

**City of Westwood Hills  
City Council Meeting Minutes  
November 14, 2016  
Meeting #804**

A regular session of the city council was called to order in due form by Mayor Paula Schwach at 7:03 p.m.

Present: Mayor Schwach, Jennifer O'Neill, Rosemary Podrebarac, Karen Shelor, Ludwig Villasi, John Weedman and Beth O'Bryan. City Attorney Jim Orr was also present.

No citizens were in attendance.

**Motion by Shelor to approve the agenda. Second by Podrebarac. All aye. Motion approved.**

**Motion by Podrebarac to adopt the Consent Agenda. Second by Shelor. All aye. Motion approved.**

**Issues from Citizens in Attendance:**

There was an email agenda item from Becky Mickelberg and Tom Magstadt, who were unable to attend the meeting, regarding noise and dust and air pollution. A lawn service that services two houses near their Mickelberg/Magstadt house uses multiple pieces of gas-powered equipment at the same time. Mayor Schwach will send a friendly letter to the residents employing the lawn service, asking them to request that the lawn service observe within the decibel and noise hours' ordinance. Councilwoman Podrebarac will also review the ordinance for possible limited revisions.

**Old Business:**

**KDOT Grant** – Schwach shared that she signed off on the PE finding from HDR which indicates a need for possible temporary construction easements to gain access to the storm sewers near 49<sup>th</sup> Terrace. She also signed off on a finding of no environmental impact. The next step is to await action from KDOT, including a final determination of environmental impact and need for temporary easements.

On an unrelated matter, the Mayor indicated that Google's last intrusion at 48<sup>th</sup> Terrace will hopefully be repaired by Thanksgiving.

**Expenditure Policy** – Podrebarac/O'Neill

O'Neill reiterated that at the last meeting council agreed that the city clerk may make certain purchases without prior approval and that the city should establish a petty cash allowance. O'Neill proposed \$250.00 as the amount of the petty cash allowance. Below is the proposal.

“In order to expedite and streamline the City’s payment process for expenditures made pursuant to contracts previously approved by the Governing Body and for expenditures made in the ordinary course of the City’s business, the Governing Body hereby authorizes the City to make payment of all amounts required to be paid pursuant to contracts previously approved by the Governing Body and to make payment of all expenses incurred in the ordinary course of the City’s business from the budget categories of “Office Supplies” and “Printing” without necessity of a specific encumbrance being made at a meeting of the Governing Body prior to such payment.

Additionally, the City Clerk shall be authorized to maintain a “petty cash” fund of up to \$250.00 to be used to cover payment of expenses, with the approval of the Mayor and the City Clerk, for any other minor expenses of an emergency nature which require payment between regularly scheduled Council meetings.

All such payments will be reflected on the City’s regular appropriations ordinances.”

**Villasi moved to adopt the proposed expenditure policy. Shelor seconded. All in favor. Motion passed.**

**Johnson and Wyandotte County Mayors’ Holiday Party** – Schwach reminded all council members that they were invited to the Johnson and Wyandotte County Mayors’ Holiday party. The cost is \$68.00 per person. Schwach said this is a major social gathering for all the cities. O’Neill, Podrebarac and Weedman said they do not need to go. Shelor and Villasi said the same. **Podrebarac moves that we encumber \$210.00 for the JOCO/WYCO Mayors’ Holiday party, with the funds to be taken from the “Miscellaneous” budget category. O’Neill seconded. All in favor. Motion passes.**

#### **New Business:**

**Consent to appointment of Chris Fein to the Planning Commission for a three-year term** – Schwach stated that Chris Ross resigned from the Planning Commission and that she would like to replace him with former a Planning Commission member – Chris Fein. Mr. Fein was previously on the Planning Commission but moved from the City, and had to resign at that time because the City already had two non-residents on the Commission. **Podrebarac moved to approve the appointment of Chris Fein to the Planning Commission. Villasi seconded. All in favor. Motion carries.**

**Assessment of Lighting on The Green** – Shelor reported that electrician Chris Hedges will map all the lighting and determine which wires are hot and what we have to work with. He will mark the areas with paint that will last until the summer. The cost to do the work is \$250.00. **Shelor moved to encumber \$250.00 to pay for the mapping of the lighting on The Green. Villasi seconded. Money will come from the released encumbrance (to be released in December) for repairs to the Gas Lamp on The Green. All in favor. Motion passes.**

**Insurance Bonds for City Treasurer and City Clerk** – O’Bryan reported that the City does not currently hold bonds for the City Clerk and City Treasurer. It is our insurance agent’s understanding that the City Council ultimately set the bond amount required in each city, and these bonds are typically written for \$50,000. The crime policy which the city carries specifically excludes treasurers, tax collectors, etc. The individual bonds will not be more than \$250 each. O’Neill feels we should have the bonds, and there should be a separate line item for the bonds. Podrebarac thinks we need to pursue bonds for both. She would like to investigate to make sure we are meeting all statutory requirements. O’Bryan will check into the cost of \$25,000.00 bonds versus \$50,000.00. The council will revisit the issue again in December.

**Informational items – no action to be taken**

**2017 Contract Renewals** – Schwach sent emails to Mike Coffman and Renee Miller reminding them of the goal for all 2017 contract to be executed following the January Council meeting should the Garden Club and the Westwood Hills Historic Foundation (“Foundation”) wish to propose services. The city should receive any proposal for 2017 by December 8, 2016. Other contracts include systematic code inspections, leaf pickup, building official services, public works, rental inspections, landscaping and maintenance with Brian Ritter, and fountain maintenance by Green Lawn. Shelor will contact the Police Chief concerning the status of the Public Safety contract. Villasi will contact the Garden Club and the Foundation. Weedman will contact John Sullivan. Podrebarac will contact McNeil, and O’Bryan will contact Sherman and Green Lawn regarding the rent.

**Westwood’s Master Plan** – Shelor handed out printed material from Westwood’s recent meeting about its Master plan and discussed the same.

**Other -**

Orr reported that Kansas passed a constitutional amendment concerning hunting. The amendment does not give the City the right to control public hunting.

**Motion to adjourn by Weedman. Meeting adjourned at 8:13 pm.**