

**MINUTES OF THE COUNCIL MEETING  
OF THE CITY OF PAOLA, KANSAS  
PAOLA JUSTICE CENTER 805 N PEARL  
6:00 O'CLOCK P.M.  
November 12, 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, Joshua Brown and LeAnne Shields.

**Council Members absent:** None

**Also present:** City Manager Randi Shannon, City Clerk Stephanie Marler, Police Chief Chad Corbin, Planning and Zoning Administrator Mitch Gabbert, HR Director Jessica Newton, City Attorney Lee Tetwiler, Tammy Medlin, Eunice Mollett, Tracy Jordan, Rob George and Silas Willard.

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

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

**Agenda Item 1 - CONSENT AGENDA**

- a. Approval of minutes of the meeting on October 8, 2024.
- b. Approval of Salary Ordinances 24-21 & 24-22.
- c. Approval of Appropriation Ordinance 1036 & 1037.
- d. Approval of the Pledged Collateral Report for October 2024.
- e. Approval of Journal Entries October 2024.
- f. Approval of minutes of the meeting on June 11, 2024 due to error.

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 McMahon and all voted aye. The motion passed 4 to 0.

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

Tammy Medlin, 37704 W 295th, addressed the council regarding the increasing cat population in Paola. She introduced Eunice Mollett with Four Kids For Kritters to talk about a Trap Neuter Return (TNR) program.

### **Agenda Item 3 – NEW BUSINESS**

#### **Agenda Item 3a – 2025 Group Health Insurance**

HR Director Newton said the City has received the renewal for Group Health Insurance that will begin on January 1st. She said Blue Cross and Blue Shield provides health insurance, Delta Dental provides dental insurance, Surency Life and Health provides vision insurance and MetLife provides life insurance. She said Mike Keller with Gallagher, presented numbers that reflect an overall decrease of 2.3% for the 2025 plan year. The renewal would be the exact insurance plans the employees are enrolled for the 2024 plan year.

Council Member Hayes made a motion to approve the renewal with Blue Cross and Blue Shield, Delta Dental, Surency and MetLife as presented. The motion was seconded by Council Member Brown and all voted aye. The motion passed 4 to 0

#### **Agenda Item 3b – Preliminary Site Plan - Advanced Ecosystems Consultants**

Zoning Administrator Gabbert said Tim Snyder owns and operates Aquatic Ecosystem Consultants (AEC), which is a full service pond management company currently located in Bonner Springs, Kansas. He said Mr. Snyder has decided to move his business to Paola, and submitted a preliminary site plan application for a 7200 square foot facility, located at 1008 Industrial Park Dr.

Zoning Administrator Gabbert said at the October 15, 2024 Planning Commission meeting, commissioners voted unanimously to recommend approval of the preliminary site plan for AEC. He said the site plan was completed by Allenbrand-Drews & Associates, reviewed by staff as well as Wilson and Company Engineers & Architects, with minimal comments.

After some discussion regarding drainage and runoff, Council Member McMahon made a motion to approve the preliminary site plan for Aquatic Engineering Consultants, located at 1008 Industrial Park Dr., with the condition that all review comments are satisfied. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

#### **Agenda Item 3c – HEAL Grant Support**

Zoning Administrator Gabbert said Britt Dowd owns and operates Green Again Lawn, a lawn care company that is currently located on the square at 10 S Silver St. He said Mr. Dowd would like to remodel the second floor of the building into office space for his company and has expressed interest in applying for the Historic Economic Asset Lifeline (HEAL) grant to help him do so.

Zoning Administrator Gabbert said HEAL provides matching grant funds to assist communities in revitalizing underutilized, vacant, or dilapidated downtown buildings through a competitive grant. He said the grants are intended to bring buildings back into productive use as spaces for new or expanding businesses, childcare, housing, arts and culture, civic engagement, or entrepreneurship. Private building owners interested in the HEAL grant must have an eligible local partnering support organization apply for the grant on their behalf.

Zoning Administrator Gabbert said as a support organization the City would distribute the payments to the building owner, track bi-annual financial reports, and ensure the building owner is on track with program deadlines. He said up to 5% of the grant award may be retained by the City for administration. Staff plans to retain the 5% for the project duration, and return 2.5% to the property owner upon successful completion of the project.

After some discussion regarding fire sprinklers, Manager Shannon assured that the issue would be addressed during the planning phase of the project.

Council Member Shields made a motion to approve staff to apply for the HEAL grant on behalf of Britt Dowd, and authorize the necessary signatures. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

#### **Agenda Item 3d – Lake Miola Dam - Testing & Inspection Services**

Clerk Marler said Kaw Valley has been working on the Lake Miola Dam rehabilitation project and provided a proposal on July 29, 2024 to complete construction materials testing and inspection services. She said although this topic was previously discussed, the proposal was not brought to the council for approval. She said staff recommends approval of the proposal in an amount not to exceed \$75,000.

Council Member McMahon made a motion to approve the proposal from Kaw Valley Engineering to complete construction materials testing and inspection services in an amount not to exceed \$75,000 and authorize the necessary signatures. The motion was seconded by Council Member Hayes and all voted aye. The motion was passed 4 to 0.

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

Zoning Administrator Gabbert said the Community Development department has over 400 permits for the year and currently working on contractor licensing. He said the final site plan for AEC will go before the Planning Commission in December. Walmart has submitted plans for expansion and the VA Clinic requested a sign permit.

HR Director Newton said there will be a Lunch and Learn for employees on November 13th.

Clerk Marler said Ward 2 and Ward 4 were on the ballot for the election on November 5th. Both seats were unopposed so Council Member Hayes and Council Member Shields will remain on the council.

#### **Agenda Item 5. MISCELLANEOUS MATTERS FROM THE COUNCIL : None**

## **Agenda Item 6 - MISCELLANEOUS MATTERS FROM THE MAYOR**

**Consider the reappointment of Valor Whisler to the Paola Recreation Commission board.**

Council Member Hayes made a motion to reappoint Valor Whisler to the Paola Recreation Commission board. The motion was seconded by Council Member Brown and all voted aye. The motion passed 4 to 0.

Mayor House reminded everyone Work Study meetings will be at 5:00 pm starting with the December 5th meeting.

Mayor House said the Christmas Tree lighting on the Square will be on November 29th at 6:00 pm.

Mayor House thanked Manager Shannon for having everything in order before her leave and thanked City staff for keeping things going while she was out. She also wished everyone a Happy Thanksgiving.

## **Agenda Item 7– EXECUTIVE SESSION**

Council Member Hayes moved city council recess into Executive Session to discuss the evaluation for the City Manager pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The meeting shall include the Mayor and Council, City Manager and City Attorney. The regular meeting shall reconvene in the Municipal Court Room at 6:40 pm. The motion was seconded by Council Member McMahon and all voted aye. The motion passed 4 to 0.

At 6:40 pm Council Member McMahon made a motion to reconvene the recessed meeting. The motion was seconded by Council Member Hayes and all voted aye. The motion passed 4 to 0.

Council Member Hayes made a motion to approve a 2% COLA and 3% Merit increase for the City Manager. The motion was seconded by Council Member Shields and all voted aye. The motion passed 4 to 0.

## **Agenda Item 8 - 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 Brown and all voted aye. The motion passed 4 to 0.



ATTEST: [seal]

  
Stephanie Marler, City Clerk

  
Leigh House, Mayor