLAT IS THE TRUE FINDINGS OF A SURVEY OF THE ABOVE DESCRIBED PROPERTY.

TOPEKA KANSAS July 27 19 81

William G. Gregg
County Surveyor



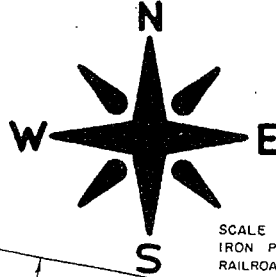
PLAT OF SURVEY

NO. 812470

ORDERED BY Mr. Lawrence T. Buening, Jr., 2222 SW. 29th Street, Topeka, Kansas 66611

SURVEY MADE July 21-27 19 81 PARTY Seymour FIELD NOTES RR50C - 7

DESCRIPTION SEE PLAT #812470 A.

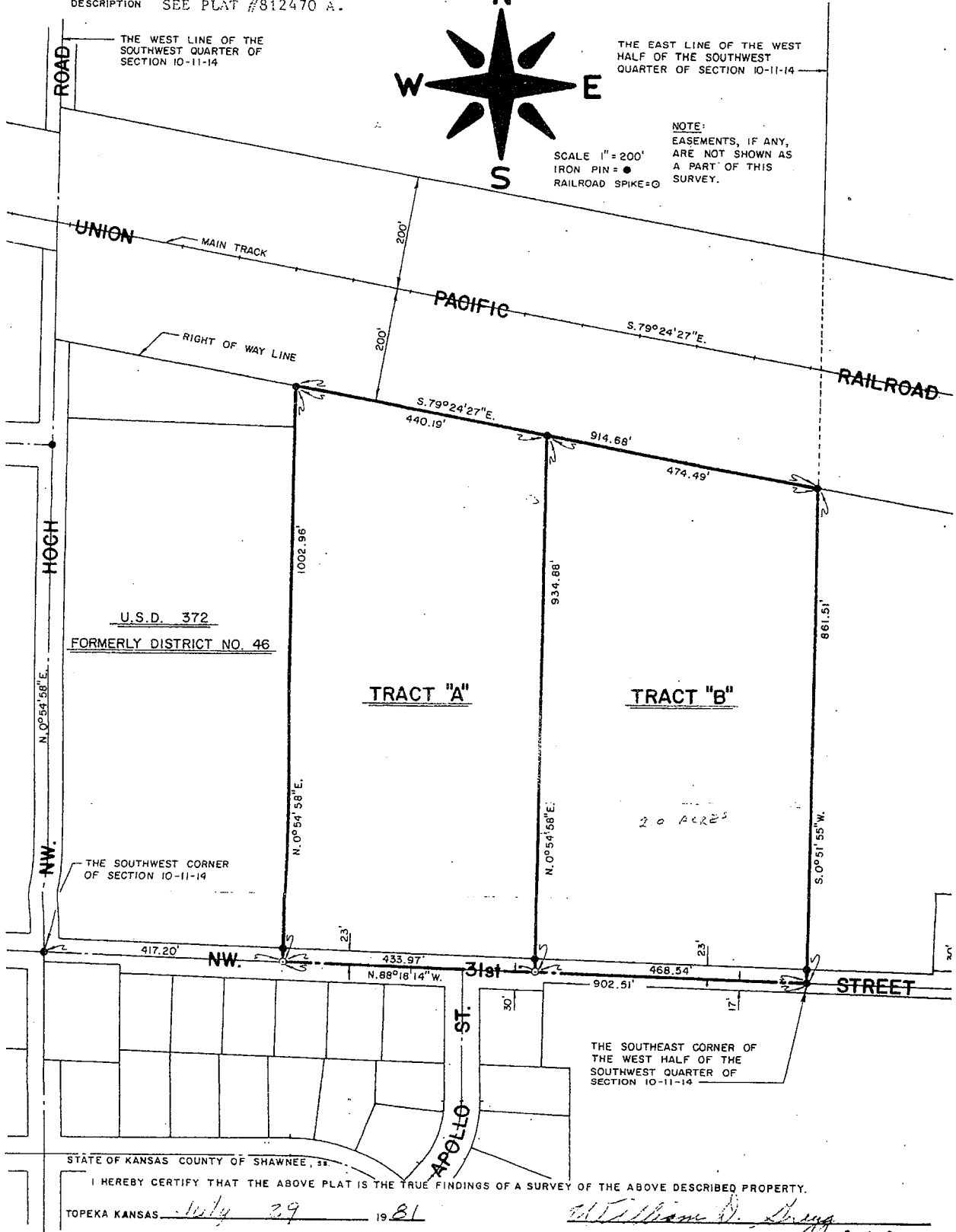


THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 10-11-14

THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 10-11-14

NOTE: EASEMENTS, IF ANY, ARE NOT SHOWN AS A PART OF THIS SURVEY.

SCALE 1" = 200'
IRON PIN = ●
RAILROAD SPIKE = ○



STATE OF KANSAS COUNTY OF SHAWNEE, KS.

I HEREBY CERTIFY THAT THE ABOVE PLAT IS THE TRUE FINDINGS OF A SURVEY OF THE ABOVE DESCRIBED PROPERTY.

TOPEKA KANSAS July 29 19 81

Ed. William D. Drury
County Surveyor

Solver Ruby

39°06'20"N

39°06'15"N

39°06'10"N

39°06'05"N

95°51'20"W

95°51'15"W

95°51'10"W

95°51'05"W

95°51"W

95°50'55"W

95°50'50"W

95°50'45"W

Silver Lake Grade School

Solver Lake Water Tower/Eagle

Google Earth

Imagery date: 8/10/22 - newer

100 m

Camera: 1,277 m

39°06'12"N 95°51'01"W

277 m



Search

Custom Draw

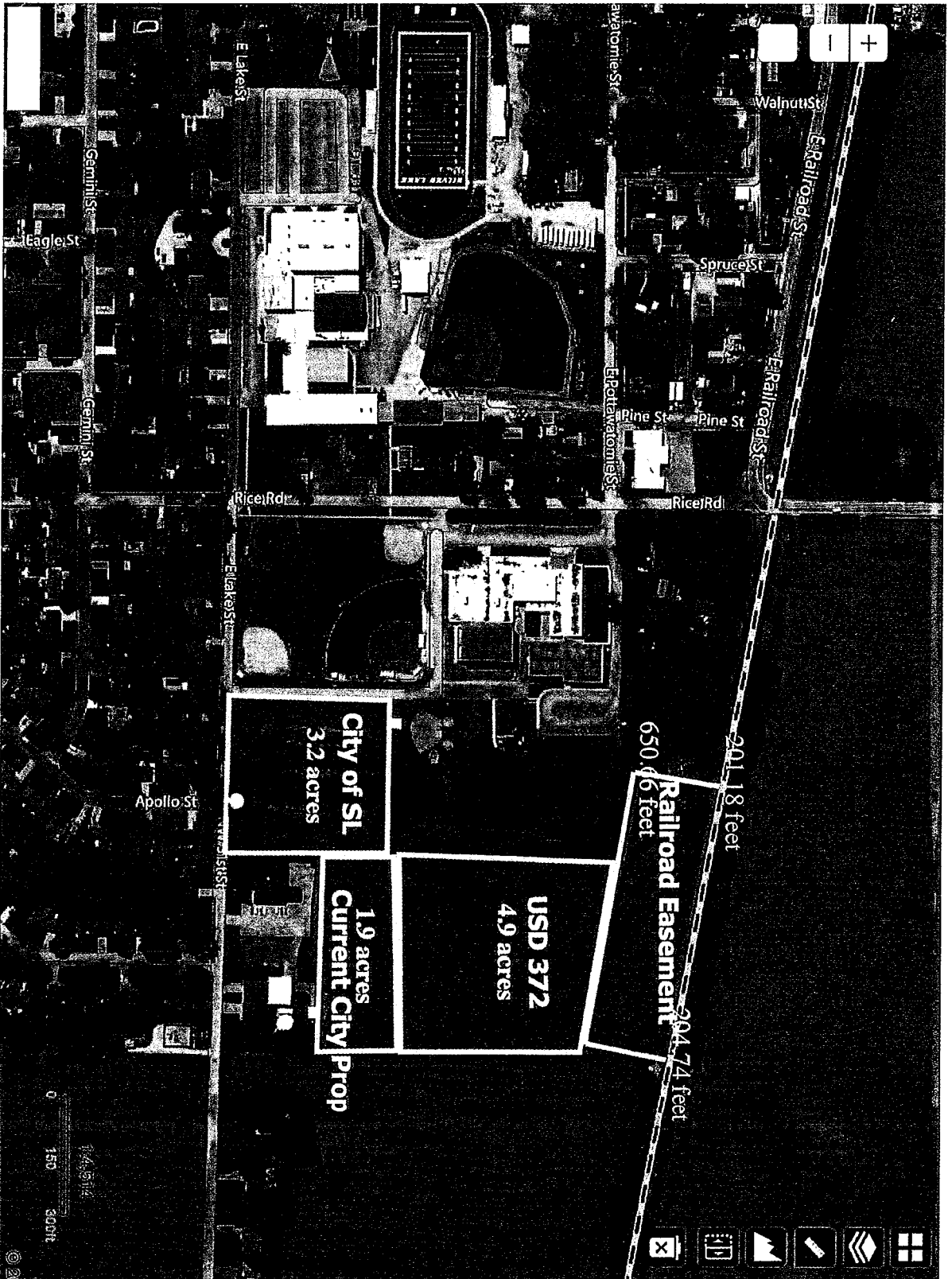
Draw My Ranch

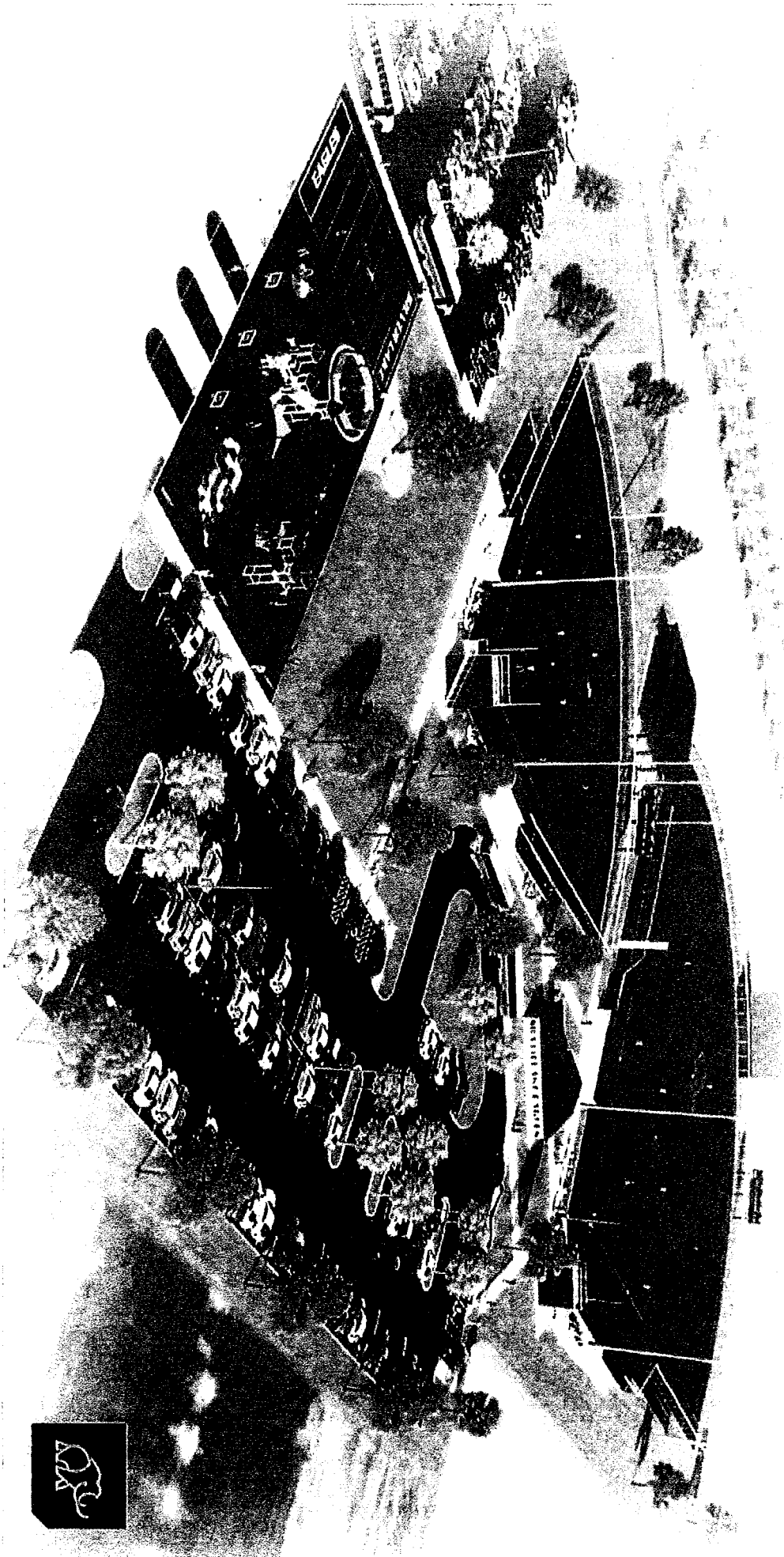
- Boundary
- Priority Area
- Fence
- Road
- Gate
- Structure
- Hazard
- Water Source
- CLEAR
- Create Report
- LOAD
- SAVE

