

**MINUTES OF THE COUNCIL MEETING
OF THE CITY OF PAOLA, KANSAS
PAOLA JUSTICE CENTER 805 N PEARL
6:00 O'CLOCK P.M.
April 11, 2023**

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

Council Members present: Mayor Leigh House and Council Members Dave Smail, Deborah Hayes, Kathy Peckman and LeAnne Shields.

Council Members absent: None

Also present: City Manager Randi Shannon, City Clerk Stephanie Marler, Public Works Director Kirk Rees, Chief of Police Eric Jenkins, City Planner Jessica Newton, HR Director Vicki Belt, City Attorney Lee Tetwiler, Brian McCauley with the Miami County Republic, Dan Doolittle, Acelynn Crisler, Leyona Woods, Paul Brewer, Ruby Brewer, Carolyn Lasher, Trent Upshaw, and First Robotics Team 1108.

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

ROLL CALL: Mayor House and Council Members Smail, Hayes, Peckman and Shields were all present.

The First Robotics Team 1108 talked about the two robots they have recently built, one of which is a can crusher to promote recycling. The team gave a demonstration of "The Claw" robot and discussed the many programs they are involved in and efforts to get kids involved.

Ruby Brewer, a 7th grader at Paola Middle School, has been learning about the Jefferson Highway in Mr. Dan Doolittle's class. She said the highway is called Pine to Palm, running from Canada to Louisiana, and the route runs through Paola. She asked that the City Council consider allowing the instillation of marker signs along the route. Mr. Doolittle said he challenged each class, approximately 100 students, to bring the idea of marking the highway to the City Council, Miss Brewer was the only student to follow through with it.

Agenda Item 1 - CONSENT AGENDA

- a. Approval of minutes of the meeting of March 14, 2023.
- b. Approval of Salary Ordinances 23-6 & 23-7.
- c. Approval of Appropriation Ordinance 996 & 997.
- d. Approval of the Pledged Collateral Report for March 2023.
- e. Approval of the Journal Entries for March 2023.

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

Agenda Item 2 - COMMENTS FROM THE PUBLIC: None

Agenda Item 3 – NEW BUSINESS

Agenda Item 3a – Pay Classification Policy update

HR Director Vicki Belt, asked the Council to consider an amendment to the pay classification policy. She stated currently the policy says the City Council must approve changes to the policy. The City Manager is tasked with hiring and firing employees and is aware of what the City may need regarding employees, so she suggests an amendment stating the changes can be made under the guidance of the City Manager.

Council Member Smail made a motion to approve the City of Paola, Position Classification Pay Plan 2023 and allow future changes be approved under the guidance of the City Manager. The motion was seconded by Council Member Peckman and all voted aye. The motion passed 4 to 0.

Agenda Item 3b- American Legion

i. American Legion Amended Agreement

Manager Shannon said in 2019, an agreement was executed between the City of Paola and the Legion Commander. During the Wallace Park Phase I improvements, concerns were expressed in regards to the previously executed agreement. She said in order to alleviate their concerns, the Legion and City staff have been working together toward an Amended Agreement to clarify any misunderstandings from the original executed agreement.

Council Member Peckman made a motion to authorize Mayor House to execute the Legion Amended Agreement on behalf of the City of Paola. The motion was seconded by Council Member Smail and all voted aye. The motion passed 4 to 0.

ii. American Legion Mutual Right of Way Easement

Manager Shannon said a new boundary line adjustment has been recorded to help clarify the property lines between the Legion, which is reflected as Tract 1, and the City of Paola, reflected as Tract 2. She said the new boundary line adjustment also reflects a 20 ft access easement that extends to the east of the Legions concrete parking to allow permanent access.

