

**MINUTES OF THE COUNCIL MEETING  
OF THE CITY OF PAOLA, KANSAS  
PAOLA JUSTICE CENTER 805 N PEARL  
6:00 O'CLOCK P.M.  
May 14, 2024**

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

**Council Members present:** Mayor Leigh House and Council Members J.R. McMahon, Deborah Hayes and LeAnne Shields.

**Council Members absent:** Kathy Peckman

**Also present:** City Manager Randi Shannon, City Clerk Stephanie Marler, Chief of Police Chad Corbin, City Planner Jessica Newton, Public Works Director Kirk Rees, HR Director Vicki Belt and Elena Super.

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

**ROLL CALL:** Mayor House and Council Members McMahon, Hayes and Shields.

**Agenda Item 1 - CONSENT AGENDA**

- a. Approval of minutes of the meeting on April 9, 2024.
- b. Approval of Salary Ordinances 24-08 & 24-09.
- c. Approval of Appropriation Ordinance 1024 & 1025.
  - a. Mayor House asked for a spelling correction for the Beahr name.
- d. Approval of the Pledged Collateral Report for April 2024.
- e. Approval of Journal Entries April 2024.

Council Member McMahon 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** – Planner Newton stated the City of Paola Employee Personnel Manual sets out policies and procedures for the staff. She said although the Personnel Manual has had multiple policy updates over the years, staff decided to prioritize the time to go through the entire manual and make suggested policy changes. The entire process has been a three-month long task, combined with a three-part Work Study discussion with the City Council. Planner Newton presented draft Resolution #2024-004 that includes the entire Employee Personnel Policy with the proposed updates.

Council Member Shields made a motion to approve Resolution No. 2024-004 amending the City of Paola Employee Personnel Manual. The motion was seconded by Council Member McMahon and all vote aye. The motion passed 3 to 0.

### **Agenda Item 3b – Bid Award for 115 W. Wea**

Manager Shannon provided some background on the dangerous structure located at 115 W. Wea. She said in March of 2023 the City of Paola started the official dangerous structure process then in May 2023 the City Council deemed the property unsafe. She said the property owners were directed to repair the structure but failed to do so. In August of 2023 the City Council decided to accept the deed from the property owners, to do so the city paid the back taxes of \$13,965.15.

Manager Shannon said the City is working with Zingre' and Associates on the renovations and modernizations for the property. She said Zingre' and Associates provided the architectural drawings and Norton and Schmidt Consulting Engineers has provided the structural drawing and calculations for the plans.

Manager Shannon said the bid request was sent to twenty contractors, published in the Miami County Republic and posted on the City of Paola website on March 26<sup>th</sup>. She said a pre-bid meeting was held on April 8<sup>th</sup> and formal bids were due on April 26<sup>th</sup>. The city received one bid from Legacy Contractors for a total of \$398,000. Due to the available APRA funds of \$350,000, Legacy Contractors provided ten options to consider removing from the contract. Based on the acceptance of the proposed deductions, the final contract amount was reduced to \$350,696.04. Rick Zingre', with Zingre' and Associates recommended awarding the contract to Legacy Contractors.

Council Member Hayes made a motion to award the contract to Legacy Contractors based on Rick Zingre's recommendation, for the 115 W. Wea Rehabilitation and Modernization project based on the negotiated price of \$350,696.04, and authorize the necessary signatures. The motion was seconded by Council Member Shields and all voted aye. The motion passed 3 to 0.

### **Agenda Item 3c – Municipal Court Fee Increase – Charter Ordinance 21**

Manager Shannon said the 2024 increase in the daily jail fee for Miami County from \$40.00 to \$95.17 has had a significant impact on the Municipal Court fund. She said to offset some of the daily fees, staff is requesting an increase in municipal court costs. Chief Corbin researched other Kansas municipal court fees with similar populations. He found fees ranged from \$48.00 to \$110.00.

Manager Shannon said the current court fee is \$60.00 with \$23.50 of that issued to the state of Kansas. She said the most recent fee increase was in 2005 when the fee was increased from \$50.00 to the current \$60.00. Staff is requesting an increase to \$90.00.

Manager Shannon noted that this is a Charter Ordinance and the Mayor gets a vote. Clerk Marler also said there is a publication requirement of 2 consecutive weeks in the official

newspaper. If there is no protest petition after 60 days the ordinance will become effective on the 61<sup>st</sup> day.

Council Member McMahon made a motion to adopt Charter Ordinance No. 21, increasing the City of Paola Municipal Court costs from \$60.00 to \$90.00. The motion was seconded by Council Member Hayes. Council Members McMahon, Hayes, Shields and Mayor House all voted aye. The motion passed 4 to 0.

### **Agenda Item 3d – Mural Design**

Manager Shannon said the Paola Convention and Tourism Committee has worked toward submitting a grant request to the Office of Rural Prosperity for a mural cost share grant. She said the Committee sent out letters of interest to 9 property owners in the downtown area requesting interest in allowing the City to put a mural on their building. Two interested property owners responded, with the final decision being 11 S Pearl St, a building owned by Rusty Walters. The committee has chosen an artist, Art by Lynnsey, LLC. The artist and the Committee have worked together to come up with the proposed final design. The final design is being presented to the City Council for approval.

