

**City of Westwood Hills
City Council Meeting Minutes
December 12, 2016
Meeting #805**

A regular session of the city council was called to order in due form by Mayor Paula Schwach at 7:06 p.m.

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

Citizens in attendance were Reneé Miller and Mike Coffman.

Mayor Schwach requested to amend the agenda by removing NEACC from new business and postponing the agenda item until next month. The City needs more time to revise the ordinance and have council review. Motion by Podrebarac to approve the agenda as amended. Second by Shelor. All aye. Motion approved.

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

Issues from Citizens in Attendance:

Chief O'Halloran wanted to make everyone aware that a nine-year-old boy from England has a rare form of cancer. The boy makes videos and posts them online. The boy, whose father is a police officer in England, needs a special operation which is unavailable in the UK. A physician at KUMC can do the surgery. Dr. Wetzel will house the family for the first night, and there will be a police escort to the Wetzel home. Chief is trying to put together a flash mob along Rainbow to play the child's song as he drives down Rainbow Wednesday night around 9 pm. See Alexander's journey on You Tube.

Shelor asked about the status of the mental health responder. Chief replied that the cooperating police departments are all supportive of hiring at the earliest possible date, but are having trouble finding a qualified candidate and completing the candidate's security clearance.

Old Business:

Lighting on The Green:

Shelor reported that the City appropriated money for electrician Chris Hedges to map The Green. The report recommended substantial changes to the lighting system on the Green. For an additional cost of \$300 - \$600, Chris will dig up some lines in order to determine more precisely what will be required to re-wire the Green and put in four light fixtures near but not on the pathways, lights on

both sides of the bridge, and one light underneath the bridge. Shelor is asking for the full \$600.00 to have Hedges do the work now. The fixtures will be LED and safe for outdoors. O'Neill asked if the City has received more than one opinion/bid. Shelor said that Hedges is the most familiar with our city as well as other older communities in the area. O'Neill and Schwach voiced concerns about the additional expenditure from the 2016 budget. Schwach mentioned that the city might want to table item until we can determine the carry over to 2017's budget. Shelor agreed to wait until the 2017 budget year to request the expenditure.

2017 Contract Renewals:

Schwach reminded council that we contract with other entities for various services.

The Building Official contract and the rental property inspection contract with Westwood will renew automatically unless the City of Westwood would request a cost increase. **Podrebarac moved to approve the extension of the rental property inspection and the Building Official contracts with the City of Westwood, at a present cost of \$35 an hour, and to give the Mayor authority to negotiate, if required, up to a 10 percent increase in cost. Weedman seconded. All in favor. Motion passed. Mayor executed the contracts on behalf of Westwood Hills for presentation to Westwood.**

The Public Works contract with Westwood is an automatic renewal, with an annually executed addendum A, which sets the rates for public works services, both personnel and materials. We do have an indication that the hourly rate will increase approximately 3 ½ to 4 percent over 2016's costs. **John Weedman proposed that we authorize Mayor Schwach to execute a contract with Westwood and negotiate rates, if necessary, up to a 5% increase. Podrebarac seconded. All in favor. Motion passed.**

Police (Public Safety) contract with Westwood automatically renews this year. This year is the last of the three-year contract for \$150,000.00 per year. We need to send formal notice in April to Westwood if we do not wish to renew this contract. Shelor stated that Chief O'Halloran would like to enter into another three-year contract with Westwood Hills for public safety services. With the large number of additional new housing units adding to Westwood's population, the council agreed that a discussion with Chief O'Halloran concerning the method of calculating the rates being charged to Westwood Hills would be required prior to entering into a new public safety contract.

Codes Enforcement Contract with Roeland Park – The building official at Roeland Park has left his position there, and so now only the codes officer will conduct the inspections instead of both positions jointly performing the inspections. We've deleted the reference to the building official position from the contract, but no other substantive changes are proposed to the codes

enforcement contract. **Podrebarac moved to enter into a one-year contract with the City of Roeland Park for provision of Codes Enforcement services. Villasi seconded. All in favor. Motion carries. Contract is executed by the Mayor on behalf of Westwood Hills at the same hourly rate for the codes officer as last year.**

City Hall – Westwood Hills pays \$175.00 per month to Westwood to rent the community room space for our meetings. **Shelor moved to renew the contract with Westwood for the use of the facilities. Weedman seconded. All in favor. Motion passed. Contract is executed by the Mayor on behalf of Westwood Hills.**

