

**City of Westwood Hills
City Council Meeting Minutes
May 14, 2018
Meeting #822**

A regular session of the city council was called to order in due form by Mayor Paula Schwach at 7:05 p.m.

Present: Mayor Schwach, Mary Becker, Rosemary Podrebarac, Karen Shelor Sexton, and Beth O'Bryan. City Attorney Jim Orr and City Treasurer John Martin were also present.

No citizens were in attendance.

Becker requested to add item 10c under new business, watering the 49th St. island trees.

Shelor requested to add item 9b, the crossing guard, to old business. Schwach requested to move agenda item 11c to 11d and add a new item 11c, allocation of costs to the KDHE loan. Podrebarac asked to amend the consent agenda for the Treasurer's report to read April rather than May. Shelor Sexton moved to approve the agenda as amended. Second by Becker. All aye. Motion approved.

Motion by Podrebarac to adopt the Consent Agenda as amended. Second by Shelor Sexton. All aye. Motion approved.

Old Business:

NEACC - Schwach went over the latest proposal from the City of Mission for provision of animal control services. The latest proposal shows Westwood Hills' estimated annual cost is \$3580.00. The proposal includes a base fee of \$1,500.00 as well as a per call rate of \$130.00. Westwood Hills has averaged about 16 calls a year for the past three years.

Crossing guard - Shelor Sexton said the 2018/19 contract for the crossing guard incorporates an increase of about 6%. Shelor requested an encumbrance of an additional \$79.50 to pay the crossing guard contract for the fall/winter portion of the 2018 school year falling within this budget year. **Shelor Sexton moved and Podrebarac seconded to encumber \$80.00 for crossing guard services to cover services for August - December 2018. All in favor. Motion carried.**

New Business

MARC – LUCA (census) encumbrance \$150.00. Schwach reported that the City needs to get the address list/corrections to report to the US Census Bureau. The process is tedious, and MARC has agreed to do this for the City at the rate of \$75.00 per hour. MARC estimates the project will only take two hours. **Shelor**

Sexton moved, and Becker seconded to encumber \$150.00 to pay MARC. All in favor. Motion carried.

Valley Collection Services - Shelor Sexton reported that Chief O'Halloran has presented the City with a contract to be entered into with Valley Collection Services. The cities of Westwood and Mission Woods have agreed to enter into similar agreements with Valley Collection Services to collect traffic fines that are in default. Collections apply to cases which result in a judgement and subsequent unpaid fine. For persons who don't appear in court after two notices, the court will suspend their drivers' licenses.

Shelor Sexton moved, and Becker seconded to encumber \$250.00 to pay Westwood for Westwood Hills' share of the software costs and for Westwood Hills to enter into the agreement with Valley Collection Services. All in favor. Motion carried. Agreement executed.

Police Week May 13-19, 2018. Schwach reported that Police week is May 13-19. Council signed a card to deliver to the Police force. **Podrebarac moved and Becker seconded to encumber \$40.00 for some type of food to be delivered to the Department. All in favor. Motion carried. Shelor Sexton will choose and deliver the food to the WWPd with a note of thanks from the City of Westwood Hills.**

Encumbrance to Water the Tree on 49th Street Island. If we get less than 1 inch of water a week, each of the newly planted trees on the 49th Street island needs 15 gallons of water per week (45 gallons total per week for the island). Ritter's cost to water is \$20.00 per week. **Becker moved and Podrebarac seconded to encumber \$500.00 for Brian's labor and reimbursement to the Browns for their water in the event of insufficient rain. The money to pay for the watering will come from the project line item. All in favor. Motion carried.**

Informational items – no action to be taken

KDHE Loan update – Schwach said we have received the loan documents from KDHE. We will execute the loan documents when city attorney Orr is ready to provide his legal opinion.

Beth and Paula on vacation - May 25, 2018. Podrebarac will fill in for both.

Allocation of costs to the KDHE loan - Schwach will work with Larkin Lamp Rynearson to determine the allocation of their invoices between the street assessment and repair project versus the stormwater assessment and repair project. Council authorized the Mayor to pay invoice #11 from LLR.

Temporary easements - Schwach reported that she recorded one of the seven temporary easements obtained from homeowners to provide sufficient area for

the stormwater repair work to be conducted. She recorded this easement because one of the homes will be going on the market soon. By recording the document, the City provides notice of the donated easement to any subsequent owners of the property. The fee to record the document is \$38.00. **Sheler Sexton moved, and Becker seconded to approve an encumbrance of \$38.00 to record the construction easement obtained pursuant to the KDHE loan.**

Motion to adjourn by Podrebarac. Meeting adjourned at 8:11 pm.