

**MINUTES OF THE COUNCIL MEETING
OF THE CITY OF PAOLA, KANSAS
PAOLA JUSTICE CENTER 805 N PEARL
6:00 O'CLOCK P.M.
October 14, 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, Public Works Director Brett Marler, Fire Chief Bruce Hartig and HR Director Jessica Newton.

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.

Agenda Item 1 - CONSENT AGENDA

- a. Approval of minutes of the meeting on September 9, 2025
- b. Approval of Salary Ordinances 25-19, 25-20 & 25-21
- c. Approval of Appropriation Ordinance 1059 & 1060
- d. Approval of the Pledged Collateral Report for September 2025
- e. Approval of Journal Entries for September 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 Hugo 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 - 2025 Annual Bonus

HR Director Newton presented a cost estimate for the annual employee bonus based on the discussion at the October 7th Work Study meeting. She said the estimate to pay Full time \$350, Part time \$175 and Library Aides \$75 would be \$39,308. She said the budget can adequately cover the expense and she would run it as a special payroll in November.

Council Member Shields made a motion to approve the processing of the 2025 annual bonus through payroll in the following amounts: \$350 for Full-time, \$175 for Part-time, and \$75 for Library Aides. The motion was seconded by Council Member Brown and all voted aye. The motion passed 4 to 0.

Agenda Item 3b - Updates to the Paola Industrial Park Covenants & Restrictions - Resolution #2025-019

Zoning Administrator Gabbert presented updates to the Paola Industrial Park Covenants & Restrictions that were adopted in 1997. He said as building trends and zoning regulations have changed, these covenants and restrictions have grown outdated. During review of possible development in this area, he said staff has found the original covenants to be overly restrictive in some areas, which has deterred potential development.

Zoning Administrator Gabbert said although larger projects will still need City Council approval, some smaller items such as fences and landscaping were able to be moved to staff level approval to make the process quicker.

Council Member Hugo made a motion to approve the Resolution #2025-019 amending the Paola Industrial Park Covenants & Restrictions. The motion was seconded by Council Member McMahon and all voted aye. The motion passed 4 to 0.

Agenda Item 3c - Sidewalk Cost-Share Program Update - Resolution #2025-020

Zoning Administrator Gabbert presented a revised sidewalk cost share program. He said the program, which was adopted in 2011, assists residential property owners with the replacement of old or damaged sidewalks within the right-of-way, as well as install new connecting sidewalks at a 50% reimbursement of eligible costs.

Zoning Administrator Gabbert said staff has been unable to locate any written regulations for the original program, making it difficult to remain consistent with implementation. He said the intent of the revisions is to make the program more user friendly by allowing the owner to select their own contractor, address applications as they come in, waive permit fees and include brick sidewalks.

Council member Hugo made a motion to approve Resolution #2025-020 amending the City of Paola Sidewalk Cost-Share Program. The motion was seconded by Council Member Brown and all vote aye. The motion passed 4 to 0.

Agenda Item 3d - Purchase of Vac-Truck

Director Marler presented a proposal from Red Equipment for the purchase of a 2020 Vac-Con truck. He said the current vac-truck frequently breaks down and is in need of replacement. He said the proposed truck is coming off a lease from another city. Once Red Equipment ensures everything is in working order the truck should be ready for purchase in November.

Council Member McMahon made a motion to approve the purchase of the 2020 Vac-Con truck from Red Equipment in the amount of \$340,000. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

Agenda Item 3e - Lease Financing Bids - Resolution #2025-021

Clerk Marler said a bid request for lease financing for the acquisition of 4 new Ford Explorers was sent out to the 5 local banks on September 10, 2025. The bids were due Wednesday, October 1, 2025 at noon, the following are the results of the request:

Bank	Rate
First Option Bank	4.24%
First Security Bank	5.255%
Security Bank of KC	5.25%
Great Southern Bank	6.49%
Landmark National Bank	No Bid

Clerk Marler said the bids are for 48 month financing with a fixed interest rate and annual payments. She said in order to move forward, the council will need to consider approving a resolution authorizing the execution of a lease purchase agreement.

Council Member Shields made a motion to approve the lease financing bid from First Option Bank and approve Resolution #2025-021 authorizing the execution of a lease purchase agreement. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

Agenda Item 3f - Proposed Paola Municipal Court Fee Increase

Chief Corbin said Judge Schultz is requesting to raise the fines for municipal ordinance traffic infractions. He said the Traffic Infractions Fine Schedule has not been increased since 2006. The intention behind the request is to hopefully help deter the frequency of these infractions due to the lower fee associated with them. The proposed increase will also bring the Paola fines more in line with surrounding communities.