Load/Save

Themes

Export to PDF





CITY OF SILVER LAKE
QUARTERLY FINANCIAL STATEMENT
April 01, 2023 - June 30, 2023

FUNDS	04/01/23	DEPOSITS	WARRANTS	06/30/23
GENERAL OPERATING	318912.29	199386.85	159245.90	359053.24
SPECIAL HIGHWAY	84599.92	16389.89	0.00	100989.81
WATER/SEWER UTILITY	186209.81	157522.25	134209.43	209522.63
SPECIAL PARKS & REC.	17323.37	259.90	0.00	17583.27
D.A.R.E.	1555.55	0.00	0.00	1555.55
UTILITY RESERVE FUND	420764.90	0.00	0.00	420764.90
CAPITAL IMPROVEMENT	386878.07	0.00	0.00	386878.07
ARPA	19618.48	0.00	0.00	19618.48
TOTALS	1435862.39	373558.89	293455.33	1515965.95

BANK ACCOUNTS	BALANCE	DEPOSITS	WARRANTS	BALANCE
MONEY MARKET	282725.86	705.47	0.00	283431.33
CD #5	187815.89	0.00	0.00	187815.89
CD #4	62110.70	502.54	0.00	62613.24
CD #3	6179.79	50.00	0.00	6229.79
CD #2	64228.64	617.05	0.00	64845.69
CD #1	137904.23	0.00	0.00	137904.23
D.A.R.E.	1555.55	0.00	0.00	1555.55
CASH ACCOUNT	673723.25	371683.83	293455.33	751951.75
ARPA	19618.48	0.00	0.00	19618.48
TOTALS	1435862.39	373558.89	293455.33	1515965.95

I certify that the above information is true and correct to the best of my knowledge.

Liz Steckel, City Clerk

City of Silver Lake Donations

Organization	Donation Amount		
	2021	2022	2023
Budgeted Amount	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
Lake Days Committee		\$ 4,000.00	\$ 4,500.00
Silver Lake Education Foundation		\$ 225.00	\$ 225.00
Silver Lake Easter Fund	\$ 250.00	\$ 275.00	\$ 275.00
Silver Lake After Prom	\$ 500.00	\$ 500.00	\$ 500.00
Silver Lake Ball Association	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
We Are Silver Lake		\$ 223.15	\$ 300.00
American Cancer Society		\$ 500.00	\$ 500.00
Back to School Bash			\$ 70.87
American Legion	\$ 2,500.00		
Possible Future Requests			
Walking Trails			
Lake Improvements			
USD 372			
Library Building Foundation			
Community Fireworks Display			
Total Donated	\$ 5,750.00	\$ 8,223.15	\$ 11,370.87

City of Silver Lake



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
Sewer Pump/Lift Station Pumps
Storage Shed(Salt & Sand)
Utility/Storage Buildings
Railroad Street Water Tower
Lake Street Water Tower
RWD Connection
Shop Improvements

City of Silver Lake



RESOLUTION NO. 2023-04

A RESOLUTION TO SUBMIT TO THE QUALIFIED ELECTORS OF THE CITY THE PROPOSITION OF LEVYING A 1.0% RETAILERS' SALES TAX IN THE CITY OF SILVER LAKE, FOR THE SPECIAL PURPOSES OF OBTAINING FUNDS FOR CITY INFRASTRUCTURE REPAIRS, REPLACEMENTS AND IMPROVMENTS AND FOR OTHER CAPITAL IMPROVEMENTS WITHIN THE CITY TO BE IN EFFECT FOR THE PERIOD OF TEN (10) YEARS FROM FIRST COLLECTION.

WHEREAS, K.S.A. 12-187 *et seq.*, and amendments thereto, authorize the Governing Body to submit to the qualified electors of the City the question of levying a retailers' sales tax to be collected by the State Department of Revenue with revenue therefrom returned to this City; and,

WHEREAS, the Governing Body of the City of Silver Lake has determined that: a) additional revenue is needed to provide an adequate level of public services within the City, including additional funds for improvements, repairs and replacements to City infrastructure and certain capital improvements, and b) that property tax increases should be avoided if possible.

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

SECTION 1: A special question election shall be held in the manner prescribed by law on the 7th day of November, 2023, for the purpose of submitting to the qualified electors of the City of Silver Lake, the question of levying a retailers' sales tax in the City of Silver Lake, for the purpose of providing an adequate level of public services within the City, including funds for repairs, replacements and improvements of City infrastructure and other capital improvements in the amount of one percent (1.0%), such tax to take effect on the 1st day of April, 2024 if approved by a majority of the electors voting thereon, with the same to be in effect for ten (10) years from the date of first collection.

SECTION 2: If approved by a majority of the electors voting thereon, such tax shall be subject to all applicable state laws and administrative rules and regulations of the Kansas Department of Revenue. The services of the Kansas Department of Revenue shall be utilized to administer, enforce and collect such tax.

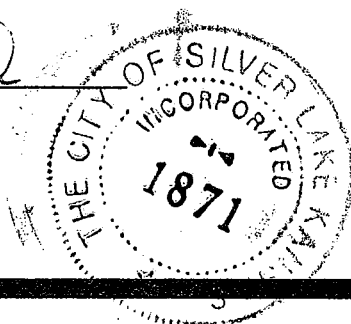
SECTION 3: The City Clerk and County Election Officer shall cause notices to be published of this special question election, as provided by law.

Passed by the Governing Body of the City of Silver Lake, this **5th day of June, 2023**.


MACK SMITH, Mayor

ATTEST:


LIZ STEGKEL, City Clerk



2024

CERTIFICATE
To the Clerk of Shawnee, State of Kansas
We, the undersigned, officers of
City of Silver Lake

certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the
maximum expenditures for the various funds for the year 2024; and
(3) the Amount(s) of 2023 Ad Valorem Tax are within statutory limitations.

Table of Contents:		Page No.	2024 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2023 Ad Valorem Tax	Final Tax Rate (County Clerk's Use Only)
Allocation of MVT, RVT, and 16/20M Vehicle Tax		2			
Schedule of Transfers		3			
Statement of Indebtedness		4			
Statement of Lease-Purchases		5			
Fund	K.S.A.				
General	12-101a		872,000	387,452	
Debt Service	10-113				
Library	12-1220				
Special Highway		7	80,000		
Special Parks & Recreation		7	18,000		
Water/Sewer Utility		8	606,000		
Dare		8	1,556		
Non-Budgeted Funds-A		9			
Totals		xxxxxx	1,547,556	387,452	
Budget Hearing Notice		10			County Clerk's Use Only
Combined Rate and Budget Hearing Notice		10			
RNR Hearing Notice					
Neighborhood Revitalization					

Revenue Neutral Rate 28.219

Assisted by: _____

Address: _____

Email: _____

Attest: _____, 2023

County Clerk

Governing Body

CPA Summary

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2022	Current Amount for 2023	Proposed Amount for 2024	Transfers Authorized by Statute
General	Capital Improvement	65,000			K.S.A. 19-120
Water/Sewer Utility	Utility Reserve	40,000			K.S.A. 19-120
Totals		105,000	0	0	
Adjustments*					
Adjusted Totals		105,000	0	0	

*Note: Adjustments are required only if the transfer is being made in 2023 and/or 2024 from a non-budgeted fund.

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Item Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1, 2023	Payments Due 2023	Payments Due 2024
Totals				0	0	0	

***If leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.

City of Silver Lake

FUND PAGE - GENERAL

Adopted Budget
General

	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Resources Available:	970,152	929,471	484,548
Expenditures:			
Administrative	214,351	266,435	306,500
Law Enforcement	325,274	391,700	454,000
Street	73,758	77,500	93,000
Park	5,620	9,000	9,500
Street Lighting	7,897	7,000	9,000
Transfers	65,000	0	0
0	0	0	0
0	0	0	0
Sub-Total detail page	691,900	751,635	872,000
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	691,900	751,635	872,000
Unencumbered Cash Balance Dec 31	278,252	177,836	xxxxxxxxxxxxxxxxxxxxxx
2022/2023/2024 Budget Authority Amount:	780,700	836,478	872,000
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			872,000
Tax Required			387,452
Delinquent Comp Rate: 0.0%			0
Amount of 2023 Ad Valorem Tax			387,452

DRAFT

CPA Summary

City of Silver Lake

2024

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Highway	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	109,434	70,020	33,700
Receipts:			
State of Kansas Gas Tax	36,927	38,330	38,040
County Transfers Gas	22,492	20,350	20,240
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	59,419	58,680	58,280
Resources Available:	168,853	128,700	91,980
Expenditures:			
Capital Outlay	98,833	95,000	50,000
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	98,833	95,000	50,000
Unencumbered Cash Balance Dec 31	70,020	33,700	41,980
2022/2023/2024 Budget Authority Amount:	126,500	120,000	50,000

Adopted Budget

Special Parks & Recreation	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	15,888	17,087	17,230
Receipts:			
alcohol tax	1,699	1,143	1,545
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,699	1,143	1,545
Resources Available:	17,087	18,230	18,775
Expenditures:			
Capital Outlay		1,000	18,000
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	0	1,000	18,000
Unencumbered Cash Balance Dec 31	17,087	17,230	775
2022/2023/2024 Budget Authority Amount:	13,000	11,000	18,000

CPA Summary

2024

NON-BUDGETED FUNDS (A)
(Only the actual budget year for 2022 is reported)

