

**MINUTES OF THE COUNCIL MEETING  
OF THE CITY OF PAOLA, KANSAS  
6:00 O’CLOCK P.M.  
October 11, 2016**

**Held in the Second Floor Training Room at the Paola Fire Station  
202 E Wea Street in Paola**

The Governing Body of the City of Paola, Kansas, met with Mayor Stuteville presiding.

**Council Members present:** Mayor Artie Stuteville and Council Members Jim Pritchard, Gee Gee Wilhoite, Leigh House, and Aaron Nickelson.

**Council Members absent:** No one was absent.

**Also present:** City Manager Jay Wieland, City Clerk Dan Droste, City Planner Mike Gotfredson, Chief of Police Paul Jokerst, Interim Public Works Director Kirk Rees, Rosy King, Emily Burgdorf, and Richard Lentz.

**CALL TO ORDER:** The regular council meeting was called to order by Mayor Stuteville.

**ROLL CALL:** Mayor Stuteville and Council Members Pritchard, Wilhoite, House, and Nickelson were present. No one was absent.

Mayor Stuteville presented an amended Agenda to add Item 4-e- Consider the approval of a Street Closure Application from the First Lutheran Church for the 400 Block of E. Piankishaw for their annual “Trunk or Treat” event.

**Agenda Item 1 - CONSENT AGENDA**

- a. Approval of minutes of the meetings of September 27, 2016
- b. Approval of Salary Ordinance 16-20.
- c. Approval of Appropriation Ordinance No 837.
- d. Approval of the Pledged Security Report for September, 2016.
- e. Approval of the Journal Entries Report for September, 2016.
- f. Approval of a Leak Allowance for 307 N Oak Street in the amount of \$547.50.

Council Member Wilhoite made a motion to approve the Consent Agenda as presented and authorize the Mayor to sign. The motion was seconded by Council Member House and all voted aye. The motion passed 4 to 0.

**Agenda Item 2 - COMMENTS FROM THE PUBLIC**

No one else addressed the Council.

**Agenda Item 3 - UNFINISHED BUSINESS** – None.

**Agenda Item 4 - NEW BUSINESS**

**Agenda Item 4a - Presentation from the Paola Free Library on the new NExpress Catalog System.**

Rosy King and Emily Burgdorf from the Paola Free Library presented a demonstration of the new NExpress Catalog software that was recently installed at the Library. They explained the process for obtaining a new library card, user name, and password to access the system and gave an on-line demonstration of the system including searching for books, and placing a “hold” on a book.

**Agenda Item 4b - Consider an Ordinance establishing a revised policy for reduced building permit fees for entities that have statutory authority to levy local property taxes and; entities that are primarily funded by entities that have statutory authority to levy local property taxes and; individual projects for public recreation facilities that are not located on property owned by the City of Paola.**

City Planner Gotfredson presented an Ordinance that would establish a new policy for charging a reduced fee for building permits for local governmental units rather than waiving the fee 100%. The new policy would be incorporated into the Municipal Code book rather than being adopted by Resolution so that staff would be able to immediately calculate the fee and issue the building permit. The current policy requires the applicant to request and receive approval of the waiver from the City Council. The proposed policy is as follows:

**Section 500.315. Reduced Fees for Building Permits.**

As a gesture of goodwill and intergovernmental cooperation, The City of Paola offers reduced fees for building permits as follows:

- A. Reduced fees will be considered for the following applicants only:
  - 1. Entities that have statutory authority to levy local property taxes (these entities shall not include the State of Kansas or the U.S. Federal Government).
  - 2. Entities that are primarily (more than 50%) funded by entities that have statutory authority to levy local property taxes.
  - 3. Individual projects for public recreation facilities that are not located on property owned by the City of Paola.
  
- B. Fees for building permits as detailed in Table 1-A in Section 500.310 of this Code shall be reduced by 50%. All other fees, including those listed in Table 1-B in Section 500.310 of this Code shall be paid at the rate as stated therein.
  
- C. To qualify for the reduced building permit fee, qualifying applicants must provide the following at the time that the building permit is applied for:
  - 1. Pay all other associated fees in connection with the building permit.
  - 2. Documentation that the applicant is primarily funded by an entity that has statutory authority to levy local property taxes (if requested).

After a discussion, Council Member Wilhoite made a motion to approve AN ORDINANCE AMENDING SECTION 500.310, FEES, AND ADDING SECTION 500.315, REDUCED FEES FOR BUILDING PERMITS, OF THE CODE OF THE CITY OF PAOLA, KANSAS, 2009. The motion was seconded by Council Member House and all voted aye. The motion passed 4 to 0 and the Ordinance was assigned number 3104.

