

CITY OF SILVER LAKE COUNCIL MEETING

CITY HALL

May 6, 2024

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Special Meeting Minutes

Financial Report

Appropriation Ordinance

Business Items:

1. Amended Police Chief Retirement Letter
2. Police Chief Job Posting
3. Quarterly Financial Report
4. City Donation Process Discussion
5. Public Works Spending Request
6. Summer Help Request
7. Monthly Police Report
8. Monthly Public Works Report
9. Executive Session-Personnel Matters
10. Appointment of City Officials

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

**Draft
City of Silver Lake
Regular Session Minutes
Monday, April 15, 2024**

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening April 15, 2024, at 5:30 PM with Mayor Jonah Bishop conducting the meeting and the following Councilmembers present: Jake Fisher, Michael Hamilton, Larry Ross, and Kenneth Wade (4) Absent: Brad Byant (1). Also present was City Attorney Todd Luckman, Public Works Superintendent Cary Deiter, Police Officer Doug Ashcraft, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

Lions Club Member Wayne Kellner was present during public comment to request the use of property belonging to the City of Silver Lake on Lake Street for a circus to be held September 7, 2024. Councilmember Ross made a motion to allow the use. The Motion was seconded by Councilmember Wade and passed.

A motion was made by Councilmember Ross to approve the minutes of the April 1, 2024 meeting as written. The motion was seconded by Councilmember Wade and carried.

Claim vouchers in the amount of \$8,692.37 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 Fisher and seconded by Councilmember Hamilton that said Ordinance be accepted as read and was then placed on final passage by a roll call vote: AYE: Jake Fisher, Michael Hamilton, Larry Ross, and Kenneth Wade. (4) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2602.

A drawing for free water, which was a prize for turning in the mandatory Lead and Copper Survey was held. Councilmember Wade assisted members of the public in drawing the winners. Water Account #346 was drawn for 1 year of water, valued at \$618.00. Water Account #183 was drawn for 6 months of water, valued at \$309.00. And finally, water Account #324 was drawn for 3 months of water, valued at \$154.50. The City of Silver Lake would like to thank all the citizens that filled out the survey.

The City's insurance policy was discussed. Mayor Bishop stated that the City's policy will be reviewed early in 2025.

City Clerk Steckel informed Citizens about the progress with the Emergency Notification System. This system is not just for the public living inside City limits, it is available to anyone that would like to sign up for notifications. There will be three categories: Emergency Alerts, Community Events and General City Information. Citizens that requested alerts on the Lead and Copper survey were signed up for Emergency Notifications only. If they would like to opt in to other notifications, they can log in at <https://public.alertsense.com/SignUp/?RegionId=2160> with their phone number or email, or come to City Hall for help.

Public Works Superintendent Dieter discussed issues with the City's current Grasshopper Mower, and presented bids to replace it. Councilmember Ross made a motion to trade in the Grasshopper Mower with a payment not to exceed \$2199.00 for a Vanguard Mower form Heinen Repair Service. Motion was seconded by Councilmember Fisher and passed. Dieter also discussed the need to replace the air conditioner at the Silver Lake Community Center. Clerk Steckel advised Council that the cost could come out of Capital Improvement or, since the expenditure was approved for up to \$4500 in 2023 that amount could be encumbered to the 2023 budget. Council agreed to the encumbrance. Public Works Superintendent Dieter presented a bid to repair a tripping hazard in the sidewalk at the intersection of Lake Street and Highway 24. Councilmember Wade made a motion to approve the expenditure not to exceed \$1600.00. The motion was seconded by Councilmember Hamilton and passed.

City Clerk Steckel requested to attend a Budget Update workshop on May 14, 2024 for \$75.00. Councilmember Ross moved to approve with a second from Councilmember Hamilton. Motion was approved. Steckel also requested to attend a Planning Commission Webinar on May 2, 2024. Councilmember Wade made the motion and Councilmember Hamilton seconded. The Motion passed.

Councilmember Fisher directed Public Works Superintendent Dieter and Public Works Assistant Kirk to sign up for a training to be held at Gage Park on May 8th & 9th, 2024.

Councilmember Ross requested that a discussion on City Donations be added to the next agenda.

Councilmember Wade made a motion that the City Council (along with Mayor Bishop and City Attorney Luckman) recess into executive session, for 25 minutes, to discuss a non-elected personnel matter pursuant to the nonelected personnel exemption, K.S.A. 75-4319(b)(1). The open meeting will resume at City Hall at 6:30 PM. The motion was seconded and carried

The public meeting reconvened at 6:30 PM.

