



# CITY OF PAOLA

## CITY COUNCIL MEETING – PUBLIC PARTICIPATION GUIDELINES

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The City of Paola typically holds two meetings each month. One meeting is a Work Study Session, which is intended to be an information sharing meeting. No action on City business occurs during the Work Study Sessions. The second meeting is a “regular” Council Meeting. At the Council Meeting, the official business of the City is conducted.

Due to federal, state, and local guidelines regarding social distancing and crowd size in response to the COVID-19 pandemic, public meetings and public comment during public meetings require modification. These modifications outlined below will be in place until further notice.

These procedures serve to maintain compliance with the Kansas Open Meetings Act (KOMA) and provide an alternative to the traditional “in-person” participation, encouraging physical distancing and safe meeting practices. The participation guidelines for each type of meeting are provided below.

If you have concerns or questions on how to participate using the new procedures, please contact [cityhall@cityofpaola.com](mailto:cityhall@cityofpaola.com).

### WORK STUDY SESSIONS

For Council Work Study Sessions, public participation is facilitated by the submission of Public Comments prior to the meeting and via a live YouTube broadcast. Public Comments can be sent to [cityhall@cityofpaola.com](mailto:cityhall@cityofpaola.com) by 3:00 PM on the day of the Work Study Session. The YouTube link appears on the agenda. These meeting procedures allow staff and the Governing Body to physically distance, and without the public in the meeting room, masks may be removed.

The City is sensitive to members of the public who may not have access to technology. For those persons, written comments may be dropped in the Utility Billing Drop Box, located in the parking lot to the north of Paola City Hall, along East Peoria St. Comments should be marked for the Paola City Council.

## COUNCIL MEETINGS

Regular Council Meetings are conducted at the Paola Justice Center (805 N Pearl) and “in-person” public participation is limited. Council Meetings will also be broadcast live via YouTube. The YouTube link appears on the agenda.

Individuals wishing to provide general public comment or public comment on an agenda item are **strongly encouraged** to make such comment in **writing**. Written comments should be submitted to [cityhall@cityofpaola.com](mailto:cityhall@cityofpaola.com) by 3:00 PM on the day of the meeting. For comments received after the deadline, there is no guarantee that such comments will be considered.

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If you are attending the meeting, we want to ensure you are able to both be present and protect yourself and the community from the spread of COVID-19. To do that, we ask that you follow the guidelines below:

1. The Paola Justice Center is set up to accommodate 10 visitors in the room with 6-foot distancing. Once the room reaches 10 visitors, attendees will be rotated in and out of the meeting room so everyone gets an opportunity to speak.
2. We will be collecting the names of those people that would like to speak at the meeting. We ask that you keep your comments succinct and speak for less than three minutes. If you would like your name on the Speakers List prior to the meeting, please contact City Clerk Stephanie Marler at 913-259-3600 or email your name to [cityhall@cityofpaola.com](mailto:cityhall@cityofpaola.com).
3. The Mayor will be using the Speakers List to call on people in the audience. It will be your responsibility to make sure your name is on the Speakers List. If you missed or forgot to get on the Speakers List, please walk up and ask Mrs. Shannon or Mrs. Marler who are seated on the left side of the room to put you on the list, and they will accommodate you.
4. When you're inside the Justice Center we ask you to wear a face covering. If you don't have one, we will have disposable masks available.

5. After you're done speaking, we ask that you exit the Justice Center if there are additional speakers waiting outside. If there is no one waiting to speak, you may reseal yourself.

As always, our agenda can be found on the City's website. We look forward to hearing your thoughts and comments as we navigate this pandemic and try and keep our community safe.