Non-Budgeted Funds-A

(1) Fund Name:	(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:	
Capital Improvement	Utility Reserve	ARPA					0	
Unencumbered	Unencumbered	Unencumbered	Unencumbered	Unencumbered	Unencumbered	Unencumbered	Total	
Cash Balance Jan 1	Cash Balance Jan 1	Cash Balance Jan 1	Cash Balance Jan 1	Cash Balance Jan 1	Cash Balance Jan 1	Cash Balance Jan 1	852,099	
324,719	420,096	107,284	107,284					
Receipts:								
Transfer	Grant Revenue							
65,000	40,000	107,284						
Insurance Proceeds								
18,316								
Total Receipts	Total Receipts	Total Receipts	Total Receipts	Total Receipts	Total Receipts	Total Receipts	230,600	
83,316	40,000	107,284	107,284	0	0	0		
Resources Available:	Resources Available:	Resources Available:	Resources Available:	Resources Available:	Resources Available:	Resources Available:	1,082,699	
408,005	460,096	214,568						
Expenditures:								
Contractual	Commodity	Capital Outlay						
17,261	39,331	194,950						
Commodities								
749								
Capital Outlay								
3,648								
Total Expenditures	Total Expenditures	Total Expenditures	Total Expenditures	Total Expenditures	Total Expenditures	Total Expenditures	255,939	
21,658	39,331	194,950	194,950	0	0	0		
Cash Balance Dec 31	Cash Balance Dec 31	Cash Balance Dec 31	Cash Balance Dec 31	Cash Balance Dec 31	Cash Balance Dec 31	Cash Balance Dec 31	826,761	
386,378	420,765	19,618	19,618	0	0	0		

**Note: These two block figures should agree.

CPA Summary

	Budget 2024	Request 2024	Budget 2023	Request 2023	Budget 2022	Request 2022	Budget 2021	Request 2021	Budget 2020	Request 2020	Budget 2019	Request 2019	Budget 2018	Request 2018
General Fund														
General Capital Outlay														
Mower/Equipment (repair)	5,000.00	5,000.00	11,000.00	50,000.00	30,000.00	30,000.00	20,000.00	20,000.00	40,000.00	40,000.00	15,000.00	15,000.00	15,000.00	
Generator	20,000.00	20,000.00	-	35,000.00	35,000.00	35,000.00	27,500.00	27,500.00	10,000.00	10,000.00	8,000.00	8,000.00	8,000.00	
Vehicle/UTV	2,500.00	2,500.00	40,000.00	40,000.00	20,000.00	20,000.00	17,500.00	17,500.00	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	
Computer for City Hall	6,000.00	6,000.00	7,500.00	7,500.00	3,000.00	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	
Office Equipment/Office Carpet	15,000.00	15,000.00	-	11,000.00	11,000.00	11,000.00	11,600.00	11,600.00	11,600.00	11,600.00	10,000.00	10,000.00	1,500.00	
City Hall Exterior Repairs	10,000.00	10,000.00	8,500.00	16,500.00	-	-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
Council Room Repairs/updates	10,000.00	10,000.00	20,000.00	20,000.00	88,000.00	88,000.00	67,500.00	67,500.00	42,500.00	42,500.00	36,575.00	17,500.00	30,000.00	
Shop update	26,500.00	10,000.00	20,000.00	20,000.00	88,000.00	88,000.00	67,500.00	67,500.00	42,500.00	42,500.00	36,575.00	17,500.00	20,000.00	
Miscellaneous	85,000.00	68,500.00	89,000.00	182,000.00	88,000.00	88,000.00	67,500.00	67,500.00	42,500.00	42,500.00	36,575.00	17,500.00	30,000.00	
General Fund-General Capital Outlay Total														
				19,075.00										
Law Enforcement Capital Outlay														
Building Expansion	42,000.00	42,000.00	35,000.00	333,000.00	35,000.00	120,000.00	2,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00	3,000.00	
New Vehicle	14,000.00	14,000.00	10,000.00	10,000.00	9,000.00	9,000.00	2,000.00	2,000.00	11,600.00	11,600.00	10,000.00	10,000.00	1,500.00	
Misc Equip (Radio/Car Camera)	4,000.00	4,000.00	5,000.00	5,000.00	8,000.00	8,000.00	11,600.00	11,600.00	11,600.00	11,600.00	10,000.00	10,000.00	1,500.00	
Bulletproof Vests	2,000.00	2,000.00	6,000.00	6,000.00	6,000.00	6,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
Computer and Software	5,000.00	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
Office Furniture	5,000.00	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
New Sign at 100 Beebelein	67,000.00	67,000.00	79,000.00	412,000.00	52,000.00	172,000.00	13,600.00	13,600.00	16,800.00	16,800.00	14,500.00	14,000.00	4,500.00	
Law Enforcement Capital Outlay Total														
General Street														
Miscellaneous	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
General Street Capital Outlay Total														
Special Highway														
Street Repairs & maintenance	50,000.00	50,000.00	120,000.00	80,000.00	126,500.00	80,000.00	156,000.00	80,000.00	147,000.00	80,000.00	150,000.00	80,000.00	84,000.00	
Special Highway Capital Outlay Total	50,000.00	50,000.00	120,000.00	80,000.00	126,500.00	80,000.00	156,000.00	80,000.00	147,000.00	80,000.00	150,000.00	80,000.00	84,000.00	
Special Park & Rec														
Miscellaneous	8,000.00	8,000.00	11,000.00	2,000.00	13,000.00	-	11,000.00	-	10,000.00	-	9,000.00	-	10,000.00	
Special Park & Rec Capital Outlay Total														
Water/Sewer Utility														
Backhoe Repair	20,000.00	20,000.00	-	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
Fire Hydrant	-	-	-	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
Water Main & Leaks	-	-	7,500.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
Water Main Replacement	-	-	-	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	
Upgrade Billing Software	3,500.00	3,500.00	2,500.00	2,500.00	2,500.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	3,000.00	3,000.00	3,000.00	
RWR #2 Connection	-	-	-	125,000.00	100,000.00	100,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	
Radio Read Water Meters	3,000.00	3,000.00	3,000.00	3,000.00	250,000.00	250,000.00	175,000.00	200,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
Water Tower (200,000 gallons)	-	-	-	30,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	
Well/Liftstation Notification System	-	-	-	125,000.00	60,000.00	60,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
Generator-Well House	2,500.00	2,500.00	-	-	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
Computers for City Hall	20,000.00	20,000.00	40,000.00	40,000.00	20,000.00	20,000.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	
Vehicle (UTV)	31,000.00	50,000.00	5,000.00	15,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
Valve Replacement	10,000.00	10,000.00	20,000.00	20,000.00	15,500.00	22,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	
Tools	10,000.00	10,000.00	20,000.00	20,000.00	15,500.00	22,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	
Misc	100,000.00	119,000.00	80,000.00	530,500.00	121,000.00	730,500.00	105,000.00	733,000.00	255,500.00	640,500.00	520,000.00	483,500.00	483,000.00	
Water Sewer Capital Outlay Total														

CITY OF SILVER LAKE
 BUDGET
 PERSONNEL

	Salaries with Insurance Rates, KPERS, & Payroll Taxes Bonuses										Use Per Council 2024
	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Expected Actual 2023	Total Estimate with 4% Increase 2024	Total Estimate with 5% Increase 2024	Total Estimate with 7.5% Increase 2024	Total Estimate with 10% Increase 2024	
General General Personnel	42,473	50,223	41,961	45,939	58,882	60,300	68,331	68,719	69,691	70,661	-
General Streets Personnel	42,772	46,737	46,882	49,278	50,504	55,500	57,321	57,710	58,682	59,654	-
General Law Personnel	185,709	198,044	172,109	214,568	227,877	256,000	290,291	292,578	298,294	304,011	-
TOTAL GENERAL	270,954	295,004	260,953	309,784	337,263	371,800	415,943	419,007	426,667	434,328	-
Water/Sewer Personnel	158,712	179,519	168,164	172,636	207,704	245,000	272,080	274,017	278,859	283,701	-
TOTAL	429,666	474,523	429,117	482,420	544,967	616,800	688,023	693,024	705,526	718,029	-

DRAFT

CITY OF SILVER LAKE, KANSAS

Waterworks Budget

Waterworks Expenses FY 2024

Prepared by Liz Steckel
City Clerk

RECURRING EXPENSES

1. City Engineer	2,000
2. Utilities, telephone, internet, cellular	24,000
3. Software/upgrade Jayhawk	3,500
4. Memberships/Dues	1,000
5. Radio Read Meters	3,000
6. Water Tower Maintenance Program	12,000
7. Maintenance & Repair	48,000
8. Maintenance Supplies	21,500

TOTAL: \$115,000

OPERATING EXPENSES

1. Computers City Hall	2,500
2. Uniforms	3,000
3. Miscellaneous Expenses	11,000
4. Rock/Dirt for Lagoon	4,000
5. Postage/Water Bills	6,000
6. Training	3,000
7. Tools	10,000
8. Fuel for Vehicles	5,500

TOTAL: \$45,000

NEW REQUESTS

1. Shop Remodel	10,000
2. Valve Replacement	30,000
3. Fire Hydrant	20,000
4. Equipment Rental	5,000
5. Utility Vehicle Public Works	20,000
6. Raise Part-Time Employee to \$18.50/hr	In Salary Budget
7. Raise Part-Time Employee to \$18.50/hr	In Salary Budget

TOTAL: \$85,000

TOTAL: \$245,000

CITY OF SILVER LAKE, KANSAS

General Law Budget

Police Department Budget Proposal FY 2024

Prepared by Marc J. McCune
Chief of Police

RECURRING EXPENSES

1. Legal expenses; City Attorney and Magistrate fees	16,000
2. Utilities, telephone, internet	8,000
3. Software; New World/Digi Ticket/Microsoft et al.	9,000
4. Verizon, cellular and jet pack service	3,000
	<hr/>
	\$36,000

OPERATING EXPENSES

1. Ammunition	1,500
2. Uniforms and equipment	5,000
3. Promotional items	3,000
4. Miscellaneous	8,000
5. IT hardware/software	4,000
6. Fuel	12,000
7. Office supplies/postage	2,000
8. Training	3,000
9. Vehicle maintenance	8,000
10. Patrol vehicle replacement	42,000
	<hr/>
	\$88,500

NEW REQUESTS

1. Traffic RADAR replacement	3,000
2. Office furniture	2,000
3. Building signage at 100 Beaubien Street	5,000
4. In-car video camera replacement x3	11,000
	<hr/>
	\$21,000
	<hr/>
TOTAL	\$145,500

**Welcome
To
The City of Silver Lake**

Home of the Silver Lake Eagles

EMPLOYEE HANDBOOK

City of Silver Lake, Kansas

Employee Handbook

Employees serve at the pleasure of the City of Silver Lake in accordance with the applicable laws of the State of Kansas. No statement in this handbook creates an express or implied contract of employment.

This employee handbook, adopted by the Governing Body of the City of Silver Lake, ~~December 1, 2008~~ ADD NEW DATE, by Ordinance Number ~~2094~~ ADD NEW #, shall take effect ~~January 1, 2009~~ ADD NEW DATE.

Much of the information in the fringe benefit and holiday/leave portions of this handbook are based on ordinances, statutes, and contracts. The handbook is intended to summarize the information and not replace the legal documents nor contain a current statement of laws and regulations. In case of a discrepancy, the legal document, statute or contract will govern.

Note: City clerk and assistant city clerk are used synonymously in this handbook.

Table of Contents

Place your cursor over the topic you wish to view. Push control and click your left mouse button. You will be taken to the page containing that information.

