

**MINUTES OF THE COUNCIL MEETING  
OF THE CITY OF PAOLA, KANSAS  
PAOLA JUSTICE CENTER 805 N PEARL  
6:00 O'CLOCK P.M.  
May 13, 2025**

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, Anthony Hugo, 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, Harold Mayes, Rob George, Raymond Steele, Dennis Steele, several employees of the Paola Police Department and others.

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

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

**NEW HIRE INTRODUCTION:** Chief Corbin thanked the City Council for the opportunity to introduce 7 new hires for the Paola Police Department. Zachary Jarred, Nick Gazzano, John Johnson, Shaqyl Watson, Maddison Ellsworth, Jillian Wilson and Morgan Edens

**PINNING CEREMONY:** Chief Corbin introduced Sergeant Oathout as a 4 year employee of the Police Department. Pinning Sgt. Oathout's badge was his wife Hailey and pinning his stripes were his parents Kenneth Jr. and Laura Oathout.

Chief Corbin introduced Lieutenant Gazzano. Lt. Gazzano had previously worked for the Paola Police Department and returned in January of 2025. Pinning Lt. Gazzano's badge was his daughter Kinley and pinning his stripes was his wife Jessica.

**Agenda Item 1 - CONSENT AGENDA**

- a. Approval of minutes of the meeting on April 8, 2025
- b. Approval of Salary Ordinances 25-08, 25-09 & 25-10
- c. Approval of Appropriation Ordinance 1049 & 1050
- d. Approval of the Pledged Collateral Report for April 2025
- e. Approval of Journal Entries for April 2025

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

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

**Agenda Item 3 – UNFINISHED BUSINESS**

**Agenda Item 3a - Dangerous Structure at 209 N Pearl - Tabled from April 8, 2025**

Zoning Administrator Gabbert said at the previous City Council meeting, Council voted to table Resolution 2025-005, which would deem the structure at 209 N Pearl St. dangerous, and order it to be demolished or repaired. The issue was tabled due to the owner of the property stating they were under contract to sell the property, which would close prior to the May 13, 2025 City Council meeting.

Zoning Administrator Gabbert spoke to representatives from Sunflower Real Estate, the company in the process of buying 209 N Pearl. Sunflower Real Estate advised they were still in the buying process but could not confirm if the sale had closed yet.

Zoning Administrator Gabbert noted at the April 8, 2025 meeting, Dennis Steele had said the property would be cleaned up prior to the original closing date of May 13, 2025 . He said the yard is not cleaned up and suggested the Council consider tabling the item for another month.

Dennis Steele, who is the owner Raymond Steele's son, said there is a problem with the title work that is holding up the sale. The title company is working to resolve the issues but it could take 60-90 days. He said they will continue to clean up the property and the new closing date is now September 6, 2025.

Council Member McMahon asked how to move forward. Manager Shannon the best course of action would be to let the issue die and staff can continue to monitor the property until the September closing date. Manager Shannon stated a “do not occupy” notice can be posted on the structure.

No motion was made by the Council.

**Agenda Item 4 - NEW BUSINESS**

**Agenda Item 4a - 2024 Audit**

**i. Presentation of the 2024 Audit Report by Harold Mayes of Agler & Gaeddert**

Harold Mayes with Agler & Gaeddert completed the 2024 independent audit of the financial and accounting records for the City of Paola. He said Paola is not a GAAP basis statement but a statutory basis statement so the opinion states that the financial statement presents fairly the aggregate cash and unencumbered cash balance.

Mr. Mayes said the city as a whole saw a small drop in the unencumbered cash balance, although the business funds such as water, sewer and health and sanitation saw an increase. He also noted the bonds are being paid timely. He noted all funds look healthy, especially the business funds. He discussed the bigger funds and said overall the city is in good financial standing.

Council Member Hugo made a motion to accept the 2024 audit report from Agler & Gaeddert. The motion was seconded by Council Member Brown and all voted aye. The motion passed 4 to 0.

**ii. Consider approving Resolution #2025-011 waiving certain provisions of GAAP.**

Clerk Marler presented a resolution requesting a waiver from conformance with Generally Accepted Accounting Principles for 2025. Pursuant to Kansas Statutes, the city has the option of preparing all audit reports on a cash basis rather than accounting for the fixed assets of the city.