Council Member Smail made a motion to authorize Mayor House to execute the Mutual Right of Way Easement on behalf of the City of Paola. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

iii. Deeds for Tract 1 (American Legion) & Tract 2 (City of Paola)

Manager Shannon said Lee Tetwiler, City Attorney, has been working with the Legion's legal representation on the Legion agreement. Security 1st Title composed the Statutory Warranty Deeds utilizing the legal descriptions that were recorded on the new boundary line adjustment.

She said the final step to clear up the properties is to execute the Statutory Warranty Deeds granting Tract 1 to the American Legion and Tract 2 to the City of Paola.

MOTION 1: Council Member Peckman made a motion authorize Mayor House to execute the Statutory Warranty Deed, granting Tract 1 to Miami Post No. 156, The American Legion, Inc. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

MOTION 2: Council Member Hayes made a motion to authorize Mayor House to execute the Statutory Warranty Deed, granting Tract 2 to the City of Paola. The motion was seconded by Council Member Smail and all voted aye. The motion passed 4 to 0.

Agenda Item 3c – Wallace Park Athletic Facility Guidelines – Ordinance No 3202

Manager Shannon said Wesley Joy, the Paola Rec Director has developed a ballfield user guidelines draft. She said it outlines the facility rental rates and the general uses for the city athletic fields. It also establishes peak season times, and a hierarchy of use for the facilities. Wesley researched local recreation commissions and local school district policies to develop the proposed draft.

Manager Shannon said in the draft, there are general rules for all the athletic facilities, as well as a specific section for the new turf baseball and softball fields. This is due to the fact the usage guidelines for the turf fields are stricter than those for the natural turf fields. The draft also has the proposed rental fees for the facility rentals. She said by adopting the presented Ordinance No 3202, the guidelines and rental fees will be established in the Paola Municipal Code.

Council Member Shields made a motion to adopt Ordinance No 3202 implementing the Wallace Park Facility Guidelines and rental fees. The motion was seconded by Council Member Smail and all voted aye. The motion passed 4 to 0.

Agenda Item 3d – Concrete Bids for ADA Parking & New Sidewalk

Manager Shannon said the City is adding two (2) ADA Parking spaces in conjunction with the Phase 1 Wallace Park improvements. The City is also adding a walking path from the Paola Family Pool to the newly extended parking to the north of the turf ballfields.

Manager Shannon said the two (2) ADA parking spots will be located along the south side of Wallace Park Drive. She said this location was the best option to meet the elevation and slope requirements for the ADA Parking regulations. The City will add signage and paint a crosswalk from the spaces across Wallace Park Drive.

Manager Shannon said the proposed new walking path will be 5 ft. in width, and will extend from the Paola Family Pool parking lot to the parking lot north of the ballfields. The addition of the walking path is to encourage utilization of other provided parking facilities within Wallace Park by making the access more efficient.

Following are the 3 bids received for the concrete work:

Wilson Concrete	\$25,569.00
Concrete Solutions	\$30,400.00
Phoenix Concrete:	\$31,107.00

Council Member Peckman made a motion to approve the bid from Wilson Concrete in the amount of \$25,569.00. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

Agenda Item 3e – Exception for Food Trucks at Wallace Park – Ordinance No 3203

Clerk Marler said when the Mobile Food Vendor ordinance was originally adopted, restrictions were put in place regarding trucks on public property. She said the property in Wallace Park was prohibited for vending at any time.

Clerk Marler said Wesley Joy, Paola Rec Director, has requested a food truck be allowed to park near the ballfields in Wallace Park to provide concessions during events. Since food trucks are not allowed in the area, the governing body would need to adopt an ordinance to include the exception for park property in Section 5-203. Exceptions.

Council Member Shields suggested the Rec Director take bids from the vendors that are interested in setting up at the ballfield.

Council Member Hayes made a motion to adopt Ordinance No 3203 to include an exception for mobile food vendors to set up in Wallace Park when approved by the Recreation Director. The motion was seconded by Council Member Shields and all voted aye. The motion passed 4 to 0.