The next two meetings are scheduled for Monday, May 6, 2024 and Monday, May 20, 2024, at 5:30 PM.

With no further business to come before Council, Councilmember Fisher made a motion to adjourn the meeting at 6:31 PM. Councilmember Ross seconded the motion, and with no further discussion, the meeting adjourned.

Marie Beam, Assistant City Clerk

Draft
SPECIAL SESSION
Monday, April 29, 2024

The Governing Body of the City of Silver Lake met in a special session at City Hall on Monday evening April 29, 2024, at 5:30 PM with Mayor Jonah Bishop conducting the meeting and the following Councilmembers present: Brad Bryant, Kenneth Wade, Jake Fisher, Michael Hamilton, and Larry Ross (5). Also present was City Attorney Todd Luckman.

Mayor Bishop called the meeting to order and noted the purpose of the Special Meeting was to discuss personnel matters in an executive session. Mayor Bishop provided the notice and consent form for the Councilmembers to execute, to be maintained in City records.

A motion was made by Councilmember Ross to go into executive session for the purposes of personnel matters of non-elected personnel, for the period of 30 minutes, starting at 5:32 p.m. and concluding at 6:02 p.m. with the meeting to reconvene at City Hall, with the City Attorney to be present during the session, all for the purpose of discussing supervision of employees and employee compensation. The motion was seconded by Councilmember Wade and carried.

The meeting reopened at 6:02 p.m. and a motion was made by Councilmember Ross to go into executive session for the purposes of personnel matters of non-elected personnel, for the period of 30 minutes, starting at 6:03 p.m. and concluding at 6:33 p.m. with the meeting to reconvene at City Hall, with the City Attorney to be present during the session, all for the purpose of discussing supervision of employees and employee compensation. The motion was seconded by Councilmember Wade and carried.

The meeting reopened at 6:33 p.m. A motion was made by Councilmember Ross to authorize the Mayor and the City Attorney to make an offer to an employee and negotiate, as is in the best interests of the City, with that employee. The motion was seconded by Councilmember Hamilton, and carried unanimously.

With the noticed business before the Council being concluded, Councilmember Bryant moved to adjourn the meeting at 6:35 p.m. Motion was seconded by Councilmember Wade and approved.

