

**MINUTES OF THE COUNCIL MEETING  
OF THE CITY OF PAOLA, KANSAS  
PAOLA JUSTICE CENTER 805 N PEARL  
6:00 O'CLOCK P.M.  
February 9, 2021**

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

**Council Members present:** Mayor Artie Stuteville and Council Members, Trent Upshaw, Leigh House and LeAnne Shields.

**Council Members absent:** Council Member Dave Smail

**Also present:** City Manager Sid Fleming, City Clerk Stephanie Marler, Police Chief Don Poore, Communications Officer Ashley Nagel and Police Officers Nathan Oathout, Mike Bliss and Chad Corbin.

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

**ROLL CALL:** Mayor Stuteville and Council Members Upshaw, House and Shields were all present.

**Agenda Item 1 - CONSENT AGENDA**

- a. Approval of minutes of the meeting of January 12, 2021
- b. Approval of Salary Ordinances 21-1, 21-2 & 21-3
- c. Approval of Appropriation Ordinances 943 and 944.
- d. Approval of the Pledged Collateral Report for January 2021.
- e. Approval of the Journal Entries Reports for January 2021.

Council Member Upshaw 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 3 to 0.

**Agenda Item 2 - COMMENTS FROM THE PUBLIC:** None

**Agenda Item 3 – NEW BUSINESS**

**Agenda Item 3a - Acknowledgement of Certification of Annual Disclosure Training.**

Clerk Marler presented a Certificate of Annual Disclosure Training to the Council for review. She stated according to the City's Continuing Disclosure Policy, the Disclosure Administrator shall conduct annual training of Issuer Employees regarding the Policy.

Clerk Marler informed the Council she met with Mary Carson of Triplett, Woolf & Garretson LLC via teleconference to complete the required annual disclosure training. She said the policy requires Council acknowledgement at the meeting.

Council Member House made a motion to acknowledge receipt of the Certification of Annual Disclosure Training pursuant to Section V.2 of the City of Paola's Continuing Disclosure Policy. The motion was seconded by Council Member Shields and all voted aye. The motion passed 3 to 0.

### **Agenda Item 3b - Resolution to amend the Traffic Control Device Schedule.**

Manager Fleming explained that although the Council was presented with a Resolution to consider amendments to the Traffic Control Device Schedule, he requested more time for staff to review other changes needing to be made.

Council Member Shields made a motion to table Resolution No 2021-003 amending the Traffic Control Device Schedule to add no parking signs and advanced warning signs. The motion was seconded by Council Member Upshaw and all voted aye. The motion passed 3 to 0.

### **Agenda Item 3c - Comprehensive Plan Consultant Selection**

Manager Fleming stated the City of Paola's current Comprehensive Plan last received a major update in 2006. He said it reflects information obtained before the economic crisis beginning in 2008 and does not include data from the 2010 census. Manager Fleming said data from the recent 2020 census will soon be available and stated this would be an opportune time to create a new path for the future.

Manager Fleming said a Request for Proposal (RFP) for the Comprehensive Plan was advertised on the City of Paola's website as well as the American Planning Association website starting November 10, 2020. Fourteen proposals were received by the stated deadline of 12:00 PM on December 16, 2020.

The list of firms that submitted proposals is below.

- |                               |                               |
|-------------------------------|-------------------------------|
| ● Rick Community Planning     | ● RDG Planning & Design       |
| ● The Lakota Group            | ● Confluence                  |
| ● E. Holdings, Inc.           | ● McClure                     |
| ● Marvin Planning Consultants | ● Houseal Lavigne             |
| ● Future IQ, Inc.             | ● Shockey Consulting          |
| ● Ochsner Hare & Hare         | ● PGAV                        |
| ● Johnson & Associates        | ● EFG Design and Architecture |

Manager Fleming said based on the review and interview process, the Screening & Selection Committee believes Confluence will best serve the City of Paola's interest and recommends Confluence to provide the planning services for the Comprehensive Plan Update. He said the proposed scope of work will cost \$148,500 and will be covered using the general fund reserve.

Council Member Upshaw made a motion to Motion to approve the Planning Services Agreement with Confluence for the amount of \$148,500.00 and authorize the necessary signatures. The motion was seconded by Council Member House and all voted aye. The motion passed 3 to 0.

**Agenda Item 6 - COMMITTEE REPORTS: – None.**

**Agenda Item 7 - STAFF REPORTS**

Manager Fleming gave a brief update on the COVID 19 numbers. He said the average number of new cases per day is declining so we need to remain vigilant and get through this.

Manager Fleming informed the Council the Legislative Breakfast is March 6<sup>th</sup> at 8:00am at Holy Trinity and the State of the City Breakfast is March 10<sup>th</sup> at 7:30am at Town Square.

Chief Poore said with the hiring of the Communications Officer and Police Officer he now has a full staff.

Chief Poore also brought attention to the new State Seal on the wall in the court room.

**Agenda Item 8 - MISCELLANEOUS MATTERS FROM THE COUNCIL:**

Council Member Upshaw congratulated Clerk Marler on completing her requirements to become a Certified Municipal Clerk and also congratulated Chief Poore on filling all his open positions.

Council Member House also congratulated Clerk Marler and Chief Poore.

Council Member Shields asked about charges paid to Kwikcom. Manager Fleming said that is who provides internet to the Sewer Plant and Public Works.

Council Member Shields asked about work being done in the right of way and notice of it. Manager Fleming stated a right of way permit is issued when a company comes to town to work in the right of way and due to the frequency of work no notice is provided.

**Agenda Item 9 - MISCELLANEOUS MATTERS FROM THE MAYOR:**

Mayor Stuteville nominated Aaron Nickelson to serve on the Planning Commission.

Council Member House made a motion to approve the Mayor's nominations of Aaron Nickelson to the Planning Commission. The motion was seconded by Council Member Upshaw and all voted aye. The motion passed 3 to 0.

### **Agenda Item 10– ADJOURNMENT**

With no additional business to come before the Council, Council Member Upshaw made a motion to adjourn. The motion was seconded by Council Member House and all voted aye. The motion passed 3 to 0.

---

Artie Stuteville, Mayor

ATTEST: [seal]

---

Stephanie Marler, City Clerk