

**City of Silver Lake
Regular Session Minutes
Monday, August 21, 2023**

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening August 21, 2023, with Mayor Mack Smith conducting the meeting and the following Councilmembers present: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross (5). Also present were Public Works Superintendent Cary Deiter, Police Officer Doug Ashcraft, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

The attention of those present was called to the published notice given for the 2024 Revenue Neutral Rate Hearing. No members of the community wished to discuss the published Tax Rate. The proposed Mill Levy was thirty (30) mills. Councilmember Robinson made a motion to close the hearing. Councilmember Ross seconded the motion and the motion passed. A Motion was made by Councilmember Robinson to adopt Resolution 2023-05 to exceed the Revenue Neutral Rate. The motion was seconded by Councilmember Ross and was placed on final passage by a roll call vote: Brad Bryant - Aye, Jake Fisher – Aye, Steve Pegram - Aye, Heath Robinson – Aye, and Larry Ross – Aye (5) NAY: None. With no further discussion the Resolution was adopted.

The attention of all present was then called to the proposed budget for the 2024 Budget Hearing. No members of the community wished to discuss the budget. Councilmember Pegram made a motion to close the hearing. Councilmember Robinson seconded the motion and the motion passed. A motion was made by Councilmember Pegram to adopt the 2024 Budget. The motion was seconded by Councilmember Robinson 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 2024 Budget was adopted.

Local resident, Robert Manning, of 201 Shawnee, was present for public comment to address the Council with concerns stemming from a recent unexpected water shut-off that affected the City; specifically the impact on the daycare center, senior citizen housing, and his own elderly parents. His mother was unable to access water for her morning medication, which intensified his concerns.

Public Works Superintendent Cary Deiter provided insight into the cause of the shut-off, explaining that there was a leaking fire hydrant. Despite his crew's efforts to manage the situation by shutting off multiple valves, the decision was ultimately made to temporarily cease water supply to the City.

Recalling a previous occasion when residents were informed in advance about a sewer system cleanout, Mr. Manning proposed the importance of prior notifications. Mayor Mack Smith clarified that the water disruption lasted for only 40 minutes and that properly functioning fire hydrants are essential to the City.

Mr. Manning inquired about the infrastructure challenges faced during the shut-off, prompting Superintendent Deiter to share plans for valve replacements to prevent such incidents in the future. Addressing the aftermath of the boil advisory, Mr. Manning proposed a potential reduction or credit on water bills due to the inconvenience faced by residents. Mayor Smith declined this proposal.

Also present in public comment, Mrs. Charlee Mason of 409 Rice, questioned the City's communication methods, especially in light of significant events like the start of the school year. Superintendent Deiter assured residents that prominent news channels were notified immediately alongside online announcements. He also took personal responsibility, noting his recent transition to a water department role and ensuring that sample tests post-incident showed no bacterial contamination.

Lastly in public comment, Mrs. Ashley Hanson of 414 Apollo, inquired about future plans to improve communication with the public. Mayor Smith acknowledged the oversight, reassuring residents that efforts will be made to enhance communication methods, and apologized for the inconvenience caused.

A motion was made by Councilmember Ross to approve the Regular Meeting minutes of the August 7, 2023 meeting as written. The motion was seconded by Councilmember Bryant and carried.

Claim vouchers in the amount of 143525.52 dollars were submitted to the Council for appropriation. The expenditures included one emergency expenditure for a driveway repair due to a water main break at 519 Mariner, to Adam McMillan in the amount of 5700 dollars. An Ordinance entitled "An Ordinance Appropriating Money to Pay Certain Claims" was introduced. A motion was made by Councilmember Robinson and seconded by Councilmember Ross that said Ordinance be accepted as read and was then placed on final passage by a roll call vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross.(5) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2574.

Lori Klein, on behalf of 'We Are Silver Lake', our local Pride Organization, and Jamie Menon, representing 'Kansas Community Empowerment' (previously known as 'Kansas Pride'), were present at the meeting to bestow the distinguished Rising Star Award upon Melinda Field of the Blacksmith Event Centre. This award recognizes Field's invaluable and enriching contributions to our community.

Mayor Smith informed Council that City Engineer Pat Cox was unable to attend due to medical reasons and that Mr. Cox would join them at a later meeting.