Todd A. Luckman, City Attorney

THE 2024 CITY OF SILVER LAKE BUDGET SUMMARY THROUGH 4/30/2024
 April 30, 2024

BUDGETED FUNDS

NON-BUDGETED FUNDS

APPROPRIATION

2024	ORDINANCE NUMBER	BUDGETED TOTAL	GENERAL FUND	GENERAL (Law)	GENERAL (Street Department)	GENERAL (Park)	GENERAL (Street Lighting)	WATERWORKS (Water/Sewer/Utility)	SPECIAL HIGHWAY	SPECIAL PARKS & REC	DARE	BUDGETED TRANSFERS	BUDGETED ACCOUNTS MONTHLY	NON-BUDGETED FUNDS			TOTAL EXPENDITURE ALL FUNDS		
														CAPITAL IMPROVEMENT	EQUIP RESERVE	UTILITY RESERVE			
STARTING BALANCES		\$1,547,556.00	\$308,500.00	\$454,000.00	\$93,000.00	\$8,500.00	\$9,000.00	\$808,000.00	\$50,000.00	\$18,000.00	\$1,590.00	\$0.00	\$1,547,556.00						
AMOUNT SPENT - 1/4/2024	2593-P	5,843.27	2,100.73	711.00				3,031.54											
AMOUNT SPENT PAYROLL - 1/4/2024	2593-P	38,037.63	5,688.54	14,189.64		3,084.02	185.50	15,077.43											
AMOUNT SPENT - 1/16/2024	2594-P	9,048.35	771.20	3,915.48			87.50	4,088.67											
AMOUNT SPENT PAYROLL - 1/16/2024	2594-P	16,394.21	1,748.73	6,870.61		1,918.16	481.88	6,158.71											
AMOUNT SPENT - 2/6/2024	2597-P	40,138.63	3,421.65	34,878.05				5,888.45											
AMOUNT SPENT PAYROLL - 2/6/2024	2597-P	35,768.25	3,697.86	14,538.48			88.50	3,198.58											
AMOUNT SPENT - 2/19/2024	2598-P	72,147.55	5,238.80	2,724.16				82,174.12											
AMOUNT SPENT PAYROLL - 2/19/2024	2598-P	16,394.17	1,612.88	6,868.71				6,463.61											
AMOUNT SPENT - 3/4/2024	2599-P	16,745.07	5,265.82	4,588.05				6,913.20											
AMOUNT SPENT PAYROLL - 3/4/2024	2599-P	35,728.33	3,301.92	15,182.58		3,084.01	688.10	14,177.84											
AMOUNT SPENT - 3/18/2024	2800-P	28,688.23	1,378.29	2,505.48				20,862.53											
AMOUNT SPENT PAYROLL - 3/18/2024	2800-P	16,394.19	1,912.71	6,888.70				6,463.61											
AMOUNT SPENT - 4/1/2024	2801-P	7,243.11	3,430.23	1,398.76				2,416.12											
AMOUNT SPENT PAYROLL - 4/1/2024	2801-P	37,048.83	4,591.70	14,502.33		3,084.00	670.40	14,871.80											
AMOUNT SPENT - 4/16/2024	2802-P	8,692.37	1,208.84	366.51				5,237.03											
AMOUNT SPENT PAYROLL - 4/16/2024	2802-P	16,394.18	1,912.89	6,868.71		104.50		6,463.62											
AMOUNT SPENT - 6/6/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 6/6/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 6/20/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 6/20/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 6/23/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 6/23/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 6/17/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 6/17/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 7/1/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 7/1/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 7/16/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 7/16/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 8/6/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 8/6/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 8/19/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 8/19/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 9/6/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 9/6/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 9/16/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 9/16/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 10/7/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 10/7/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 10/21/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 10/21/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 11/4/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 11/4/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 11/18/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 11/18/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 12/2/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 12/2/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT - 12/16/2024		0.00	0.00	0.00				0.00											
AMOUNT SPENT PAYROLL - 12/16/2024		0.00	0.00	0.00				0.00											
TOTALS:		\$406,583.49	\$46,279.49	\$136,614.22	\$256,644.30	\$938.60	\$2,687.65	\$196,663.70	\$50,000.00	\$18,000.00	\$156.63	\$0.00	\$406,583.49		\$0.00	\$0.00	\$0.00	\$406,583.49	
TOTAL EXPENDID		26.27%	15.10%	29.92%	26.33%	9.89%	29.86%	32.29%	0.00%	0.00%	0.00%		26.27%						
BALANCE		\$1,140,972.51	\$280,220.51	\$318,165.78	\$7,855.70	\$8,561.40	\$3,312.45	\$10,336.30	\$50,000.00	\$1,400.37	\$1,400.37	\$1,140,972.51		\$14,789.48	\$397,010.07	\$435,794.80			
PERCENT REMAINING		73.73%	84.90%	70.08%	73.07%	80.12%	70.14%	67.71%	100.00%	100.00%	90.00%		73.73%						

MONTHS PAST IN 2024 4
 PCT PAST IN 2024 33%
 MONTHS REMAINING IN 2024 8
 PCT REMAINING IN 2024 67%

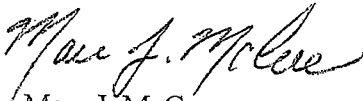
April 25, 2024

To: Mayor Jonah Bishop
City Counsel Members

Re: Amended Last Work Date

In my previous letter advising you of my retirement on June 1, 2024, I wrote that my last workday with Silver Lake would be 24 May. After consulting with Marie Beam and representatives with KPERS, I would like to change my last workday from 24 May to 31 May 2024 in order to complete the pay period and simplify things for both Marie and KPERS.

Respectfully,

A handwritten signature in cursive script that reads "Marc J. McCune".

Marc J. McCune
Chief of Police

Cc: City Clerk's Office

DRAFT
Chief of Police, Silver Lake Police Department

Chief of Police, Silver Lake Police Department

The City of Silver Lake is accepting applications/resumes for a full-time Chief of Police. Silver Lake is a city in Shawnee County, Kansas and as recorded in the 2020 census, the population of the city was 1,345.

The Chief of Police is responsible for personnel and planning for the department. The position includes patrol and enforcement of federal, state, and local laws/ordinances. Applicants must be available for all shifts (days, nights, weekends, and holidays).