City of Silver Lake	5
Employment General.....	7
I. Equal Employment Opportunity	7
II. Job Security.....	7
III. Definitions.....	7
Human Resource Office	8
I. Statement.....	8
II. Employee Files.....	8
Employment Process.....	8
I. Statement.....	8
II. Vacancies	8
III. Selection Procedure	8
IV. Residency.....	9
Probationary Period/Evaluations	9
I. Statement.....	9

II. Probation.....	9
III. Performance Evaluations/Performance.....	9
Grievance Procedure	<u>1010</u>
I. Statement.....	<u>1010</u>
II. Procedure.....	<u>1010</u>
Resignations	10
I. Statement.....	10
II. Written Notice.....	10
Nepotism	<u>1111</u>
Employee Supervision	<u>1313</u>
Pay Date	<u>1313</u>
Pay Increases	<u>1313</u>
Longevity Bonus	<u>1313</u>
Overtime, Compensatory Time, Call Back, Equivalent Time Off, Holiday Pay	<u>1313</u>
I. Statement.....	<u>1313</u>
II. Guidelines.....	<u>1413</u>
Benefits	<u>1716</u>
I. Statement.....	<u>1716</u>
II. Health Insurance.....	<u>1716</u>
III. Life Insurance.....	<u>1716</u>
IV. Kansas Public Employees Retirement System (KPERS).....	<u>1716</u>
V. Workers' Compensation.....	<u>1717</u>
Holidays	<u>2019</u>
I. Statement.....	<u>2019</u>
II. Observance of Holidays.....	<u>2019</u>
Leave Time	<u>2019</u>
I. Statement.....	<u>2019</u>
II. Authorized Leave.....	<u>2019</u>
III. Unauthorized Leave.....	<u>2019</u>
IV. Funeral or Death Leave.....	<u>2120</u>
V. Jury Duty or Other Required Appearance Before a Court or Other Public Body.....	<u>2120</u>
VI. Leave of Absence.....	<u>2120</u>
VII. Military Leave.....	<u>2120</u>
VIII. Sick Leave.....	<u>2120</u>
IX. Extended Illness Benefit.....	<u>2221</u>
X. Personal Days.....	<u>2322</u>
XI. Vacation Leave.....	<u>2322</u>
Human Resource Policies	<u>2524</u>
I. Statement.....	<u>2524</u>
II. Personal Conduct.....	<u>2524</u>
III. Personal Relations.....	<u>2524</u>
IV. Confidentiality.....	<u>2524</u>
V. Work Hours.....	<u>2524</u>
VI. Lunch Hours and Breaks.....	<u>2524</u>
VII. Flex Time.....	<u>2625</u>
VIII. Telephone Usage.....	<u>2625</u>
IX. Dress.....	<u>2726</u>

X. Tobacco Products.....	2726
XI. Work Products	2726
Discipline Policy	2826
I. Statement.....	2826
II. Disciplinary Procedure.....	2826
Political Activity	2927
E-mail/Internet Policy	2927
I. Statement.....	2927
II. Privacy	3028
III. Non-official Use.....	3028
IV. Disclosure of Information	3028
V. Deletion of Messages/Files	3129
VI. Suspicious E-mails and Attachments.....	3129
VII. Unauthorized Usage.....	3129
VIII. Non System Software	3129
IX. City of Silver Lake's Right to Monitor E-mail/Internet Usage	3230
Sexual Harassment Policy	3230
I. Statement.....	3230
II. Definition.....	3230
III. Examples.....	3230
IV. Complaint Mechanism	3230
Workplace Violence Policy.....	3331
I. Workplace Violence Policy	3331
II. Protective or Restraining Order	3331
III. Reporting Procedures.....	3331
Purchasing	3533
I. Statement.....	3533
II. Purchases Exceeding \$800 (excluding training).....	3533
III. Contracts	3533
Training	3533
I. Statement.....	3533
II. Approval	3533
Discipline Record	3735
Handbook Signature Form	3836

City of Silver Lake

The City of Silver Lake is a third class municipality located approximately eight miles west of Topeka on US Highway 24. The City operates with a mayor/city council form of government and currently has five full-time employees. The ~~latest~~ 2020 census figures show ~~1,358~~ 45 residents in the City of Silver Lake.

The City of Silver Lake boasts the following businesses: a library, two banks, a grocery store with deli, two gas stations with convenience items and food, Chinese restaurant, Mexican restaurant, pizza parlor, ~~neighborhood bar,~~ liquor store, barber shop, beauty shops, laundromat, auto repair shop, ~~machine and weld shop,~~ accountant's office, certified financial planner, two veterinary clinics, construction company, self-storage facilities, ~~memorabilia store,~~ apartment complexes, and a car wash. We also have several businesses on the fringe of the city: a hardware store, siding and window sales and installation, insurance agency, ~~seamstress/wedding consignment shop,~~ and a chiropractor.

~~There are~~ is currently ~~two~~ one churches located in the city—~~Silver Lake First Baptist Church and Silver Lake United Methodist Church.~~ The Lakeside Southern Baptist Church and Silver Lake First Baptist Church ~~is~~ are located just outside the city limits ~~to the west~~ of Silver Lake.

Calendar year ~~2008-2023~~ brings additional construction to ~~both the grade school and high school systems.~~ The 2007 enrollment in the elementary school was 384 and high school enrollment was 355.

BRIEF HISTORY: In the spring of 1871 the City of Silver Lake was incorporated. We are proud of other events, described below, that have made Silver Lake what it is today.

- Telephones were installed in 1885, but it wasn't until 1907 that a switchboard system was added.
- In 1911 a six room brick school building replaced the original two room structure and the first high school class was organized. In 1928 that building became the grade school. In 1952 the high school burned and a new high school was completed the following year. New grade school construction was completed in 1961 and in 1970 and again in the mid 1990's the schools saw additional construction.
- The two lane hard-surfaced road through the city was completed in 1928 and was later known as US Highway 40 and still later became US Highway 24.
- The original waterworks system, including a 50,000 gallon water tower was completed in 1946. A new 200,000 gallon water tower was constructed in 1996.
- A volunteer fire department was established in 1949. In 1964 Shawnee County Rural Fire District #1 was organized and currently has two full-time employees.
- In 1959, street signs were added to the city. The Lions club numbered all homes in 1965.
- The Silver Lake community Center was built in 1969 and City park shelter house in 1970.
- Construction of the sewer and main facility was begun in 1976 and was completed in 1977. Improvements to the lagoon were completed in 2007.

Welcome to the City of Silver Lake. We are proud of our City and are pleased you have decided to join our city staff. The governing body looks forward to working with you.

Employment Information

Employment General

I. Equal Employment Opportunity

The City of Silver Lake does not discriminate on the basis of race, color, age, gender or disability in the employment and treatment of its employees or the admission or access to its programs and activities. The City is an equal opportunity employer.

II. Job Security

All officers (~~employees~~) of the City of Silver Lake are appointed by the mayor, with the approval of the council, as defined in K.S.A. 15-204. While some employees are not appointed officers, all employees are governed by the Mayor and City Council.

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III. Definitions

A. Exempt position: An employee who is in a position that is not required to be compensated (in excess of 40 hours in a work week) for overtime according to the Fair Labor Standards Act (FLSA) is considered exempt. No City employee is exempt.

B. Non-exempt position: An employee who is in a position which is required to be compensated with overtime pay or compensatory time according to FLSA is non-exempt. All City employees are non-exempt.

C. Full-time employee: A person employed to work a 37.5 to 40-hour work week as determined at hiring date on a regular _____ and continuing basis. A full-time employee is eligible to receive the fringe benefits _____ and leave time described later in this handbook.

D. Part-time employee: A person employed to work ~~less than a 40-hour work week~~ 999 hours or less per year on _____ a regular and continuing basis. In most cases, a part-time employee is not eligible _____ to receive the fringe benefits and leave described later in this handbook.

E. Seasonal Employee: A person employed to work during a specific season or portion of the year. In most cases, a seasonal employee is not eligible to receive the fringe benefits and leave described later in this handbook.

F. Family member: 1) persons related to the employee by blood, marriage, or adoption; 2) minors residing in the employee's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code.

Human Resource Office

I. Statement

The city clerk's office maintains employee personnel files, processes payroll, administers employee benefits, assists with the recruitment of new employees and conducts new employee orientation. Questions relating to these issues should be directed to the city clerk.

II. Employee Files

The city clerk's office maintains a **confidential** personnel file on each employee. All materials placed in the employee's file are available for inspection upon the employee's request at a time convenient to the city clerk or mayor and the employee. All inspections shall be made in the presence of the city clerk or mayor.

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Employment Process

I. Statement

The goal of the City of Silver Lake is to appoint the best available candidates in compliance with the equal employment opportunity plan of this office.

II. Vacancies

Recruitment is initiated by one or more of the following:

- Sending a vacancy announcement to organizations and businesses as determined by the mayor, city council or city clerk
- Placing an advertisement in the newspaper
- Advertising on the City web site as well as with other applicable web sites and organizations
- ~~Reviewing applications submitted within the past six months~~
- ~~Accepting referrals from City employees~~

III. Selection Procedure

- A. All candidates for full-time employment must submit an employment application and resume and pass a background check including drug screening.
- B. Full-time law enforcement officers must pass a psychological evaluation (paid for by the City).
- C. Selected candidates will be invited to an interview.
- D. The successful applicant will be appointed by the mayor and approved by the city council.

E The mayor has the authority to appoint an individual in lieu of the procedures outlined in Steps A through D above. The council must approve the appointment.

~~IV. Residency~~

~~No person shall be eligible for an appointed office unless he or she resides within the boundaries of Unified School District 372 prior to his or her appointment.~~
~~Exceptions: The City may 1) appoint persons not residing within such district as city attorney, city engineer, municipal judge and part-time law enforcement officers when deemed necessary, and 2) appoint persons who also serve as city attorney, municipal judge or law enforcement officers of another municipality or public agency.~~

Probationary Period/Evaluations

I. Statement

To maintain high standards of job performance, the City of Silver Lake understands the need for employees to have the opportunity to establish acceptable behaviors and modify unacceptable behaviors. During the probationary period, employees are evaluated twice.

II. Probation

- A. A new full-time employee must complete a six month probationary period to achieve regular full-time status. An employee transferring to another position within City government must also complete a six month probationary period. The length of the probationary period may be changed at the request of the mayor or city council.
- B. An employee may, at any time, be placed on probation for one to six months in an attempt to correct unacceptable behavior. If an employee fails to correct unacceptable behavior within this period, termination may result. ~~An employee does not have to be placed on probation to be disciplined or terminated.~~

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~~III. Performance Evaluations/Performance~~

- ~~A. During the probationary period, an employee will be evaluated twice. The employee's immediate supervisor or commissioner(s) will evaluate the employee upon completion of three months of employment and six months of employment.~~
- ~~B. The evaluation shall be in writing on a form approved by the mayor and council. The supervisor shall present the evaluation to the employee and allow the employee the opportunity to respond in writing on the evaluation form. The evaluation process~~

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~~_____ provides for productive communication between the employee and supervisor. The~~
~~_____ evaluation will become a part of the employee's personnel file.~~
~~_____ C. Employee performance may be considered in determining salary increases and~~
~~_____ decreases, promotions, demotions, transfers and dismissals.~~

Grievance Procedure

I. Statement

On occasion, an employee may have a concern or grievance that he/she would like to discuss. The employee must adhere to the procedure below in the order listed.

II. Procedure

Step 1: Visit with immediate supervisor and work to resolve conflict.

Step 2: If Step 1 is unsuccessful, advise supervisor and arrange to visit with the mayor.
If the grievance is with the mayor, then arrange to visit with the council president.

Step 3: If Step 2 is unsuccessful, advise the mayor, who will arrange a meeting with the city council.

Note: An employee ~~may be asked to~~ shall submit written documentation of the grievance.

Resignations

I. Statement

Employees shall submit a written notice of resignation. Once approved, ~~the~~ written notice will become _____ part of the employee's personnel file.

II. Written Notice

A. The notice should be presented to the mayor and council at least two weeks before the anticipated departure. Under appropriate circumstances, a shorter notice may be approved by the council.