Council Member Brown made a motion to approve Resolution #2025-011 waiving conformance to certain provisions of Generally Accepted Accounting Principles. The motion was seconded by Council Member McMahon and all voted aye. The motion passed 4 to 0.

**Agenda Item 4b - Personnel Policy Changes - Resolution #2025-012**

Clerk Marler said the employee manual was completely updated and adopted on May 14, 2024. She said unfortunately, although section 6.16 Shared Leave was presented at a work study meeting, it was left out of the adopted copy. She asked the council to consider adopting the shared leave policy to be incorporated into the employee manual.

Council Member Shields made a motion to approve Resolution #2025-012 amending the Personnel Manual effective May 14, 2025. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

**Agenda Item 4c - Memorandum of Understanding with Paola Recreation Commission (PRC) for City Facility Usage.**

Manager Shannon said the Paola Recreation Commission (PRC) currently utilized City facilities for recreational activities with each event considered on a case by case basis. She said there is also overlap on facility maintenance responsibilities with the PRC employees and the City of Paola.

Manager Shannon presented three Memorandum of Understandings outlining the expectations of the City of Paola and the Paola Recreation Commission during the utilization of the facilities at Wallace Park, the Fire House Gym, and the Community Center. Each agreement outlines expectations of fees, maintenance, and the designation of responsibilities of both parties. She said each MOU will be effective for one year commencing on the date of execution, and will automatically renew for subsequent one year terms on June 1st of each calendar year. Each MOU may also be terminated at any time by either party upon thirty (30) days written notice.

Council Member McMahon made a motion to authorize City Manager Shannon to execute a MOU between the City of Paola and the Paola Recreation Commission for the usage of the Wallace Park Facilities, Fire House Gym, and the Paola Community Center. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

#### **Agenda Item 4d - Amend 23-CUP-02, 118 S Silver, Herron Outdoors**

Zoning Administrator Gabbert said at its April 15, 2025 meeting, the Planning Commission voted unanimously to recommend approval of an amendment to 23-CUP-02, requested by Legacy Properties & Development, LLC. The original CUP was granted in May of 2023, for the use of light industry in the Downtown zoning district.

Zoning Administrator Gabbert said Herron Outdoors has outgrown the original space and would like to expand into the basement of 118 S silver and into the neighboring 120 S Silver building.

Rob George, owner of the building, assured there would be no changes in the operation of the business. He said they just need more space to run the current operations.

Council Member Hugo made a motion to adopt Ordinance #3231 amending 23-CUP-02 as presented. The motion was seconded by Council Member Shields and all voted aye. The motion passed 4 to 0.

#### **Agenda Item 4e - Request for reduced permit fees**

Zoning Administrator Gabbert presented a request from My Father's House for a reduction in site development permit fees for the tiny home development at 1004 N Pearl. He said building permit fees for this project total \$5,929.95. His recommendation was to allow a fifty percent (50%) reduction which would remain consistent with Section 4-302 of the City Code.

Council Member McMahon made a motion to allow staff to reduce the building permit fee for the site development of 1004 N Pearl St. by 50%. The motion was seconded by Council Member Brown and all voted aye. The motion passed 4 to 0.

#### **Agenda Item 4f - Tyler Technologies - ERP Pro upgrade**

Clerk Marler said as previously discussed in work study meetings, the Tyler Technologies Fundbalance program the city currently uses for accounting, utility billing and payroll will have an end of life date in December 2026. She said the cost of converting to the new program will be a one time charge of \$51,980 with an annual payment of \$21,538 beginning in 2026.

Clerk Marler presented a fund breakdown of the cost allocation to allow the city to move forward in 2025 with the conversion.

