

**City of Westwood Hills
City Council Meeting Minutes
January 14, 2019
Meeting #830**

A regular session of the city council was called to order in due form by Mayor Paula Schwach at 7:04 p.m.

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

Citizens Mike Fox, Lizann Kesse, Klara Villasi, were in attendance.

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

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

Capital Improvement Plan (CIP)

Repairs to the storm sewer and interior streets are in the current plan. Storm sewer repairs are complete, and the street repairs are in the works. Paragraph 5 of the CIP will need to be revised, and projects prioritized. There will be additional meetings to finalize the plan, and the updated policy and prioritizations will be adopted during the budget hearing.

Shelor Sexton would like to see a public forum with breakout sessions to gather priorities from the residents. The public forum will be held on Saturday, February 23, 2019 from 10:30 a.m. to Noon at the home of Mike Sexton and Karen Shelor Sexton.

Mike Fox, President of the Homes Association, said during the HOA meetings, there has been discussions as to when it is best to have meetings and activities. Most residents that attended the Homes Association meetings said the weekend would be best.

Potential new CIP projects:

- Partner with KCP&L to change street lights from HP to LED
- Alleyway improvements
- Creek assessment plan improvement
- Rehabilitation of rock walls at the three islands
- Tree trimming on the islands
- New ground cover material for the islands
- Water meters for islands

- Sidewalk replacement
- Stone wall/pedestrian barrier @ 49th street
- Water meters for entryways
- Adding sidewalks on State Line

- Street UBAS Treatment

This street repairs bids were issued in late January with a February bid opening and work to be done in summer 2019.

- Signage repair and replacement

Shelor Sexton and Villasi inventoried the City to determine which signs need repair or replacement. Their findings showed 11 signs need replacement at the cost \$286.00 to purchase and have 11 signs delivered, and approximately \$980 to purchase, deliver and install the signs.

- Implementation of traffic study @ 50th & St. Line

KDOT gave the City grant money to do a traffic study. Results will come in the future, but the report will most likely include the following.

- Curb and sidewalk extension
- Increase vehicular barriers
- Streetscape enhancements
- Change to 45-degree angle parking
- Street traffic lane edges

- Additional Street Lights

Shelor Sexton created a list as to where additional lights could be placed. This map will be shared and discussed with residents. Residents Fox and Kesse would like to see more lights within The City. This would require an engineering study for light placement and a discussion of ownership of new and existing street lights following the study.

Comprehensive Plan and Implementation for Same for The Green

Becker discussed a CIP for The Green. Since 3 out of the 4 City events are held at The Green, she felt it is a priority for The City.

Becker advised that once the street repairs are done in the city, improvements to The Green should be considered as one of our top priorities. The reason is that 3 of the 4 social events that the city sponsors are conducted at the Green, and it is the only open green space used by city residents. Additionally, at the time that any work is done to the Green, it must be made ADA compliant.

An overall plan should be considered to address multiple issues at the same time. An assessment and phased approach should be considered.

1. Trees:

An independent evaluation of all the trees in the Green should be done by a qualified Arborist:

- a) To identify each tree species on a map (partial map exists and needs updating);
- b) To assess need for trimming/pruning, removal, and replanting:
 - 1} identify any dangers with the existing trees, such as tree rot
 - 2} Identification of "Trees of Heaven", which are not planted but which grow from seeds being dropped in the area and which will eventually take over the area and overtake and push out existing "good " trees. The current large "Tree of Heaven" is damaging the boundary fence.
 - 3} Recommendations for removal and/or future plantings, including a plan for an evergreen (Christmas) tree to be planted allowing for the annual Mayor's tree lighting during the holidays.

2. Watering system:

The sprinkler system is antiquated and does not work as programmed.

- a) Replace the sprinkler system with a new zoned system.
- b) Install a water hook up to allow a hose to be attached.
- c) Install a water meter serving the Green, Flag Island, and the Fountain.

3. Lighting/electric:

An independent evaluation of the electric system for the following purposes:

- a) Install ambient lighting illuminating the walking paths in the evening.
- b) Install an electric meter and outlets for special uses during community events.
- c) Remove the hazardous outlet which is several feet high in the middle of the grass, on North side of Green where the previous evergreen tree was located.