B. The notice should contain:

1. Date notice was submitted
2. Date of departure
3. Reason for the departure
4. Signature

Failure to meet the provisions of this section will result in documentation of such in the employee's personnel file. Further, the City can and may report the time and method of resignation to outside entities requesting the same.

Nepotism

No employee shall supervise, advocate for, participate in or cause the appointment, promotion, transfer, demotion or discipline of a member of the employee's household or a family member.

Supervision and Compensation

Employee Supervision

The mayor shall be the immediate supervisor of the city clerk. ~~The city clerk shall be the immediate supervisor of the assistant city clerk.~~ The council member designated as police commissioner shall be the immediate supervisor of the chief of police. The chief of police shall be the immediate supervisor of the other law enforcement officers. The council members designated as water, park and street commissioners shall be the immediate supervisors of the utility, public works superintendent. ~~The council members designated as street and park commissioners shall be the immediate supervisors of the building/grounds superintendent.~~ public works superintendent shall be the supervisor of the utility assistant and all part-time employees of the public works department.

Commented [TL1]: We should discuss with council.

Pay Date

City employees shall be paid on the ~~first and fifteenth~~ and last work day of each month. When a pay day falls on a weekend or city holiday, employees will be paid the Friday before the weekend or city holiday.

Pay Increases

Pay increases shall not be routine or automatic and are determined by the mayor and council. The salary of each city employee shall be reviewed at least annually.

Longevity Bonus

Each full-time employee that meets the service requirements below shall be paid a longevity bonus. The payment shall be made in the payroll period in which the eligible employee's service anniversary date occurs. The amount of the longevity bonus will be calculated as follows:

<u>Years of Service Completed</u>	<u>Amount per Year</u>
Five to nine years	\$ 15 -25 per year
Ten plus years	\$ 25 40 per year

Note: A longevity bonus will never exceed \$625800.00 per year.

Overtime, Compensatory Time, Call Back, Equivalent Time Off, Holiday Pay

I. Statement

It is the philosophy of the City that with good planning and employee efficiency, overtime will not be necessary. However, on occasion, overtime will occur and employees shall adhere to the established guidelines.

II. Guidelines

- A. The ~~40-hour~~ work week is comprised of seven days, beginning Sunday and ending Saturday.
- B. An employee must have prior approval from a supervising council member or supervisor prior to working more than 40 hours in a work week. If the council member or supervisor is unavailable, the mayor may approve.
- C. In the event of a public emergency endangering the welfare of the residents of the City, the employee shall be deemed to have approval from his or her supervisor.
- D. Unauthorized overtime may result in disciplinary action.
- E. Overtime hours shall be compensated at the rate of one and one-half times the regular hourly rate of pay or in the form of compensatory time off at the rate of one and one-half hours off for each hour of overtime worked.
- F. An employee called back to work during a time that he/she is not scheduled to work shall be entitled to either time off or paid compensation for the time worked during the call back. The employee shall not be paid for less than ~~one~~ two hours. The employee shall take time off during the pay period in which the call back occurred if feasible. ***Extension of the normal workday is not considered call back.***
- G. Eligible employees shall not accrue more than 60 hours of compensatory time.
 1. Upon termination of employment, an employee shall be paid for unused compensatory time.
 2. An employee who has accrued compensatory time and who has requested the use of the time, shall be granted such request so long as it does not unduly disrupt the normal operations of the City.
 3. An employee must use the compensatory time within a reasonable period after it is accrued.
- H. When an employee works additional time which could result in overtime hours, the employee is encouraged to take equivalent time off on an hour for hour basis within the same work week in which the additional time is worked.
- I. Only actual hours worked are used when calculating compensatory time or overtime pay for a work week. Neither paid leave nor paid holidays shall count toward overtime.
- J. Employees required to work on a holiday will be compensated at one and one-half the employee's regular rate of pay for each hour worked. In addition, the employee will receive the normal holiday pay.

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Fringe Benefits

Benefits

I. Statement

The following information is a summary of benefits primarily available to full-time employees of the City of Silver Lake.

II. Health Insurance

Full-time employees are eligible to enroll in the group health insurance plan provided by the City.

- A. The employee contribution shall be determined by the council at the time of the annual renewal of the group health insurance policy.
- B. All health insurance costs shall be paid by the employee during any period the employee is not in pay status.

III. Life Insurance

Group Life Insurance: Full-time employees are covered by a term life insurance policy. This policy is paid for by the City and is administered through the Kansas Public Employees Retirement System (KPERS).

Optional Group Life Insurance: Full-time employees may elect to purchase optional group life insurance coverage through payroll deduction at a group rate.

IV. Kansas Public Employees Retirement System (KPERS)

- A. Upon employment, full-time employees become members and begin contributing to KPERS.
- B. Employee contributions are fixed by statute. Employer contributions fluctuate depending on the funding needs of KPERS.

C. Retirement

- 1. Employees are encouraged to meet with a KPERS' representative prior to retirement to ask questions about benefits and options specific to their situation.
- 2. Employees are encouraged to meet with the city clerk at least two to three months in advance of retirement so the appropriate forms can be completed to initiate the process.

V. Workers' Compensation

City employees are covered by workers' compensation. This provides an employee possible benefits for a personal injury caused by an accident arising out of and in the course of employment. Disabilities that are a result of the natural aging process or ones that are the result of normal activities of day-to-day living are not covered by workers' compensation. If an employee suffers an aggravation of a pre-existing condition in a work related accident, only treatment for the aggravation is covered. Sports and recreational activities are not covered by workers' compensation.

All work-related injuries or incidents should be reported immediately to the city clerk so the necessary paperwork _____ can be prepared.

Holidays and Leave Time

Holidays

I. Statement

City employees shall be paid for the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and two discretionary days. The discretionary days must be taken during the calendar year and must be taken in increments of eight hours.

Employees required to work on a holiday will be compensated at one and one-half times the employee's regular rate of pay for each hour worked. In addition, the employee will receive the normal holiday pay.

II. Observance of Holidays

When a legal holiday falls on a Sunday, the following Monday is the officially observed holiday. If the legal holiday falls on a Saturday, the preceding Friday is the officially observed holiday.

Leave Time

I. Statement

All leave requests must be approved in advance by the city clerk and must be in accordance with all other requirements stated in the leave portion of this handbook. The police chief will notify the city clerk of leave relating to his/her employees. Leave usage shall be recorded on the employee's time sheet.

II. Authorized Leave

Leave that is requested as stated above, and approved, shall be termed authorized leave.

III. Unauthorized Leave

Leave that is not requested as above, or not approved, shall be termed unauthorized leave unless the employee furnishes the city clerk with satisfactory evidence proving that circumstances made it impossible to request the leave as prescribed above.

Use of unauthorized leave shall be entered into the employee's official personnel file. Habitual or flagrant use of unauthorized leave shall be grounds for disciplinary action including suspension, dismissal or other disciplinary action as recommended by the mayor and approved by the city council.

IV. Funeral or Death Leave

Each full-time employee shall be allowed a maximum of three days paid leave for the death of a family member.

V. Jury Duty or Other Required Appearance Before a Court or Other Public Body

Each employee in a full-time position shall be granted leave with pay if 1) summoned for jury duty or 2) required to represent the City before a court, legislative committee, or other official judicial or quasi-judicial body. If jury duty exceeds one week, the employee will reimburse the city for his/her jury duty compensation excluding mileage (starting with the sixth day of jury duty).

VI. Leave of Absence

A leave of absence (without pay) may be granted by the mayor for a reasonable period of time for a sufficient reason. Such absence may require use of accumulated vacation leave and accumulated sick leave before approval of leave without pay.

VII. Military Leave

Employees will be afforded all rights concerning employment and re-employment in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) as amended.

VIII. Sick Leave

A. A full-time employee shall accrue four hours of sick leave upon completion of each pay period. Any unused sick leave days at the time of termination of employment will not be paid by the city. Employees will not accrue sick leave during an unpaid leave of absence.

B. Full-time employees shall be entitled to sick leave with pay for the following reasons:

- illness or disability of the employee or employee's family member including surgery, pregnancy, childbirth, miscarriage, and recovery there from.
- personal appointment or family member's appointment with a physician, dentist or recognized health practitioner that requires the employee to be absent from work.

C. An employee may be required to provide evidence necessary to establish that the employee is entitled to use sick leave under the circumstances of the request. If the employee fails to provide this evidence, 1) the use of sick leave may be denied, 2) the leave may be deemed unauthorized, and/or 3) the employee may be required to have an examination by a licensed health or mental health care professional ultimately responsible for the patient's health care as designated by the City and at the City's expense.

- D. When an employee does not have enough sick leave to cover a requested absence, the employee may use vacation or personal days. If an employee has no leave available, 1) the employee may be required to take leave without pay, and 2) the leave may be considered unauthorized.
- E. If an employee cannot perform the duties of the job because of illness, injury or disability, the City may require the employee to use sick leave and, upon the exhaustion of sick leave, vacation leave, personal days, then leave without pay. The City may request a written release by a licensed health or mental health professional ultimately responsible for the employee's care before the employee is allowed to return to work.
- F. Notification of Use
 - 1. At the beginning of each work day, unless medically impossible, the employee must personally notify his/her immediate supervisor or the city clerk of the need to use sick leave. If the supervisor or clerk is not available, the employee shall speak with the person designated by the supervisor or clerk. Failure to speak with the designee may result in the leave being denied and/or considered unauthorized.
 - 2. In the case of an extended absence (illness, surgery, pregnancy, etc), the employee does not need to call daily if the supervisor and employee have agreed it is not necessary.
 - 3. The supervisor must be notified of the need to use sick leave for a personal appointment or a family member's appointment with a physician, dentist or other recognized health practitioner as far in advance as possible.

IX. Extended Illness Benefit: Ordinance No. 2091, Section 9.1-410, ~~effective~~ December 1, 2008

Commented: [TL3]: Does this apply to anyone at this point?

This policy applies only to those full-time employees who had accrued, unused benefit weeks prior to the effective date of this ordinance.

- A. An employee shall carry forward his/her accrued benefit weeks.
- B. An employee shall not accrue additional benefit weeks after the effective date of this ordinance.
- C. An employee shall not be entitled to use any of his/her accrued benefit weeks until he/she has been off work for four consecutive weeks due to an illness or accident. The employee shall be paid the amount of compensation necessary to equal the employee's regular salary for the time period after taking into account workers compensation benefits, disability insurance and other collateral sources of income being paid to the employee as a result of the disabling illness or accident.

D. To be eligible to use accrued benefit weeks, an employee must submit biweekly a written statement from a licensed physician stating the employee is unable to perform his/her regular employment duties.

E. The employee shall not be paid for unused, accrued benefit weeks upon termination of employment.

X. Personal Days

Full-time employees shall accrue one personal day upon completion of each six months worked. Each personal day must be used within twelve months of accrual or the day shall be forfeited. Any unused personal days upon termination of employment will be paid for by the City. An employee may not have more than two personal days accrued at any given time.

XI. Vacation Leave

~~Effective January 1, 2023, Upon employment f~~ Full-time employees shall be entitled to ~~earn one~~ four hours-week paid vacation leave upon the completion of ~~one year of employment for every pay period.~~ Full-time employees who have completed ~~two to six~~ five full years of ~~employment shall be entitled to earn two weeks~~ five hours of paid vacation leave ~~annually every pay period.~~ Completion of ~~seven to 14~~ ten successive years of full-time employment shall ~~entitle earn~~ the employee to ~~three~~ six weeks hours of paid vacation leave ~~annually every pay period.~~ After 15 successive years of full-time employment the ~~employee shall be entitled to earn four weeks~~ 7 hours of paid vacation leave ~~annually for every pay period.~~

An employee shall not accrue vacation leave while on an unpaid leave of absence. All vacation time must be taken in the calendar year it is accrued; ~~no except an employee can carry over up to a maximum of 40 hours of unused vacation time~~ ~~may be carried over to the following year.~~ An employee must take vacation leave in ~~increments of one hour.~~

An employee will be paid for any unused, accrued vacation leave upon termination of employment.