Agenda Item 3f – Lift Station Upgrade Bids

Manager Shannon said in May of 2022 the City of Paola accepted the Water and Sewer Master Plan that was performed by McClure. The master plan gave a list of upgrades that need to be done to the sewer system. She said Kirk Rees, Public Works Director, and Brett Marler, Sewer Plant Operator, have developed a prioritized list of the sewer items that need to be addressed.

Manager Shannon said one of the high priority items is the need to upgrade the lift station located at the south end of East St (by Bull Creek). The following companies submitted bids:

C&B Equipment Midwest	- \$96,235.00
Alliance Pump	- \$113,479.47

Council Member Peckman made a motion to accept the bid from C&B Equipment Midwest in the amount of \$96,235.00 for the main lift station upgrades. The motion was seconded by Council Member Shields and all voted aye. The motion passed 4 to 0.

Agenda Item 3g – Transient Guest Tax Funding Recommendations

Clerk Marler said the Paola Convention and Tourism Committee met on April 3, 2023 to review 8 grant applications for fiscal year 2023. She said the committee suggested approval of 7 out of the 8 requested grants. The following are the submitted requests:

Grant No.	Requestor	Event	Requested Amount	Approved Amount
1	Paola Roots Festival - Lee Mott	Roots Festival	\$12,500	\$12,500
2	Heartland Art Guild - Patsy Bortner	Annual Art Show	\$3000	\$3000
3	Master Gardeners	Garden Tour	\$500	\$500
4	Li'l Red Hen	Ad Astra Quilt Shop Hop	\$750	\$750
5	Mi Co Arts Coalition	Music on the Square	\$3,300	\$3,300
	*** Music on the Square ***	Insurance	\$600	\$600
6	Paola Chamber of Commerce	Car Show	\$6,000	\$6,000
7		Fireworks	\$8,000	\$8,000
8	Paola Community Center	Bluegrass Concert	\$3,000	\$0
			\$37,6500	\$34,650

Clerk Marler said the total value approved by the committee was \$34,050. She said the insurance premium of \$600 for Music and the Market is also paid out of this fund. Multiple applicants requested higher amounts than previous years due to rising costs of operation.

Council Member Shields made a motion to approve the disbursements for the Transient Guest Tax Fund as presented. The motion was seconded by Council Member Peckman and all voted aye. The motion passed 4 to 0.

Agenda Item 4 - STAFF REPORTS

Attorney Tetwiler advised the Council he is working through some claims against the City that are bizarre and hopefully will be resolved without Council involvement.

Chief Jenkins recognized the dispatch staff during National Public Safety Telecommunications Week. Jodie Livengood and Kathy Houtman both have 20+ years and Ryan Thompson 3+ years. He said they are the calm voice in an emergency and have helped save countless lives.

Director Rees said asphalt & crack seal projects have begun and the pool project has started.

Planner Newton said Rauch Coleman Homes has submitted 3 permits for new homes and Casey's has passed their final inspection at 333 Hedge Cir.

Planner Newton said the Planning Commission will have a meeting Tuesday; April 18th to continue discussion on the rezoning of the old North School area.

Manager Shannon said she has been appointed to the Mid America Regional Council Public Transportation Policy Committee.

Agenda Item 5 - MISCELLANEOUS MATTERS FROM THE COUNCIL:

Council Member Smail thought it would be nice to present some type of certificate of thanks to Miss Brewer for her dedication to recognize the Jefferson Highway.

Council Member Hayes said she will make sure to keep everyone updated on the progress for the Jefferson Highway project.

Agenda Item 6 - MISCELLANEOUS MATTERS FROM THE MAYOR:

Consider the appointment of Michelle Parks to the Library Board.


Council Member Peckman made a motion to approve the appointment of Michelle Parks to the Library Board. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

Agenda Item 7- ADJOURNMENT

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

ATTEST: [seal]




Leigh House, Mayor


Stephanie Marler, City Clerk