

**City of Westwood Hills  
City Council Meeting Minutes  
January 8, 2018  
Meeting #818**

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

Present: Mayor Schwach, Mary Becker, Rosemary Podrebarac, Karen Shelor Sexton, Ludwig Villasi, John Weedman and Beth O'Bryan. City Attorney Jim Orr joined the meeting at 8:22 p.m.

Citizens Jayne Nash, Reneé Miller, Pauline Freeman, Dale Prout, Mike Fox and Lizann Kesse were in attendance.

City Clerk O'Bryan swore in Mayor Schwach, and Mayor Schwach swore in Councilmembers Mary Becker, Rosemary Podrebarac, Karen Shelor Sexton, Ludwig Villasi, and John Weedman.

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

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

**Old Business:**

Encumbrances Review - Schwach reviewed the current encumbrances on the Draft Treasurer's Report. Schwach proposed to keep \$10,923.86 in the special highway fund encumbered as well as the \$1,200.00 for the Street Lights and Traffic Signals, and to remove the \$240.00 encumbrance for Green Lawn and the \$110.00 encumbrance for the Blue Spruce removal. **Podrebarac moved and Shelor Sexton seconded to leave the general fund encumbrance of \$1,200.00 and the Special Highway Fund of \$10,923.86, and to remove the encumbrances for KC Arborist and Green Lawn. All in favor. Motion passed.**

**New Business:**

Transfer money to Capital Improvement Fund (CIP). Schwach asked to sweep \$38,385.01 from the general to the CIP, increasing the CIP to \$290,394.01. **Weedman moved and Shelor Sexton seconded to move \$38,385.01 to the CIP, increasing the fund to 290,394.01. All in favor. Motion carried.**

New Scanner - O'Bryan asked the council to consider purchasing a new scanner. The one she is currently using is her personal scanner, which she has been using since 2014 for City business, and it is reaching the end of its life and is not up to the task of handling that kind of volume. Pages are getting stuck and torn.

In addition, it cannot scan signatures so that they appear in the color of ink they were originally signed. It can either scan in black and white, or all in color; however, it converts the black text to a light blue, and the signatures are not in the true ink type. The scanner she recommends has the ability to scan a contract with the signature showing in the colored ink. In addition, the new scanner is faster and can handle multiple sizes of paper.

The scanner costs about \$900.00 (879.99 as of this morning).

Shelor Sexton remarked that the color signature is an important feature in her opinion. **Shelor Sexton moved and Podrebarac seconded to encumber up to \$900.00 to purchase the recommended scanner. All in favor. Motion carried.**

Generally accepted accounting principles (GAAP) Resolution - Schwach reported that **GAAP** is a collection of accounting rules and standards for financial reporting. State Statute allows small cities, such as Westwood Hills, to waive GAAP and not be required to conduct an annual audit. Schwach said the only reason the City would not waive GAAP would be if a certain funding source requires it. Schwach also said that the City can reverse the resolution later, if needed for the funding source. **Podrebarac moved to adopt resolution 2018-1 to waive GAAP for 2018. Weedman seconded. All in favor. Motion carried.**

Garden Club 2018 Budget Request- Schwach reported that the Garden club came to the budget workshop meeting and requested funds to be used to assist with its volunteer efforts on The Green. Garden Club Chair Miller revised the original request and now requests \$690.00 for 2018 projects. Miller reported that the three IPE benches need preservative applied. The contractor who applied the stain recommended a bleach water solution to be applied once a year to all wooden structures. Miller reported that included in the budget are funds for an Arbor Day Tree Planting, but the planting does not need to be on The Green. **Shelor Sexton moved and Weedman seconded to encumber \$690.00 to be used as proposed by the Garden Club. All in favor. Motion carried.**

Green Lawn 2018 Contract Renewal – **Weedman moved that the City encumber \$1,840.00 for Green Lawn to maintain the sprinklers and fountain in 2018. Podrebarac seconded. All in favor. Motion carried. Contract executed.**

Schwach explained that most of the city's contracts roll from year to year. The council needs to re-affirm these on an annual basis.

Roeland Park (RP) Codes Contract Affirmation – Schwach reported that under this contract RP will provide systematic and complaint-based code enforcement services in Westwood Hills. Schwach reminded council that the City does not enter onto personal properties without authorization; however, the City may gain access via an adjoining neighbor. Schwach asked for council to reaffirm the

contract with Roeland Park. **Shelor Sexton moved and Podrebarac seconded to reaffirm the contract for code enforcement services with Roeland Park.** Citizen Pauline Freeman asked what happens if the resident does not comply. Schwach explained the process. **All in favor. Motion passed.**

City Hall Rental Agreement affirmation– Schwach reported that the City, Homes and Community Associations, Planning Commission and Board of Zoning Appeals use the Community Room space in Westwood City Hall to meet and gather. Schwach reported that the rent is \$175.00 per month, and that rental amount has not increased in years. **Moved by Becker and seconded by Weedman to reaffirm the City Hall Rental Agreement with the City of Westwood. All in favor. Motion passed.**

Building Inspector Agreement affirmation – Schwach reported this agreement is with Westwood. Schwach reported that Westwood has provided good and efficient service to Westwood Hills. **Podrebarac moved and Shelor seconded to reaffirm the Building Inspector Agreement with Westwood. All in favor. Motion carried.**