Primary Duties and Responsibilities:

- Oversees schedules, patrol operations, and investigations
- Develops rules and regulations for the department
- Develops training program for the department
- Prepares annual budget proposal for City Council
- Briefs Mayor and City Council on activities within the city
- Makes personnel decisions for the department
- Performs additional duties as assigned

Qualifications:

- Thorough knowledge of municipal police administration and organization
- Knowledge of Kansas criminal law, search and seizure, and rules of evidence
- Ability to plan, assign and coordinate various activities within the department
- Ability to ensure vehicles, equipment, and facilities are properly maintained
- Ability to maintain positive relationships with city employees and the general public

Education and Experience:

- High School Diploma or GED required
- Graduation from the Kansas Law Enforcement Center
- Five years of law enforcement experience, including two years in a supervisory or lead capacity
- Must pass background investigation

Compensation and Benefits:

- Pay is based on experience and qualifications
- Kansas Public Retirement System
- Paid Vacation, sick leave, and holiday pay
- Health, Dental and Vision and coverage

To apply, submit cover letter and resume to: Silver Lake City Hall at city@silverlakeks.gov

Questions or Inquiries: call 785-582-4280

Applications will be accepted until the position is filled.

CITY OF SILVER LAKE
Quarterly Financial Statement
January 1- March 31, 2024

FUNDS	01/01/24	DEPOSITS	WARRANTS	03/31/24
GENERAL OPERATING	228110.24	292106.98	170373.24	349843.98
SPECIAL HIGHWAY	36222.49	13766.73	0.00	49989.22
WATER/SEWER UTILITY	282006.35	177358.83	166764.68	292600.50
SPECIAL PARKS & REC.	18189.48	304.38	0.00	18493.86
D.A.R.E.	875.21	0.00	155.63	719.58
UTILITY RESERVE FUND	435764.90	0.00	0.00	435764.90
CAPITAL IMPROVEMENT	397010.07	0.00	0.00	397010.07
ARPA	14768.48	0.00	0.00	14768.48
TOTALS	1412947.22	483536.92	337293.55	1559190.59

BANK ACCOUNTS	BALANCE	DEPOSITS	WARRANTS	BALANCE
MONEY MARKET	284863.13	710.80	0.00	285573.93
CD #5	192649.50	0.00	0.00	192649.50
CD #4	63921.78	782.49	0.00	64704.27
CD #3	6359.98	77.85	0.00	6437.83
CD #2	66140.05	656.83	0.00	66796.88
CD #1	137904.23	4768.09	0.00	142672.32
D.A.R.E.	875.21	0.00	155.63	719.58
CASH ACCOUNT	645464.86	476540.86	337137.92	784867.80
ARPA	14768.48	0.00	0.00	14768.48
TOTALS	1412947.22	483536.92	337293.55	1559190.59

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

Liz Steckel, City Clerk

City of Silver Lake

Po Box 92
218 W Railroad
Silver Lake, KS 66539



DRAFT Donation Request Form

Name of Organization _____

Contact Name _____

Phone _____

Email _____

Requested Amount _____

Date Needed _____

Brief Explanation of money raised and current need _____

Date Received _____

Amount and Date of Council Approval/Disapproval _____

City of Silver Lake Transaction Detail Donations

Name	Memo	Amount
2022 Donations		
Silver Lake Education Foundation	Breakfast Table	225.00
Silver Lake After Prom	2022 After Prom Donation	500.00
Silver Lake Easter Fund	2022 Easter Egg Hunt Donation	275.00
Lauren McCaffrey	City Logo Donation	250.00
Lake Days Committee	Lake Days Donation	\$ 4,000.00
Silver Lake Ball Association	SL Ball Association Donation	\$ 2,500.00
Card Service Center	Pride/Library Earth Day Donation	\$ 223.15
American Cancer Society	Relay for Life Donation 2022	\$ 500.00
	Total Donations	<u>\$ 8,473.15</u>
 2023 Donations		
Lake Days Committee	2023 Donation	\$ 4,500.00
Silver Lake Education Foundation	Breakfast Table	\$ 225.00
Silver Lake Easter Fund	2023 Easter Egg Hunt	\$ 275.00
Silver Lake After Prom	Donation	\$ 500.00
Silver Lake Ball Association	2023 Donation	\$ 5,000.00
We Are Silver Lake	Spring Community Clean-Up Donation	\$ 300.00
American Cancer Society	Relay for Life Donation	\$ 500.00
Card Service Center	Gift Basket Back to School Bash	\$ 70.87
Silver Lake High School Dance	Thanksgiving Day Parade Support	\$ 100.00
Wehner's Thriftway	Community Tailgate-Pegram	\$ 285.52
Steve Pegram	Community Tailgate Reimbursement	\$ 56.88
Silver Lake After Prom	Council Approved After-Prom Donation	\$ 500.00
	Total Donations	<u>\$ 12,313.27</u>
 2024 Donations		
Silver Lake Education Foundation	2024 Education Foundation Breakfast Table	\$ 225.00
Lake Days Committee	Easter Egg Hunt Donation	\$ 275.00
Silver Lake Ball Association	2024 Donation	\$ 2,500.00
	Total Donations	<u>\$ 3,000.00</u>

***\$15,000 for donations in 2024 Budget**

***\$12,000 left for donations in 2024 Budget**

Hawkins Inc.