Public Works Superintendent Deiter informed the Council about a recent boil water advisory, which was issued in compliance with state directives. Councilmember Fisher emphasized the need for an aggressive valve replacement program, estimating the replacement of approximately two dozen valves annually to effectively address the issue. Mayor Smith interjected, noting that the City's engineer

wishes to be an integral part of this process. Councilmember Pegram mentioned that he would provide information on the emergency notification system used by Yates Center Schools, where he was previously employed.

Mayor Mack Smith announced that Kansas Department of Health and Environment declined the Water Operator in Training application for Public Works Assistant, Brad Kirk. He mentioned Gary Taylor, the contractor who has been training both Public Works Superintendent Deiter and Assistant Kirk. Mr. Taylor has offered to contract with the City as a Water Operator at a rate of \$250 per month, and \$40 per hour, with an additional 75 cents per mile for travel. In his capacity as the Water Operator, Mr. Taylor would need to be on-site at least once monthly. City Attorney Luckman reviewed and approved the terms of the contract, which allows either party to terminate with 30 days' notice. A motion was made by Councilmember Pegram to contract Gary Taylor as the City's Water Operator. The motion was seconded by Councilmember Fisher and carried.

City Attorney Luckman provided the Council with the finalized draft of the 2023 Personnel Manual, highlighting the revisions made since the previous draft. Notable changes include: Page 12: The Mayor has been designated as the supervisor, replacing the earlier mention of Councilmembers, Page 14: Changes pertaining to the on-call policy were detailed. Mayor Smith raised concerns over the absence of budgetary allocations for this policy. Following discussions, City Attorney Luckman advised omitting the on-call policy from the manual, Page 22: The cap on vacation hours that employees can carry forward annually has been increased to 100 hours, up from 40, Page 26: Language has been incorporated mandating the City to notify employees if they are being recorded, Pages 26 and 27: The social media policies have been distinguished between personal use and official City-related management. Councilmember Fisher made a motion to approve the basic incorporation ordinance and to remove subsection K on page 14 of the final draft of the 2023 Employee Handbook. The motion was seconded by Councilmember Bryant and was placed on final passage by a roll call vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross.(5) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2578.

City Clerk Liz Steckel presented Council with a final draft franchise agreement from Kansas Gas Service, a Division of ONE Gas, Inc. As requested by Council, this agreement maintains the current franchise fee rate of two (2) percent, and has an option that would allow the City to consider franchise fee changes every five (5) years. The term of this franchise agreement is twenty (20) years from the effective date of the ordinance. The agreement was reviewed by City Attorney Luckman. A motion was made by Councilmember Ross to approve the franchise agreement with Kansas Gas Service for a term of twenty (20) years. The motion was seconded by Councilmember Fisher and was placed on final passage by a roll call vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross.(5) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2577.

Council directed City Clerk Steckel to distribute a flyer with the purpose of educating the public about a local sales tax in preparation for the November 7, 2023 election. Mrs. Steckel will give flyers to Wehner's to place in grocery bags as well as posting on the City's website.

Council directed City Clerk Steckel to set up a Facebook page for the City.

Police Officer Doug Ashcraft reported that he and Police Administrative Assistant Shelbi Scarbrough had served an abundance of food at the Annual Back to School Bash. Officer Ashcraft also reported that he had assisted with the Tall Corn Festival in Rossville, and the Watermelon Scrimmage at Silver Lake High School last Saturday.

Councilmember Ross inquired about an abandoned car by the cottages on Chestnut and Lake Street. Officer Ashcraft assured the Council that he would investigate the matter.

The City's Annual Fall Cleanup, which provides free dumpsters to citizens for trash, concrete, yard waste, cardboard and glass, will take place on Saturday, September 16, from 8 AM until dumpsters are full. The Annual Silver Lake Relay for Life is scheduled for Saturday, August 26th, from 6 PM until midnight.

The next meeting is scheduled for Thursday, September 7, 2023, at 5:30 PM. The following meeting is scheduled for Monday, September 18, at 5:30 PM.

Mayor Smith thanked Council for their patience as he has worked through the employee handbook edits. Councilmember Ross reciprocated the appreciation for all of Mayor Smith's hard work on the employee handbook.

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



Liz Steckel, City Clerk