Chief Corbin said according to K.S.A. 12-4305, the municipal judge shall establish a schedule of fines which shall be imposed for municipal ordinance violations that are classified as ordinance traffic infractions. Also, the municipal judge may establish a schedule of fines which shall be imposed for the violation of certain other ordinances. Any fine so established shall be within the minimum and maximum allowable fines established by the governing body.

Council Member Hugo made a motion to approve the updated Traffic Infractions Fine Schedule provided by Judge Schultz. The motion was seconded by Council Member Shields and all voted aye. The motion passed 4 to 0.

Agenda Item 3g - November City Council Meeting Date

Manager Shannon said due to the November council meeting falling on a holiday, the date of the meeting can be changed by motion and vote of the Council.

Council Member McMahon made a motion to move the November 11th, 2025 regular City Council Meeting to Monday, November 10th, 2025 at 6:00 PM, at the Paola Justice Center. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

Agenda Item 3h - Confirmation of notification of EMMA filing

Clerk Marler said to remain compliant with the Continuing Disclosure Policy, the Series 2025 Bond issue was filed on the Electronic Municipal Market Access (EMMA) system. She said the City Council was informed on October 3, 2025 of the filing and asked that they acknowledge receipt of the notice.

Council Member Shields made a motion to acknowledge that in compliance with the Continuing Disclosure Policy, the City Clerk did provide to the Governing Body written confirmation that the General Obligation Bond, Series 2025 was electronically filed on the EMMA system on October 3, 2025. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

Agenda Item 3i - Dangerous Structure - 9 E Chippewa St - Resolution #2025-022

Zoning Administrator Gabbert said the process for a municipality requiring the repair or removal of structures which are no longer fit for human life or which constitute a hazard to public health, safety and welfare is established under K.S.A 12-1750 thru K.S.A 12-1756. He said the initial step of the process is for the governing body to review a report prepared by Inspector Buckles related to 9 E. Chippewa. After reviewing the report the governing body, by resolution may set a date, time and place at which time all parties in interest may appear and present evidence why the structure should not be condemned and ordered repaired or demolished.

Zoning Administrator Gabbert noted several of the following issues with the property:

- Roof covering completely deteriorated and framing is rotten.
- Fascia and soffits have completely rotted away
- Foundation is failing
- No utilities for multiple years leading to deterioration
- Open areas for animals to get into the house
- Missing gutters allowing water to collect

Zoning Administrator Gabbert said due to K.S.A. 12-1752 publication requirements, the resolution would set the public hearing for December 9, 2025 at 6:00 PM, at the Paola Justice Center.

Council Member Hugo made a motion to approve Resolution #2025-0022 setting the public hearing to be held on December 9, 2025 at 6:00 PM, at the Paola Justice Center, 805 N Pearl St, Paola, KS 66071. The motion was seconded by Council Member Shields and all voted aye. The motion passed 4 to 0.

4. STAFF REPORTS

Chief Hartig said the Fire Department had 46 requests for response since the last meeting. There was a significant crash requiring extrication and an oil tank battery fire utilizing several hundred gallons of foam. He said October has fire prevention week and staff gave several tours and presentations.

HR Director Newton said the Employee Wellness event is being held Wednesday, October 15th. She said health renewal is also coming up soon.

Chief Corbin said the Children's Fall Festival held by the Police Department was well attended.

Director Marler said crews have started tearing out the 500 Block of E Shawnee. He also said the work on the Lake Miola Dam has been completed.

Zoning Administrator Gabbert said there have been 449 permits so far. The Planning Commission will review a preliminary site plan for Kodion and a new project in the Paola Crossings development.

Clerk Marler reminded the Council of the Paola Chamber of Commerce annual dinner on October 16th.

Agenda Item 5 - MISCELLANEOUS MATTERS FROM THE COUNCIL - None

Agenda Item 6 - MISCELLANEOUS MATTERS FROM THE MAYOR

Mayor House mentioned early voting has begun and encouraged everyone to go vote.

Agenda Item 7 - EXECUTIVE SESSION - NON-ELECTED PERSONNEL

Council Member McMahon moved that the 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, and City Manager. The regular meeting shall reconvene in the Municipal Court Room at 7:04 pm. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

At 7:04 pm Council Member Shields made a motion to reconvene the recessed meeting. The motion was seconded by Council Member Brown and all voted aye. The motion passed 4 to 0.

Council Member Brown made a motion to give the COLA and full merit increase to the City Manager. The motion was seconded by Council Member Hugo and all voted aye. The motion passed 4 to 0.

Agenda Item 8 - ADJOURNMENT

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

ATTEST: [signature]



Leigh House

Leigh House, Mayor

Stephanie Marler
Stephanie Marler, City Clerk