Rental Property Inspection Agreement affirmation - Schwach reported that the contract rate is \$35.00 per hour, same as last year. **Shelor Sexton moved and Becker seconded to reaffirm the Rental Property Inspection Agreement with Westwood. All in favor. Motion carried.**

Public Safety Agreement affirmation - Shelor Sexton reported that this is the Police Services agreement. The increase is \$5,000 annually, with the contract amount at \$155,000.00 per year beginning in 2018 for three years. **Shelor Sexton motioned and Weedman seconded to reaffirm the contact. All in favor. Motion carried.**

Public Works (PW) Agreement Addendum– Weedman reported that effective January 1, 2018, the rates for Westwood PW employees increase slightly - about 3%. **Weedman moved and Becker seconded to accept the Public Works Agreement Addendum with Westwood. All in favor. Motion passed.**

Kansas City Metropolitan Crime Commission Contract (Crime Stoppers and TIPS hotline)– Shelor Sexton reported that the 2018 agreement amount is \$150.00. **Shelor Sexton moved and Villasani seconded to encumber \$150.00 for the 2018 Crime Stoppers Contract. All in favor. Motion carried.**

Northeast Animal Control Commission (NEACC) Agreement - Schwach reported that the 2018 amount for animal control is \$3,202.64. Cost is \$8.17 per resident, which is the same amount as last year. In 2016, Westwood Hills' population was 392 residents. In addition to paying the invoice, the City needs to designate a representative and an alternate representative to serve on the NEACC committee. Schwach and Shelor Sexton will serve. **Podrebarac moved and**

**Becker seconded to encumber \$3,202.64 for the NEACC contract. All in favor. Motion carried.**

## **2018 Appointments – Schwach**

Robert's Rules of Order, Revised, was adopted.

### **Schwach with the consent of the Council appointed the following officers:**

City Clerk: Beth O'Bryan

City Treasurer: John Martin

Chief of Police: Greg O'Halloran

City Attorney: Jim Orr

Municipal Judge: Tim Turner

President of the City Council: Rosemary Podrebarac

### **Schwach with the consent of the Council appointed the following members of the City's standing Committees:**

Budget and Finance: Weedman

Alternate: Podrebarac

Landscape: Becker

Alternate: Villasi

Ordinance and Building: Podrebarac

Alternate: Shelor Sexton

Public Safety: Shelor Sexton

Alternate: Becker

Public Works: Villasi

Alternate: Weedman

Committees whose membership is established by statute and ordinance

### **Schwach appointed the following to the BZA during the summer of 2017:**

Mike Coffman

Elizabeth Judy

David Welty

### **Planning Commission appointments (and date of end of appointment):**

Mike Whitsitt, July 2018

Lyle Miller, July 2019

Caroline Boyd, July 2019

Chris Fein, July 2019

Norman Friedman, July 2020

Erik LaPrade, July 2020  
Bryce Crady, July 2020

The Governing Body designated the official city newspaper to be *The Legal Record* or *The Olathe News*.

Best Management Practice (BMP) Cost Share 2018 - Podrebarac informed council that the City's participation in Johnson County's BMP cost share program to encourage native plantings started two years ago. In 2015, the City requested \$3,000.00, and in 2016, the City requested \$5,000. Podrebarac asked if council would like to participate, and if so, what amount would the council like to request?

Citizen Dale Prout wants the city to concrete the creek. Schwach advised Prout that the creek is private property, and so the City cannot do the work. Nash asked if the City has reached out to the property owners along the creek. Mayor reported that the City sends out letters every spring to property owners regarding the creek. The City has also reached out to the homeowners along the creek to inquire if they have any interest in meeting.

**Shelor Sexton moved and Podrebarac seconded to submit the BMP application in the amount of \$10,000.00. All in favor. Application approved. Podrebarac, Shelor Sexton and Becker will work to educate the citizens if the application is approved.**

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

Capital Improvement Plan (CIP) Discussion – Schwach reported that our CIP needs updating. Schwach asked Villasi and Weedman to work on the plan with her. Both are favorable.

MARC - First Suburbs Coalition Meeting – January 26, 2018. Schwach asked Council to RSVP to City Clerk if they are interested in attending the First Suburbs Coalition meeting. Shelor Sexton will attend.

#### Items from Citizens in Attendance –

2201 W. 49th Terrace Fox/Kesse. Fox advised council that, during his attempt to collect HOA dues, he noticed the home at 2201 W. 49th Terrace is not being properly maintained in his opinion. He alerted council of the state of the home. Fox would like to know the progress of the issues. Schwach reported that the city requested a codes inspection from Roeland Park, and Roeland Park did not find any MPM violations. The Mayor spoke to the owner of the house, and he promised to make repairs to the door in 2017. The owner's neighbor will likely agree to allow access to their property to view this yard, but only after they speak to him about the issue.. Once the City obtains access from the owner of a neighboring property, a codes inspection request will be submitted to Roeland Park.

2116 W. 48th Terrace - The requestor was not present at the meeting. However, this issue was taken up at the public hearing, and Schwach has discussed this issue with the homeowner.

**Motion to adjourn by Shelor Sexton. Meeting adjourned at 9:07 pm.**