Brian Ritter Landscape – There are no changes from last year's contract price of \$6,875.00, and the landscape services remain unchanged. **Podrebarac moved and Villasi seconded entering into a contract with Brian Ritter provision of landscaping services for The Green and the Rainbow right of way strip in 2017, with the contract price to be paid in ten installments during the months of March-December. All in favor. Motion passes. Contract is executed by the Mayor on behalf of the City.**

Green Lawn – Green Lawn has proposed the same rates as last year - \$1,840.00 - for sprinkler and fountain maintenance. Green Lawn has added Westwood Hills as an insured to its liability and workers compensation insurance policies. **Weedman moves to enter into a contract with Green Lawn for calendar year 2017 at the rate of \$1,840.00. Podrebarac seconded. All in favor. Motion carries. Contract is executed by the Mayor on behalf of the City.**

As discussed earlier, the Building Official, Rental Property Inspection and Police contracts automatically renew; however, the contract requires Westwood to provide Westwood Hills with a certificate of insurance naming us an additional insured. Schwach said we need these certificates prior to any payment to Westwood for services being made in 2017.

The Green – at the time of budgeting for 2017, the Garden Club submitted a request for \$1,300.00. The Garden Club did not complete all the 2016 work it originally proposed due to intervening needs, including tree removal and weather issues. Renee Miller provided a 2016 year in review and a proposed budget for 2017. The Garden Club spent \$25.21 out of the \$780.00 allotted in 2016. The Garden Club requested \$1,300.00 for the year 2017.

Schwach reported that we have a new insurance broker who advised the City to evaluate its risk associated with volunteer activities. Orr suggests making a change to the proposed work of the Garden Club, drawing a difference between minor pruning and removing a tree. The City could exclude tree removal from the agreement leaving that activity for insured, third-party contractors.

Westwood Hills Historic Foundation – Mike Coffman asked Brian Ritter to keep a record of his 2016 work. Brian spent more time than expected in 2016 and therefore increased the 2017 contract price for landscaping the entryways and islands to \$7,800.00. The planting plan is the same as last year – begonias and lirioppe and maintenance. The Foundation believes it will be making a contribution for landscaping for 2017 but did not discuss an amount. Last year, the city’s contract with the Foundation included an amount of \$6,700.00 to be paid by the City, with an additional \$1,050.00 to be paid to Brian Ritter by the Foundation. Presently, there is \$2,900.00 left on the City’s 2016 encumbrance for this contract. Schwach asked why the Foundation needs \$7,800.00 for 2017 if they did not spend all the requested funds from 2016. Coffman said the Foundation used some of its money for expenses and suspects that not all bills have been received from vendors and submitted to the City. Schwach asked that Coffman take a draft contract back to the Foundation and come back in January with a final billing and 2017 request for a landscaping agreement for the entryways and traffic islands. Shelor and Podrebarac felt that we should hold both the Garden Club and Foundation agreements until January given that both are paid from the same budget line item.

New Business:

Review Encumbrances – The council discussed the following encumbrances listed on the November 30, 2016, treasurer’s report and agreed upon the listed resolution for each encumbrance:

Street lights and traffic signals – Martin said the city needs to maintain this encumbrance.

Bradford Pear removal – remove encumbrance

Foundation Contact – keep encumbrance until Mike Coffman can make sure he has all of Brian Ritter’s invoices.

Gas Lamp – remove

Additional Lamppost – remove

Fountain Contract – remove

Supplemental Landscaping - remove

Water reimbursement – remove

Doggie Bag Dispenser - remove

Garden Club - remove

Street Consultant – remove

Ash tree- remove

Mental Health Co-Responder – remove

Trash can – remove

Mayor’s lunch – keep

Halloween Candy – remove

Street Closure – Halloween – remove

Mayor’s Holiday Social – keep

Podrebarac moved to remove the encumbrances as discussed and noted above. O'Neill seconded. All aye. Motion carried.

Consideration/Approval of United Community Services 2017 Grant Recommendations - Schwach asked council to approve UCS's 2017 grant recommendations. Podrebarac moved, and O'Neill seconded. All in favor. Motion carried.

Doggie Bag Dispensers – Villasi reported that the dispenser on the Green is low on doggy waste bags. Villasi purchased the bags on behalf of the city for \$93.00. Villasi moved to pay the invoice of \$93.00 for the bags. Podrebarac seconded. All in favor. Motion carried.

Informational items – no action to be taken

First Call – Schwach reported that First Call offers a service for people in the community who need substance abuse and behavioral health help including suicide prevention and recovery.

Motion to adjourn by Shelor. Meeting adjourned at 9:11 pm.