**Agenda Item 4c - Consider a Resolution rescinding Resolution No 2011-005 A RESOLUTION ADOPTING A POLICY FOR WAIVING BUILDING PERMIT FEES FOR THE CITY OF PAOLA, KANSAS.**

Clerk Droste presented a Resolution to rescind and terminate the City's previous policy waiving Building Permit Fees.

After a brief discussion, Council Member Wilhoite made a motion to approve A RESOLUTION RECINDING RESOLUTION No 2011-005. The motion was seconded by Council Member House and all voted aye. The motion passed 4 to 0 and the Resolution was assigned number 2016-010.

**Agenda Item 4d - Consider approval of a street closure request for the Paola Chamber of Commerce Annual Halloween Parade on October 31st.**

Council Member Pritchard made a motion to approve the closure of Silver, Pearl, Peoria, and Wea Streets adjacent to the Park Square on October 31<sup>st</sup> from 5:30 pm to 7:30 pm for the annual Paola Chamber of Commerce Halloween Parade. The motion was seconded by Council Member Nickelson and all voted aye. The motion passed 4 to 0.

**Agenda Item 4e - Consider the approval of a Street Closure Application from the First Lutheran Church for the 400 Block of E. Piankishaw for their annual "Trunk or Treat" event.**

Council Member Pritchard made a motion to approve the closure of the 400 Block of E. Piankishaw on Sunday, October 29, 2016 from 11:00 am to 2:00 pm for the First Lutheran Church's "Trunk of Treat" event. The motion was seconded by Council Member Nickelson and all voted aye. The motion passed 4 to 0.

**Agenda Item 5 - COMMITTEE REPORTS**

There were no Committee Reports presented.

**Agenda Item 6 - STAFF REPORTS**

Clerk Droste reminded everyone about the League of Kansas Municipalities Regional Supper on October 26<sup>th</sup>.

Interim Public Works Director Rees reported that as a part of the regular maintenance of the water system, the water plant would be running free chlorine in the upcoming weeks.

Chief of Police Jokerst reported that the Children's Fall Festival that was held on October 1<sup>st</sup> was a huge success. Approximately 200 persons attended.

Chief of Police Jokerst reported that the new prescription drug drop off box has been installed in the lobby of the Paola Justice Center. The public and drop off unused or outdated drugs for free disposal.

City Planner Gotfredson reported that the Administrative Assistant in the Community Development Department has returned from maternity leave.

Manager Wieland presented information on the upcoming 150<sup>th</sup> anniversary celebration for the Osawatomie State Hospital.

Manager Wieland reported that the US Air Force Academy Band will be at the Paola Community Center on October 22<sup>nd</sup> for a free concert.

Manager Wieland reminded the Council that he would be out on vacation for a week beginning tomorrow.

**Agenda Item 7 - MISCELLANEOUS MATTERS FROM THE COUNCIL**

Council Member Nickelson asked about the upcoming Women's Self Defense Class. Chief of Police Jokerst reported that it was scheduled for Saturday, November 5<sup>th</sup> from 10 am to noon at the Paola Middle School.

Council Member Nickelson inquired about the new Internet Purchase/Exchange Program. Chief of Police Jokerst reported that the program has generated a lot of positive feedback. Persons who purchase items online can meet the seller at the Paola Justice Center to pay for and receive the merchandise. The exchange can take place either in the parking lot or in the Justice Center lobby.

**Agenda Item 8 - MISCELLANEOUS MATTERS FROM THE MAYOR**

No other items were discussed.

**Agenda Item 9 – EXECUTIVE SESSION for preliminary discussions relating to the acquisition of real property. K.S.A. 75-4319(B)(6) is the authority for this recess.**

Council Member Wilhoite made a motion to adjourn to Executive Session, to include the Mayor, Council, City Manager, City Clerk, and City Planner, for 15 minutes for the purpose of preliminary discussions relating to the acquisition of real property; the regular meeting to reconvene at 7:10 p.m. The motion was seconded by Council Member House and all voted aye. The motion passed 4 to 0.

At 7:10 pm, the City Council came out of Executive Session. Council Member Wilhoite made a motion to reconvene the adjourned meeting. The motion was seconded by Council Member House and all voted aye. The motion passed 4 to 0.

No action was taken pursuant to the Executive Session.

**Agenda Item 10 – ADJOURNMENT**

With no additional business to come before the Council, Council Member House made a motion to adjourn. The motion was seconded by Council Member Wilhoite and all voted aye. The motion passed 4 to 0.

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Artie Stuteville, Mayor

ATTEST: [seal]

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Daniel G. Droste, City Clerk