4. Engineering assessment:

To make the Green an ADA compliant area and also to assess any possibilities to address flooding problems in the city, an engineering evaluation of the entire green space as well as the creek bed is necessary.

- a) Do curb cuts as needed to allow access to the Green area.
- b) Install an ADA compliant walkway to allow residents with disabilities to access the tent areas as well as those used for community events and the main social areas in the Green.
- c) Evaluation of the creek bed that is owned by the City to determine if there is anything that can be done to alleviate upstream flooding by possibly widening the bed at the lower levels and allow for better water flow during intense rain events.
- d) Evaluation of the creek and beds to determine if they are functioning at maximum capacity and stable or if erosion controls are needed and if so, what controls are appropriate.

5. Turf:

Currently the sprinkler system is watering weeds rather than grass. The goal is to have a Green area with grass.

- a) Do soil tests to determine what nutrients are needed for the soil. This may be different for the North versus the South Green.
- b) Determine the best grass that will thrive on the Green.
- c) Replant the area with the appropriate grass(es).

6. Fence:

The current fence is being damaged by the Tree of Life which is growing on the opposite side. Assess the following:

- a) Should the fence be replaced? If so, with what materials?
- b) If the tree is not cut down on the property not owned by the City, is it worth trying to maintain the current fence?
- c) What partnership can be formed with adjacent owner to achieve maximum impact and retain the City's reputation as "the most beautiful little city in Kansas"?

7. Develop a written, comprehensive plan including all of the above recommendations with cost estimates and logical phasing.

Mayor Schwach read a letter from Jennifer Martin, who was unable to attend, regarding her support for improvements on The Green.

Citizen Comment:

Kesse would like a notification in the newsletters to address shoveling the sidewalks, noting it's the responsibility of the homeowner to do so.

Old Business:

1914 W. 50th Terrace

Mayor Schwach visited with Mr. Ruiz, who owns the property at 1914 West 50th Terrace. An Elm tree limb, located near the creek, fell and damaged a portion of his fence. The cost to remove the dead wood from the tree is \$410.00

O'Bryan mentioned that the City may want to get bids to trim or remove all the downed tree limbs that are damaged on The Green, as well as the tree on 49th Terrace Island.

Villasi moved to encumber up to \$1,200.00 for tree clean up on The Green and 49th Terrace Island. Becker seconded. All in favor. Motion carried.

New Business:

Resolution 2019-1 authorizing the Mayor to bid, award contract, etc. for UBAS work on streets

THE RESOLUTION AUTHORIZES THE LETTING OF BIDS AND THE EXECUTION OF A CONTRACT FOR CERTAIN STREET REPAIRS WITHIN THE CITY OF WESTWOOD HILLS, EXCLUSIVE OF RAINBOW BOULEVARD AND STATE LINE ROAD; AUTHORIZING A CO-BID PROCESS WITH THE CITY OF ROELAND PARK, KANSAS; AUTHORIZING THE MAYOR TO NEGOTIATE AND APPROVE CERTAIN DOCUMENTS IN CONNECTION WITH THE STREET REPAIRS; AND AUTHORIZING THE MAYOR TO EXECUTE CONTRACT DOCUMENTS.

Roeland Park's cost is \$6.20 a square foot plus mobilization, micro texturizing of the streets, plus traffic control

The City of Westwood Hills has a Capital Fund balance of \$354,000.00, for which a portion will be used to pay for the street repairs.

Podrebarac moved to approve resolution 2019-1. Seconded by Shelor Sexton. All in favor. Motion carried.

2019 Council Appointments:

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

BZA Appointments:

Mike Coffman
Elizabeth Judy
Ed Gogol

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

Mike Whitsitt, July 2018
Lyle Miller, July 2019
Chris Fein, July 2019
Norman Friedman, July 2020
Erik LaPrade, July 2020
Bryce Crady, July 2020
Schwach will reach out to citizens for another member of the Planning Commission

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

Northeast Johnson County (NEJC) Mayor's Lunch Encumbrance

The City of Westwood Hills will host the February luncheon. Becker motioned and Villasi seconded to encumber up to \$200.00. All in favor. Motion carried.