Office Policies

Human Resource Policies

I. Statement

This section is intended to give employees an understanding of the expectations of City employment. Knowledge of these policies is essential for proper job performance.

II. Personal Conduct

Employees are to conduct themselves in a courteous and professional manner in all dealings which affect the City of Silver Lake.

III. Personal Relations

Employees are expected to adhere to the following guidelines in an effort to develop a cohesive staff:

- Respect the significance of a co-worker's position.
- Be courteous to fellow employees.
- Ask prior to using another employee's equipment or desk.

IV. Confidentiality

Because of the nature of this office, some information handled by City employees shall be held in strict confidence. Employees are to only review files, documents or information with which they are working unless they have authorization from a supervisor. Confidential information shall not be shared.

V. Work Hours

Employees are expected to start and finish the workday on time. Full-time employees are expected to work a 40 their regular scheduled hours each week unless using leave or holiday time.

City council meetings are normally held the first and third Monday of each month. At least one employee from each department shall attend each council meeting. The mayor or council may change the attendance requirement as needed. The city clerk shall attend all city council meetings. Employees will be compensated at their regular rate of pay while attending a city council meeting.

VI. Lunch Hours and Breaks

Employees normally receive one hour for lunch and two 15 minute breaks (except for police officers). The times are to be observed and not abused. Breaks cannot be used at the beginning or end of the work day nor can they be used to extend the lunch hour.

VII. Flex Time

A. Flex time allows employees to arrange their 40-hour work week in non-traditional ways to better accommodate individual needs. Yet at the same time, the needs of the city must be met. Flex time is a privilege for employees and should be viewed as such. All employees are eligible to apply for flex time privileges. The following examples are illustrative, not exhaustive:

1. An employee may come to work at 7:00 am and leave at 4:00 pm, or come at 9:00 am and leave at 6:00 pm.
2. An employee may work four 10-hour days and take one day off.

B. The following parameters have been approved by the governing body:

1. Employees may take 30 minute lunch breaks.
2. The flex time policy is effective year round.
3. Implementing flex time is a managerial task of the ~~commissioners~~ department heads and mayor ~~department~~ Commissioners

Department heads and the mayor are encouraged to provide this opportunity to employees whenever possible. ~~However, if it is determined a commissioner determines~~ Commissioners that the flex time schedule is detrimental to the efficient and effective operation of that department, either generally or during a specific time period, the ~~commissioner~~ department head ~~has and the mayor~~ have the managerial authority to ~~enforce the~~ traditional work schedule.

Note: The chief of police has the authority to set the schedule for his employees.

4. The commissioner granting flex time must report the hours to the mayor and council at the meeting immediately following approval.

VIII. Telephone Usage

Telephone services are maintained to conduct official City business. All long distance charges are monitored by the city clerk.

A. Long distance business calls (using regular city phones)

1. Collect calls will not be accepted.
2. 800 numbers should be used whenever available.

B. Personal calls (using regular city phones)

1. Local calls are discouraged.
2. Long distance calls must be made using a calling card or by reversing the charges.

C. City cell phones

1. The city maintains a basic cell phone plan.
2. Usage in excess of this plan shall be paid by the employee.

D. Personal Cell Phones

1. Excessive use of a personal cell phone for personal business during duty hours is prohibited.

2. Employees should refrain from using personal cell phones while operating City vehicles and equipment.
3. The City assumes no responsibility for loss or damage to employees' personal cell phones. Employees assume the risk of loss or damage to personal cell phones carried by employees during working hours.
4. Having a personal cell phone is a choice the employee makes. When authorized in writing by the mayor or council, the costs associated with using a personal cell phone for official business may be reimbursed to the employee. If the cell phone is used for business purposes, reimbursement will only be made for reasonable costs in excess of the base plan plus any additional fees such as roaming fees or other fees and taxes incurred as a direct result of the business use. The employee will not be reimbursed more than the monthly cost to the employee.
5. Employees are not permitted to receive a monthly allowance from the City for the use of a personal cell phone unless they are specifically granted approval by City Counsel. Any allowance approved will be limited to the amount of the city's current cellphone plan rate.
6. The violation of any provision of this policy may result in disciplinary action.

IX. Dress

City employees are expected to have a professional appearance. City police officers are expected to adhere to the policy in the police manual.

X. Tobacco Products

Use of tobacco products is prohibited in City buildings and vehicles.

XI. Work Area and Products

Any area used by an employee for his or her tasks is to be considered a common area and no City employee has a right to maintain private information on City computers or in the area the employee works. The City reserves the right to search work areas and City computers at any time, and to monitor work areas by any means available, including, but not limited to, video recording. All documents, records, products, etc. developed, maintained, altered and/or used by employees of the City while performing business functions shall be considered the property of the City and shall remain accessible by the City.

XII. Social Media

Social media includes all means of communicating or posting information or content of any sort on the internet, including your own, or someone else's website or other form of electronic communication whether or not associated or affiliated with the city. Be respectful and always be fair and courteous to fellow employees. Be honest and accurate when posting information or news. If you make a mistake, correct it quickly. Never post any information or rumors you know to be false about the city. Never represent yourself as a spokesperson for the city. If the city is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the city, fellow

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employees, customers, or people working on behalf of the city. Refrain from using social media while on work time or on equipment provided by the city unless it is work-related as authorized by your supervisor. Do not use your city email addresses to register online tools utilized for personal use. Employees should not speak to the media on the city's behalf. All media inquiries should be directed to the mayor or the mayor's designee.

Discipline Policy

I. Statement

When an employee and supervisor are unable to resolve a problem(s), disciplinary action will be administered per this policy. Some situations may be immediately escalated to one of the following steps.

II. Disciplinary Procedure

Violations of City policies/ordinances or other performance/behavior issues may result in disciplinary action. Each procedure may be applied alone or in conjunction with another. Discipline need not be administered with any particular series of steps, and any procedure described below may be administered at any given time in the discretion of the employer. The employee discipline form (see appendix) or some other form of written documentation shall be completed for each incident and placed in the employee's personnel file.

A. Written Reprimand

A written reprimand shall be placed in the employee's personnel file.

B. Probation

This is a period of one to six months during which an employee is required to fulfill a set of conditions, to improve work performance, or to improve job-related behavior. Failure to meet the probationary requirements may result in additional disciplinary actions.

C. Suspension (without pay)

Severe violations and reoccurring violations may require that the employee meet with the mayor, and/or the council. The employee may be suspended without pay for a number of days to be determined based on the severity of the violation.

D. Dismissal

Severe and reoccurring violations may result in dismissal.

E. Council and/or Mayor Action

An ~~employee-officer or employee~~ may be removed by a majority vote of the council or suspended at any time by the mayor (K.S.A. 15-204).

Political Activity

There will be no soliciting, contributing, or participating in politically-related activities on City property during work hours. Wearing campaign buttons during work hours and transporting campaign materials in City vehicles is prohibited. Employees may engage in political activities on their own time.

E-mail/Internet Policy

I. Statement

The e-mail and internet systems were installed by the City for the purpose of communicating with others in the City and individuals and entities outside the City on matters relating to business conducted by the City. These systems belong exclusively to the City. Each use of the internet and each e-mail must be able to withstand public scrutiny without embarrassment to the City.

The purpose of this policy is to:

1. Ensure that employees are aware of acceptable and unacceptable uses of the City's office e-mail and internet systems.
2. Inform employees that by using office e-mail and internet services, the employee agrees to comply with the policy and waives any right of privacy in any e-mail or internet usage.
3. Notify employees that the City can and will monitor the use of e-mail and internet without prior notification.

The City reserves the right to take disciplinary action, including termination, or legal action if there is evidence that this policy was violated.

II. Privacy

By using the City's e-mail and internet systems, employees waive any right of privacy regarding data that is composed, transmitted, accessed, or received via the agency e-mail and internet systems. Employees shall have no expectation of privacy when using these systems.

III. Non-official Use

Employees may use the City e-mail and internet systems on a limited basis for non-official business. Such use must occur before or after the employee's business hours or during an employee's lunch break. Such use shall not disrupt or interfere with the employee's work or official City business. Excessive printing of personal documents (more than 5 pages per day) is an expense and disruption to City business and is therefore prohibited, unless exercised before or after business hours or during an employee's lunch break and paid for by the employee. The employee must reimburse the City for the copies at the rate of \$.05 per page. Employees shall remit the money to the city clerk.

IV. Disclosure of Information

- A. E-mail and internet usage are not secure and therefore messages transmitted on the City systems are not confidential. Users are advised not to transmit sensitive or personal information using this system.
- B. Even though passwords appear to provide confidentiality, privacy of messages cannot be assumed. This means that e-mail and internet transmissions can be read, altered or deleted by unknown parties without the knowledge or permission of the user who composed, sent or received the message or its attachment(s).
- C. The city reserves the right to access and disclose the contents of employee e-mail/internet messages sent over its electronic mail systems for any purpose.
- D. The City may be required by law or by legal obligation to third parties to disclose the contents of employee e-mail messages or internet usage, including any private/intimate messages that the employee may have sent. Such messages could

constitute a public record subject to the Kansas Open Records Act or the Government Records Preservation Act.

E. Users are responsible for all activity initiated under their e-mail identification (ID), user ID, password or personal workstation (computer). Users must not disclose internal City information via the internet or e-mail system that in any way adversely affects the City's customer relations or public image.

V. Deletion of Messages/Files

Deletion of e-mail/internet messages and files may not permanently erase them. Users should note that when e-mail messages or internet files are deleted or erased, it may still be possible to recreate the original message or file. Such data may constitute public records subject to the Kansas Open Records Act and the Government Records Preservation Act.

VI. Suspicious E-mails and Attachments

Suspicious e-mails and attachments should be deleted and not opened.

VII. Unauthorized Usage

Data that is composed and/or transmitted via the City e-mail and internet systems must not contain content and/or language that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content/language may include, but are not limited to, profanity, obscene or pornographic materials, copyright/licensing infringement, wagering or selling chances, making derogatory comments about City employees, political activities, any illegal activity, sexual harassment, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The e-mail/internet systems shall not be used to transmit messages that would embarrass or denigrate the City or expose the office to legal liability.

An employee shall not:

- Access or use another employee's e-mail
- Access or use another person's internet connection

VIII. Non System Software

All software must be approved by the mayor. Employees shall not install or download any type of software on a City computer.

IX. City of Silver Lake's Right to Monitor E-mail/Internet Usage

The City has the right to monitor employee's e-mail and internet usage to ensure efficiency and effectiveness in the office and to prevent excessive or improper use. If a supervisor suspects that an employee is using his or her access to e-mail or the internet in violation of this policy or in any other illegal or inappropriate manner, the City may monitor an employee's use without prior notification.

Any one of the following constitutes notice and consent to the monitoring of an employee's computer system (including but not limited to e-mail and internet usage):

- Employee handbook e-mail/internet policy and/or other handbook policies
- Employee's written acceptance of the employee handbook

Sexual Harassment Policy

I. Statement

Employees of the City shall not be subject to sexual harassment by another employee. Any employee who engages in behavior which constitutes sexual harassment may be terminated immediately.