<b>Employee Benefits \$10,000</b>	<b>Health &amp; Sanitation \$7,500</b>
<b>Water \$7,500</b>	<b>Sewer \$7,500</b>
<b>City Hall CIP (90-302) \$19,480</b>	

Council Member Shields made a motion to approve the Software as a Service Agreement with Tyler Technologies, Inc. and authorize the necessary signatures. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

## **Agenda Item 4g - 500 Block of East Shawnee Rebuild.**

Manager Shannon said at the time the City Council approved the 2025 Street Improvement Plan, it was unsure if the Federal Fund Exchange money would be available, so a portion of the project was put on hold. She said since then, confirmation has been received that the funds would be available.

Manager Shannon presented a proposal from Killough Construction to do a complete rebuild of the street in the 500 block of East Shawnee. She said Killough, who is currently working on the street improvements, proposed a total amount of \$80,458.60, which includes new curb and gutter, and the establishment of a 6" rock base and 6" asphalt road surface. The proposal also includes hauling off the bricks that currently make up the block of road.

Council Member Hugo asked if there was any consideration to rebuild the base and place the bricks back to reduce lifespan costs. He also suggests brick streets slow people down and brick surfaces would have a mitigation effect for stormwater.

Council Member McMahon said while it is a viable solution to replace the brick, it is very labor intensive and costly. He suggested this could be considered in the future but it would be best to move forward with construction of this block due to its condition.

Council Member Shields said 25 years ago there was a vote by the City Council to keep the brick streets. She said with council and staff changes that is no longer being followed and she would like to keep the historic brick. She said this particular street is not bad and the curb and gutter should just be replaced.

Council Member Brown made a motion to approve the proposed bid from Killough Construction totaling \$80,458.60. The motion was seconded by Council Member McMahon. Council Members McMahon, Hugo and Brown voted aye. Council Member Shields voted nay. The motion passed 3 to 1.

## **Agenda Item 5 - STAFF REPORTS**

Chief Corbin said the new CentralSquare software is now live and less work for officers. He also said three of the new patrol units have arrived and they are just waiting on the last one.

Chief Corbin said with all the new officers there will be about 2 years of training to go through.

Zoning Administrator Gabbert said 201 permits have been approved so far. He said Walmart's remodel will start very soon and a new house was moved to 1124 E Peoria. He said the first round of grass letters have now gone out.

Zoning Administrator Gabbert said there will be no Planning Commission meeting in May due to lack of agenda items to discuss.

Manager Shannon said she would like to move the priorities discussion to the July work study meeting. She said the non mil levy budget funds will be discussed at the June work study meeting.

Manager Shannon reminded the council of the site inspection at 115 W Wea from 4pm-6pm on May 14th.

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

Council Member McMahon said the budget looks good so far. He said the dam looks like it is coming along nicely. He would like to look at better walkability of the town and discuss options regarding the loss of public transportation.

Council Member Hugo said he has noticed a lot of potholes in the alleys from fiber. He also said the NE corner of Miami and 4th St looks good with the new concrete around the storm sewer. He said the new trees in the square look nice and appreciates the new mulch in the playground.

Council Member Hugo agreed with Council Member McMahon that walkability needs to be a priority in the community.

Council Member Shields said there is an ordinance that says every street should have a sidewalk and some streets don't have sidewalks. She would like to use some of the ½ cent sales tax to construct sidewalks. She also questioned regulations on allowing the ugly side of a fence to face the outside.

#### **Agenda Item 7 - MISCELLANEOUS MATTERS FROM THE MAYOR**

##### **Consider the reappointment of Alan Hire to the Paola Convention and Tourism Committee**

Council Member McMahon made a motion to reappoint Alan Hire to the Paola Convention and Tourism Committee. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

##### **Consider the appointment of Laura Rozell to the Paola Convention and Tourism Committee**

Council Member Hugo made a motion to appoint Laura Rozell to the Paola Convention and Tourism Committee. The motion was seconded by Council Member Shields and all voted aye. The motion passed 4 to 0.

##### **Consider the reappointment of Ramona Willig and Beth Slawson to the Paola Library Board.**

Council Member Brown made a motion to reappoint Romona Willig and Beth Slawson to the Paola Library Board. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

## Agenda Item 8 - ADJOURNMENT

Council Member McMahon made a motion to adjourn. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

ATTEST: [signature]



*Leigh House*  
Leigh House, Mayor

*Stephanie Marler*  
Stephanie Marler, City Clerk