Transfer to CIP Fund

Martin said the City budgeted to put \$40,000.00 into the CIP, which makes the balance of \$354,000.00. Martin will look at this to see if there are additional transfers to be made. He will bring this information to the February meeting.

Review 2018 Encumbrances

Remove \$8.97 for office supplies

\$200.00 for UCS - carry forward to 2019

Remove encumbrance for \$372.04 to water the islands

Remove \$637.00 encumbrance from The Garden Club encumbrance

Keep KCP&L encumbrance

We will be receiving a bill from Roeland Park for about 6 hours of codes services in 2018.

Podrebarac motioned, Becker seconded to encumber Encumber \$252.95 for code enforcement and to encumber \$35 for 4Q prisoner boarding. All in favor. Motioned carried.

GAAP Resolution

Generally accepted accounting principles (GAAP) Resolution - **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. Martin said that the City can reverse the resolution later, if needed for the funding source. **Podrebarac moved to adopt resolution 2019-2 to waive GAAP for 2019, seconded by Shelor Sexton. All in favor. Motion carried.**

Green Lawn 2019 Contract Renewal

The Green Lawn contract increased to \$2070.00, with a monthly payment of \$172.50. The contract does not include unusual calls.

Villasi moved that the City encumber \$2,070.00 for Green Lawn to maintain the sprinklers and fountain in 2019. Becker seconded. All in favor. Motion carried. Contract executed.

Swach 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

Rosemary Podrebarac reported that under this contract RP will provide systematic and complaint-based code enforcement services in Westwood Hills. **Podrebarac moved and seconded Shelor Sexton to reaffirm the contract for code enforcement services with Roeland Park. All in favor. Motion passed.** O'Bryan will send an email to Jennifer Jones Lacy requesting they re-affirm the contract.

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 some years. **Moved by Becker and seconded by Shelor Sexton 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. Podrebarac reported that the City is currently under contract at the rate of \$35.00, which automatically renews.

Podrebarac moved and Becker seconded to reaffirm the Building Inspector Agreement with Westwood. All in favor. Motion carried.

Rental Property Inspection Agreement affirmation

Podrebarac reported that the contract rate is \$35.00 per hour, same as last year. Eddie McNeil performs the inspections. This contract is with the City of Westwood and automatically renews. There was a suggestion to ask for tenant names and contact information on the rental application.

Podrebarac moved and Shelor Sexton seconded to reaffirm the Rental Property Inspection Agreement with Westwood. All in favor. Motion carried.

Public Safety Agreement affirmation

Shelor Sexton reminded Council that this is the Police Services agreement. The contract is a three-year contract in the amount of \$155,000.00 per year. The contract started in 2018. **Shelor Sexton motioned and Weedman seconded to reaffirm the contact. All in favor. Motion carried.**

Public Works (PW) Agreement Addendum

Schwach reported that effective January 1, 2019, the rates for Westwood PW employees increased to reflect raises and benefits. The PW Director no longer has a cost for overtime as the position has been made exempt. There is a new category in the equipment section for the cost of a car. **Podrebarac moved and Shelor Sexton 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 2019 agreement amount is \$150.00. **Shelor Sexton moved and Becker seconded to renew the 2019 Crime Stoppers Contract. All in favor. Motion carried.**

State of the Cities Attendance and Encumbrance

\$35 per person. No charge for the Mayor.

O'Bryan, Shelor Sexton, Schwach will attend.

Podrebarac moved and Becker seconded to encumber \$140.00 to attend the luncheon. All aye. Motion carried.

Paper Shredder

O'Bryan purchased a micro paper shredder for the City at a cost \$95.56. **Shelor Sexton moved, and Podrebarac seconded to ratify the purchase and to reimburse O'Bryan \$95.56 for a paper shredder. All in favor. Motion passed.**

Pet Waste Bags

Villasi reported that the City is almost out of bags. Cost is \$44.99 for 2,000 bags. **Villasi moved to encumber \$89.98 for 4,000.00 bags. Podrebarac seconded. All in favor. Motion carried.**

Informational items – no action to be taken

There were no items from Citizens in attendance.

Motion to adjourn by Becker. Meeting adjourned at 9:12 p.m.