II. Definition

The Equal Employment Opportunity Commission (EEOC) Guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

III. Examples

- A. Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex or gender-specific traits, sexual propositions, threats
- B. Non-verbal: Suggestive or insulting sounds, leering, whistling, obscene gestures
- C. Physical: touching, pinching, brushing the body, coerced sexual intercourse, assault

IV. Complaint Mechanism

Any incident of discrimination, insult, intimidation or sexual harassment should be promptly reported. Complaints should be made to the employee's immediate supervisor, unless such incident involves conduct by such supervisor, in which case the

incident shall be reported to the city clerk or mayor ~~either verbally or in writing~~.
Complaints involving the mayor should be made to the council president.

Workplace Violence Policy

I. Workplace Violence Policy

The safety and security of City employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the City's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on city-owned property may be removed from the premises pending the outcome of an investigation.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from City property, terminating business relationships with that individual, and/or prosecuting the person(s) involved.

Employees are responsible for notifying the employee's immediate supervisor, unless such incident involves conduct by such supervisor, in which case the incident shall be reported to the city clerk or mayor either verbally or in writing.

II. Protective or Restraining Order

Each employee who receives a protective or restraining order shall provide the city clerk and/or mayor with a copy of the order.

III. Reporting Procedures

A. Report the following, no matter how minor the act appears. The list is illustrative, not exhaustive.

1. incidents of threats, harassment, or other aggressive behavior
2. conditions where employees are subjected to excessive or unnecessary risk of violence
3. suggestions for reducing risk of violence or improving negative working conditions

B. As a follow-up, provide a written report to the city clerk or mayor documenting the incident.

Always feel free to contact local law enforcement authorities when threatening incidents occur. Immediately notify the ~~city clerk or mayor~~ after notifying law enforcement. This is in addition to internal reporting procedures.

Office Procedures

Purchasing

I. Statement

City employees are encouraged to plan for major purchases in advance. Each employee shall provide a list of proposed purchases prior to the preparation of the annual budget. Inclusion in the budget does not constitute purchase approval.

II. Purchases Exceeding \$800-1,000 (excluding training)

A. The employee making the purchase must obtain council approval. In the event of an emergency, the mayor may approve the purchase and report to the council at the next meeting.

B. The request shall include: 1) name of the item, 2) reason for the purchase and 3) approximate cost.

III. Contracts

The mayor and council shall review contracts or agreements before they are executed.

Training

I. Statement

In an effort to improve the services provided to customers, as well as to cultivate and promote excellence within the workforce, the City supports opportunities for employees to enhance their knowledge and skills whenever possible.

Each employee is required to maintain full certification for his/her position. A copy of all current training certificates must be submitted to the city clerk for placement in the employee's personnel file.

II. Approval

Prior approval for training must be granted by the mayor and council. In most cases, the City shall pay for registration, travel, and lodging directly related to the training. A cost estimate, including work hours to be utilized, must be provided to the City when requesting approval.

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Appendix

Discipline Record

Employee _____ Department _____

Describe each incident on the lines provided or attach a separate sheet of paper.

Written Reprimand _____

I have read and understand this warning.

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Suspension _____

Suspension Date(s): _____ to _____

I have read and understand this warning.

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Probation _____

Probation Date(s): _____ to _____

I have read and understand this warning.

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Dismissal _____

Dismissal Date: _____

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Handbook Signature Form

I have read the employee handbook and hereby acknowledge that I understand the contents of the handbook and will adhere to the policies set forth in the handbook.

Date

Employee's Signature

D-7 ON-CALL POLICY. On-Call means a period of time outside an employee's regularly scheduled work hours during which the employee is required to remain available to the City within a specified response time.

(a) Policy Specifics

- i. On-Call assignments shall be limited to work situations where a probability of recall of employee(s) exists as determined by Department Head.
- ii. The on-call employee must remain within a 30- minute response time to City Hall throughout the duration of the on-call period.
- iii. The on-call employee must remain fit for duty throughout the duration of the on-call period in compliance with these regulations.
- iv. An employee who is unfit for duty as a result of violating these regulations is subject to disciplinary actions, up to and including termination.
- v. Any on-call employee who is not available when called or fails to fulfill the responsibilities assigned to on-call status and who does not present a reasonable justification (as determined by Department Head) for failure to report, may lose on-call compensation for the entire on-call period and may be subject to disciplinary action, up to and including termination.
- vi. Other details including the rotation of on-call duty shall be determined by the Department Head in a departmental policy.

(b) Compensation

- i. The on-call employee will be compensated at the rate described below:
 - a. Monday through Friday: \$50 per day
 - b. Saturday or Sunday: \$100 per day
 - c. City Observed Holiday: \$100 per day
 - d. City Holiday: \$150 per day
- ii. The time during which an employee is on-call is not considered work time and, thus, any compensation for it is considered gratuitous by the City.
- iii. On-call time will not count as part of the employee's hours worked for determining whether an employee should be paid at an overtime rate.
- iv. An on-call employee who is called into work shall be compensated a minimum of one (1) hour of actual time worked.
- v. Actual time worked while on-call will be calculated at the employee's regular rate of pay. Overtime compensation is applicable only when total hours actually worked (plus any applicable holiday hours) exceed 40 hours in a workweek.

City of Silver Lake



ORDINANCE NO. 2575

AN ORDINANCE REGULATING TRAFFIC IN THE CITY OF SILVER LAKE, KANSAS; INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES, "50th EDITION OF 2023, PROVIDING CERTAIN PENALTIES; AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH

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

Section 1. Existing Silver Lake City Code Section 14-101 is hereby amended to read as follows:

There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Silver Lake, Kansas, that certain Standard Traffic Ordinance known as the "Standard Traffic Ordinance for Kansas Cities," 50th Edition of 2023, prepared and published in book form by The League of Kansas Municipalities, Topeka, Kansas. Not less than three (3) copies of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. 2575," with all sections or portions thereof omitted or changed by this or any other ordinance clearly marked to show any such omission or change and to which shall be attached a copy of this Ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge, and all administrative departments of the City charged with enforcement of this Ordinance shall be supplied, at cost of the City, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient.

Section 2. Repeal of Conflicting Ordinances. Ordinance 2535 and any Ordinance or parts of Ordinances of the City of Silver Lake, Kansas, in conflict herewith are hereby repealed.

Section 3. Effective Date. This Ordinance shall take effect and be in force from and after its publication in the official city paper as provided by law.

PASSED by the Council this 7th day of **August, 2023**.

APPROVED by the Mayor this 7th day of **August, 2023**.

MACK SMITH, Mayor

Attest:

LIZ STECKEL, City Clerk

City of Silver Lake



ORDINANCE NO. 2576

AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF SILVER LAKE, KANSAS; INCORPORATING BY REFERENCE THE "UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES," 39TH EDITION, PROVIDING FOR THE ADDITION THERETO OF CERTAIN OTHER OFFENSES, AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH

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

Section 1. Existing Silver Lake City Code Section 11-101 is hereby amended to read as follows:

"UNIFORM OFFENSE CODE INCORPORATED: There is hereby incorporated by reference the Uniform Public Offense Code for Kansas Cities, 39th Edition, prepared and published by the League of Kansas Municipalities. One copy of said Uniform Public Offense Code shall be marked or stamped 'Official Copy' as adopted by the Code of the City of Silver Lake, Kansas with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change to which shall be attached a copy of this section and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. Ordinance No. 2576, and shall be filed with the City Clerk to be open for inspection and available to the public at all reasonable hours."

Section 2. Amendment to Include Prohibition Against Sale, Consumption, Possession or Use of Intoxicating Liquor or Cereal Malt Beverage on Property Owned by School Districts Within the City:

Article 5 of said Uniform Code is hereby supplemented by adding the following section:

Section 5.9: Sale, Consumption Possession or Use of Intoxicating Liquor or Cereal Malt Beverage on School Property Prohibited.

- (a) The sale, consumption, possession or use of intoxicating liquor or cereal malt beverage on property owned by any School District within the City of Silver Lake, Kansas, is hereby prohibited.
- (b) Violation of this Ordinance may be prosecuted in the Municipal Court of the City of Silver Lake. Violation of Section 4 of this Ordinance shall be punishable by a fine of not more than \$500.00.

Section 3. Amendment to Prevent Improper Disposal of Dog and Cat Waste Within the City:

Article 6 of said Uniform Code is hereby supplemented by adding the following section:

City of Silver Lake



(Published in _____ on _____, 20____)

ORDINANCE NO. _____

AN ORDINANCE, granting to Kansas Gas Service, a Division of ONE Gas, Inc., and its successors and assigns, a natural gas franchise, prescribing the terms thereof and relating thereto, providing definitions of terms, prescribing a franchise fee, providing terms and conditions for the use of public rights-of-way, requiring advance notice of work and duty to repair, providing for indemnification and a hold harmless agreement, providing for rules and regulations, prescribing insurance requirements, reserving certain rights, providing for revocation and termination, providing for an acceptance of the terms of the franchise, providing for a reopener, providing for notice of annexations, prescribing relevant governing law, providing for transfer and assignment of the franchise, providing for points of contact and notifications, providing for an agreement to renegotiate, and repealing all ordinances or parts of ordinances inconsistent with or in conflict with the terms hereof.

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

SECTION 1. DEFINITIONS.

For purposes of this Franchise Ordinance the following words and phrases shall have the meanings given herein. When not inconsistent within the context, words used in the present tense include the future tense and words in the single number include the plural number. The word "shall" is always mandatory, and not merely directory.

"City" shall mean the City of Silver Lake, Kansas, and, where appropriate by the context, each of its departments, divisions and component units, including public trusts or authorities of which the City is a beneficiary.

"Company" shall mean Kansas Gas Service, a Division of ONE Gas, Inc.

"Consumer" shall mean any Entity located within the municipal corporate limits of the City and serviced by the Company through any use of the Public Ways.

“MCF” shall mean a measurement of natural gas equal to one thousand cubic feet. It is assumed for purposes of this Franchise Ordinance that one MCF equals one million British Thermal Units.

“Public Improvements” means any public facilities, buildings, or capital improvements, including, without limitation, streets, alleys, sidewalks, sewer, water, drainage, right-of-way improvements, and other Public Projects.

“Public Project” means any project planned or undertaken and financed by the City or any governmental entity for construction, reconstruction, maintenance, or repair of public facilities or improvements, or any other purpose of a public nature paid for with public funds.

“Public Way” or “Public Ways” shall mean the area on, below or above the present and future public streets, avenues, alleys, bridges, boulevards, roads, highways, parks, parking places and other public areas, and general utility easements, dedicated to or acquired by the City. The term does not include easements obtained by private entities providing utilities services or private easements in platted subdivisions or tracts.

“Sales Consumer” shall mean, without limitation, any Entity that purchases natural gas within the corporate City limits from Company for delivery to such Consumer within the City through the Company’s Distribution System or Distribution Facilities.

SECTION 2. GRANT OF FRANCHISE.

A. In consideration of the benefits to be derived by the City and its inhabitants, there is hereby granted to the Company (said Company operating a Distribution System in the State of Kansas), a non-exclusive Franchise for a period of twenty (20) years from the Effective Date, to construct, maintain, extend and operate its Distribution Facilities along, across, upon or under any Public Way for the purpose of selling and distributing natural gas for all purposes to the City, and its inhabitants, and through said City and beyond the limits thereof; to obtain said natural gas, and/or comparable blends of combustible gasses, from any source available; and to do all things necessary or proper to carry on said business.