Council Member Shields made a motion to approve the proposed final mural design. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 3 to 0.

### **Agenda Item 3e – High Hazard Potential Dam Rehabilitation Cost-Share Assistance Agreement Authorization**

Manager Shannon said the City of Paola has been working with Kaw Valley Engineering, INC. on the Lake Miola Dam Rehabilitation project. She said the project was ready to go out for bids in December of 2023, but the decision was made to pull the bid. This was due to a grant that became available from the Kansas Department of Agriculture Division of Conservation. The High Hazard Potential Dam Program (HHPD) was rolled out to provide financial assistance for the rehabilitation of high hazard potential dam structures in Kansas. The grant had the potential to award a maximum of \$500,000 in cost-share assistance. Public Works Director Kirk Rees worked with Kaw Valley Engineering to get the grant submitted.

Manager Shannon said on April 16th, 2024 the city was notified by the Kansas Department of Agriculture the Lake Miola Dam was approved for funding. The reimbursement will be 50%, not exceeding \$500,000, of the committed contract amount when at least 50% of the construction is completed, as certified by an engineer. Final reimbursement will be processed upon receipt of DWR Notice and Proof of Completion.

Council Member McMahon made a motion to accept the award in the amount of \$500,000 and authorizing the necessary signatures to execute the High Hazard Potential Dam Rehabilitation Cost-Share Assistance Agreement. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 3 to 0.

### **Agenda Item 3f - Safe Streets and Roads for All (SS4A) Agreement Authorizations - KDOT & FHWA**

Manager Shannon said the City of Paola applied for the 2023 Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant in June of 2023. The grant request was for \$120,000 from the SS4A program to fund a new Transportation Safety Action Plan (TSAP) for the City of Paola. She said the goal is for the TSAP to carry forward the priorities of the 2050 Planning Paola Comprehensive Plan.

Manager Shannon said the total proposed cost for the TSAP is \$150,000. Aside from the \$120,000 federal award, the Kansas Department of Transportation committed funding 15% for a total of \$22,500 with the remaining City's share at \$7,500 paid from the street CIP. Both the Kansas Department of Transportation (KDOT) and the Federal Highway Administration (FHWA) require Grant Award Agreements to be executed prior to receiving a Notice to Proceed with the TSAP. Manager Shannon asked the Council to accept the agreement for each grant award.

Council Member Hayes made a motion to accept the award from KDOT in the amount of \$22,500 and authorizing the necessary signatures to execute the Award Grant Agreement. The motion was seconded by Council Member McMahon and all voted aye. The motion passed 3 to 0.

Council Member Shields made a motion to accept the award from FHWA in the amount of \$120,000 and authorizing the necessary signatures to execute the Award Grant Agreement. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

### **Agenda Item 4. STAFF REPORTS**

HR Director Belt said this will be the last council meeting she will be attending as an employee of the City of Paola. She is retiring and thinks the city will be left in great hands.

Director Rees said the price tag on the Wea Creek repairs is about \$600,000. He is looking into other options. He also said the asphalt crew will be back in town to finish up the street project.

Planner Newton said there will be a Planning Commission meeting on May 21<sup>st</sup>. She also said there are Building Inspector and Office Assistant interviews set up.

Manager Shannon reminded council about the Chamber Coffee at the Community Center on May 17<sup>th</sup>. She also said Paola is a finalist in the Adopt Wifi grant.

### **Agenda Item 5. MISCELLANEOUS MATTERS FROM THE COUNCIL**

Council Member McMahon said he is impressed with the list of projects that have been completed and the grants that are being awarded. He attributes it to the amount of support by everyone. He was also impressed with the sales tax numbers.

Council Member Shields is excited about the streets being paved.

**Agenda Item 6. MISCELLANEOUS MATTERS FROM THE MAYOR**

**Consider the reappointment of Scott Shappell, Rick Schoenberger and Barb Dillenbeck to the Convention and Tourism board.**

Council Member McMahon made a motion to reappoint Scott Shappell, Rick Schoenberger and Barb Dillenbeck to the Convention and Tourism board. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 3 to 0.

**Consider the reappointment of Andy Parks, Kristi Mauer, Jenna Dees and John McLean to the Planning Commission.**

Council Member Shields made a motion to reappoint Andy Parks, Kristi Mauer, Jenna Dees and John McLean to the Planning Commission. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 3 to 0.

Mayor House acknowledged that the Kansas Association of Agricultural Educators awarded Paola High School Principal Jeff Hines Administrator of the Year.

Mayor House acknowledged the Robotics Team just got back from Nationals.

**Agenda Item 7– ADJOURNMENT**

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



ATTEST: [seal]

  
Leigh House, Mayor

  
Stephanie Marler, City Clerk