Water Treatment Group

1202 East 2nd Avenue
Garnett, KS 66032
785-448-1610

May 2, 2024

To: City of Silver Lake

Attn.: Brad

RE: Chemical pricing

Quotation Expires:

Terms: Net 30 days from delivery.

QUOTATION/PROPOSAL

This quotation constitutes an offer to furnish the items listed subject to: terms and conditions stated hereon: receipt of your purchase order by Hawkins Water Treatment Group, Inc.; and written acceptance of your order by Hawkins Water Treatment Group, Inc. and/or the manufacturer(s) involved as follows;

S-300 pump- 1350.00 EA— Need 2 (One for each well house)

100 gallon tank- \$425.00 EA— Need 2 (one for each well house)

LPC-AM- \$1.35/ lb. Product weighs 11.43 lbs per gallon.

Putting a 100 gallons of product at each well house and feeding 1 gallon per day per the watsim test, the initial fill up should last around 200 days if the wells treat 100,000 gallons of water a day. Higher water treatment will use more chemical and less water treatment will require less.

If you have any questions at all feel free to give me a call anytime.

Thanks

Dexter Wiley

Technical Sales Rep

Hawkins Water Treatment

1-620-363-1624

Confidentiality Notice:

This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email reply.

2nd Public Works Spending Request

Cary Dieter received Verbal Quote for:

Well House #4

Chlorine Booster Pump from Alexander Pump & Services, Inc for under \$2000.00

Summer Help Request to Replace One Part Time Public Works Employee

Approximately \$18,000.00 left in budget for PT Employee

-2 positions for approximately 12 weeks

-4 days per week/ 4 hours per day

Each at a max of 192 hours @ \$15/hour cost would be approximately \$3200.00 per Summer Help employee.

**SILVER LAKE POLICE DEPARTMENT
ACTIVITY REPORT FOR: ALL OFFICERS
MONTH AND YEAR: APRIL 2024**

TRAFFIC STOPS		TOTALS
Tickets:		2
Warnings Total:		22
Verbal:		22
Written:		
DUI Investigation:		
DUI Arrests:		
No. of Vehicle Stops:		22
ARRESTS		
Felony:		
Misdemeanor:		
WARRANTS		
Served:		
NCIC Hit:		
ACCIDENTS		
Injury:		
Non-Injury:		
OTHER TYPES OF CALLS		
Animal:		3
Assist Other Agencies:		3
Suspicious Persons/Vehicles:		8
Assist Public:		33
Disturbance:		5
Fire/Medical:		1
Juvenile:		2
UTV/MUT Inspections:		2
Golf Cart Inspections:		
Burglary:		
Theft:		
Civil Standbys:		
Mental Health Issues:		
Alarms:		1
Commercial Vehicle Stops/Inspections:		
Stolen Vehicle Recoveries:		
UTV/MUT Violations:		
Business open doors		3
Residential open doors		13
Car seat inquiries		2

Month: April 2024

Public Works
Monthly Report

Activity	Quantity	Remarks
WATER PUMPED	2426000	
WATER LEAK MAIN	0	
WATER LEAK SERVICE	0	
SEWER BACKUP		
LOCATES	9	
BUILDING PERMITS	2	
LAGOON REPORT	0	
PUMPED TO LAGOON	1809000	
Water samples	3	

**Appointment of Public Officers
1 year Term (May 2024 to May 2025)**

Interim City Clerk – Marie Beam

Public Works Superintendent – Cary Dieter

Police Chief – Marc McCune

City Attorney – Todd Luckman

City Judge – Alan Streit

Council President – Kenneth Wade

Finance Commissioner – Brad Bryant

Police Commissioner – Larry Ross

Park Commissioner – Michael Hamilton

Water Commissioner – Jake Fisher

Street Commissioner – Kenneth Wade

Public Officer – Cary Dieter