B. The grant of this Franchise by the City shall not convey title, equitable or legal, in a Public Way and shall give only the right to occupy the Public Way for the purposes and for the period stated in this Franchise Ordinance. This Franchise Ordinance does not:

- (1) Grant the right to use facilities or any other property, natural gas-related or otherwise, owned or controlled by the City or a third party without the consent of such party;
- (2) Grant the authority to construct, maintain or operate any Facility or related appurtenance on property owned by the City outside of a Public Way;

F. The Franchise Fee required herein shall be in lieu of all taxes, charges, assessments, licenses, fees, and impositions otherwise applicable that are or may be imposed by the City under K.S.A. 12-2001, K.S.A. 17-1902, and amendments thereto. From and after the date hereof, the permit fees required of the Company by any ordinance (presently in effect or hereafter adopted) for a permit to excavate in, or adjacent to, any Public Way shall be deemed a part of the compensation paid pursuant to this Franchise Ordinance and shall not be separately assessed or collected by the City; in no event, however, shall this provision be interpreted to waive the requirement of notice to the City and the procedural requirements of such ordinance. The Franchise Fee is compensation for use of the Public Way.

SECTION 4. USE OF PUBLIC RIGHT-OF-WAY.

A. Except as provided herein or as regulated by state or federal law, the use of any Public Way under this Franchise by the Company shall be subject to all laws, statutes, regulations and/or city policies (including, but not limited to those relating to the construction and use of the Public Way or other public property) now or hereafter adopted or promulgated. Unless specifically provided, herein, the Company shall be subject to all rules, regulations and policies now or hereafter adopted or promulgated by the City relating to permits, sidewalk and pavement cuts, utility location, construction coordination, and other requirements on the use of a Public Way; provided however, that nothing contained herein shall constitute a waiver of or be construed as waiving the right of the Company to oppose, challenge, or seek judicial review of, in such manner as is now or may hereafter be provided by law, any such rules, regulation, or policy proposed, adopted, or promulgated by the City and, further provided other than the items enumerated in this Section 4 herein, that such rules, regulations or policies shall not require the payment of additional fees or additional costs for the use of a Public Way.

B. All mains, services, and pipe which shall be laid or installed under this Franchise shall be so located and laid as not to obstruct or interfere with any water pipes, drains, sewers, or other structures already installed. The Company shall provide, prior to commencing work, information to the City concerning work to be performed in the streets, avenues, bridges, parking areas, and public places of the City, as the City may from time to time require for purposes of record keeping. The City may require that the information be provided on its standard permit form, but without requiring approval, consent, or fees. In the event of an emergency, the Company shall have the right to commence work without having first provided such information or form(s).

C. The Company's use of any Public Way shall always be subject and subordinate to the City's use of the Public Way for any public purpose. The City may exercise its home rule powers in its administration and regulation related to the management of the Public Way; provided that any such exercise must be competitively neutral and may not be unreasonable or discriminatory, nor in conflict with state or federal law.

D. The City reserves the right to lay or permit to be laid cables, electric conduits, water, sewer, gas, or other pipelines and to do or permit to be done any underground work deemed necessary and proper by the City, along, across, over, or under any Public Way. In permitting such

SECTION 5. NOTICE OF WORK AND DUTY TO REPAIR.

A. Prior to commencing any activities related to the construction, maintenance, or extension of its Facilities along, across, upon, or under the Public Way, the Company shall submit to the City written plans detailing all such activities in the manner required by the City by Ordinance. In the event of an emergency, Company shall have the right to commence work without providing such plans, provided such plans are submitted within five business days of commencement of the work. The Company's Facilities shall be so constructed and maintained as not to obstruct or hinder the usual travel or public safety on such Public Ways or unreasonably obstruct the legal use by other utilities.

B. Prior to beginning work, the Company will inspect existing pavement within and/or adjacent to the work area and will report any existing damage or concerns. All earth, materials, sidewalks, paving, crossings, utilities, Public Improvements, or improvements of any kind located within the Public Way that are damaged, displaced, or removed by the Company shall be fully repaired or replaced to their prior condition or to existing municipal standards as are then in existence, and in a manner satisfactory to the duly authorized representative of the City, after completing such activity as is permitted under this Franchise Ordinance and without cost to the City.

SECTION 6. INDEMNITY AND HOLD HARMLESS.

The Company, its successors and assigns, in the construction, maintenance, and operation of its Facilities, shall use all reasonable and proper precaution to avoid damage or injury to persons and property, and shall indemnify, defend, hold, and save the City harmless from any and all claims, damage, judgements, and reasonable expense, including attorney fees, caused by the negligence of the Company, its successors and assigns, or their agents or servants. The Company or the City shall promptly advise the other in writing of any known claim or demand against the Company or the City related to or arising out of the Company's activities in any Public Way.

SECTION 7. RULES AND REGULATIONS.

The Company shall have the right to make and enforce such reasonable rules and regulations as it may deem necessary for the extension of its Facilities, the sale of its gas, and the prudent conduct of its business, provided that such rules and regulations shall neither be in conflict with the laws of the State of Kansas, with the orders, rules, or regulations of the Kansas Corporation Commission or other regulatory authority having jurisdiction, nor with the ordinances and regulations of the City insofar as they are consistent with the jurisdiction of the Kansas Corporation Commission or such other regulatory authority.

SECTION 8. REVOCATION AND TERMINATION.

In case of failure on the part of the Company to comply with any of the provisions of this Franchise Ordinance, or if the Company should do or cause to be done any act or thing prohibited

the City nor the Company waive any rights, but instead expressly reserve any and all rights, remedies, and arguments the City or the Company may have at law or equity, without limitation, to argue, assert, and/or take any position as to the legality or appropriateness of any present or future laws, non-franchise ordinances and/or rulings.

SECTION 10. ACCEPTANCE OF TERMS.

A. This Franchise Ordinance shall take effect and be in force from and after its passage, approval by the City, acceptance by the Company, and publication in the official City newspaper. The Company shall have sixty (60) days after the final passage and approval of this Franchise Ordinance to file with the City Clerk its written acceptance of the provisions, terms, and conditions of this Franchise Ordinance and when so accepted, this Franchise Ordinance and acceptance shall constitute a contract between the City and the Company and such contract shall be deemed effective on the date Company files its acceptance with the City.

B. This Franchise Ordinance, when accepted as provided above, (i) shall constitute the entire agreement between the City and the Company relating to this Franchise, and the same shall supersede and cancel any prior understandings, agreements, or representations regarding the subject matter hereof, or involved in negotiations pertaining thereto, whether oral or written, (ii) shall be binding upon the parties, including their successors and assigns, and (iii) shall not be amended or further obligations imposed without mutual consent of the parties hereto.

SECTION 11. REOPENER PROVISION.

A. Upon written request of either the City or the Company, this Franchise may be reviewed once after five (5) years from the effective date of this Franchise Ordinance, and once every (5) five years thereafter, to review the Franchise Fee set forth in Section 3 above. Said request must be served upon the other party at least 120 days prior to the end of each period set forth above, and shall state specifically the amendment(s) to the Franchise Fee desired. The City and the Company shall negotiate in good faith in an effort to agree upon a mutually satisfactory amendment of the Franchise.

B. Upon written request of the Company, the Franchise shall be reopened and renegotiated at any time upon a change in federal, state, or local law, regulation, or order which materially affects any rights or obligations of the Company, including, but not limited to, the scope of the grant to the Company or the compensation to be paid to the City.

C. The Franchise Fee percentage rate set forth in Section 3 shall in no event exceed the percentage rate hereafter approved to calculate any fee paid to the City by any Entity for use of the Public Ways, if such fee is based in any way on the amount of revenues or gross receipts from the sale, transportation and/or distribution of natural gas or electric energy (excluding any municipally-owned electric utility) by such other Entity to customers within the City. If at any time after the Effective Date of this Franchise Ordinance, the fee or rate required to be paid by another Entity selling, transporting, and/or distributing natural gas or electric energy (excluding

City's designee as listed below. All other notices between the parties shall be in writing and shall be made by personal delivery, depositing such notice in the U.S. Mail, Certified Mail (return receipt requested), or via the email addresses provided below. Any notice served by U.S. Mail or Certified Mail (return receipt requested) shall be deemed delivered upon actual receipt unless otherwise provided. Other than emergencies, notices to the parties shall be to the following:

The City:

The City of Silver Lake
Attn: City Clerk
Liz Steckel
Silver Lake, Kansas 66539
Phone: 785-582-4280
Fax: (785) 319-6009
Email: city@silverlake.gov

Company:

Kansas Gas Service, a Div. of ONE Gas, Inc.
Attn: Legal Department
7421 W. 129th Street
Overland Park, KS 66213-2713
Phone: (913) 319-8619
Fax: N/A
Email: kgsfranchises@onegas.com

Emergency Contact Information:

Emergency Designee: _____
Emergency Contact No.: _____
Emergency Email: _____

Natural Gas Emergency No: 888-492-4950
KGS Dispatch email:
kansascitygasdispatch@onegas.com

(or to replacement addresses that may be later designated in writing).

SECTION 16. AGREEMENT TO RENEGOTIATE.

Should the Kansas Corporation Commission take any action with respect to this Franchise Ordinance and any amendment thereto which precludes Company from recovering from its customers any costs or fees provided for hereunder, the parties hereto shall renegotiate this Franchise Ordinance in accordance with or to conform to the Commission's ruling.

PASSED, ADOPTED AND APPROVED this ____ day of August, 2023.

[seal]

CITY OF SILVER LAKE, KANSAS

Mack Smith, Mayor

ATTEST:

Liz Steckel, City Clerk

**SILVER LAKE POLICE DEPARTMENT
ACTIVITY REPORT FOR: ALL OFFICERS
MONTH AND YEAR: JULY 2023**

TRAFFIC STOPS	TOTALS
Tickets:	1
Warnings:	55
DUI Investigation:	
DUI Arrests:	
No. of Vehicle Stops:	55
ARRESTS	
Felony:	
Misdemeanor:	
WARRANTS	
Served:	
NCIC Hit:	
ACCIDENTS	
Injury:	
Non-Injury:	
OTHER TYPES OF CALLS	
Animal:	4
Assist Other Agencies:	19
Suspicious Persons/Vehicles:	5
Assist Public:	43
Disturbance:	8
Fire/Medical:	10
Juvenile:	3
UTV/MUT Inspections:	
Golf Cart Inspections:	
Burglary:	
Theft:	
Civil Standbys:	
Mental Health Issues:	2
Alarms:	1
Commercial Vehicle Stops/Inspections:	
UTV/MUT Violations:	2
Business open doors	2
Residential open doors	36

Month: July 2023

Public Works
Monthly Report

Activity	Quantity	Remarks
WATER PUMPED	2,747,000	
WATER LEAK MAIN	1	
WATER LEAK SERVICE	0	
ni		
SEWER BACKUP	0	
LOCATES	5	
BUILDING PERMITS	2	
LAGOON REPORT	0	
PUMPED TO LAGOON	1,836,000	
WATER SAMPLES	12	Meet all requirements



Mammoth Sports Construction, LLC

601 E Wyandotte
Meriden, KS 66512
785-400-6136

Proposal

DATE: July 24, 2023
INVOICE #
FOR: Jim Thompson

BILL TO:

DESCRIPTION	Amount	qty	AMOUNT
Turf Install for outdoor area	\$0.00	0.00	\$19,630.00
*Price includes removal of existing grass/dirt area. New 4" drainage base. 4000 sqft of Stellar 49 Turf.	\$0.00	0.00	\$0.00
	\$0.00	0.00	\$0.00
Budget number for 168 ft of fencing	\$0.00	0.00	\$6,500.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

SUBTOTAL \$ 26,130.00

Excise Tax 2.04% \$0.00

TAX \$ 2,349.00

OTHER \$

TOTAL \$ 28,479.00

Signed Acceptance: _____

Printed Name: _____

Date: _____

THANK YOU FOR YOUR BUSINESS!