

City of Westwood, Kansas
City Council Meeting
4700 Rainbow Boulevard
June 10, 2021 – 7:00 p.m.

Council Present: David E. Waters, Mayor
Andrew Buckman, Councilmember
Jeff Harris, Council President
Jason Hannaman, Councilmember
Laura Steele, Councilmember
Holly Wimer, Councilmember

Council Absent: None

Staff Present: Leslie Herring, CAO/City Clerk
Greg O'Halloran, Police Chief
Gary Baker, Police Sergeant
John Sullivan, Director of Public Works
Michelle Ryan, City Treasurer
Ryan Denk, City Attorney

Call to Order

Mayor David E. Waters called the meeting to order at 7:00 p.m. on June 10, 2021. The City Clerk called the roll. A quorum was present. The evening's meeting was held in a hybrid manner, with attendees joining both in person and via Zoom.

Comment on Non-Agenda Items

William Pearson, 2806 W 48th St, addressed the council regarding a drainage issue on his property.

Presentations

Proclamation of the Farmer's House Art Studio Day

Mayor Waters proclaimed June 12, 2021, The Farmer's House Art Studio Day in Westwood.

Proclamation of LGBT Pride Month

Mayor Waters proclaimed June 2021 Pride Month in Westwood

Westwood Foundation Scholarship Award

Kolbe Benes was presented with the Westwood Foundation Merit Scholarship. Mr. Benes is a Westwood resident and recently graduated from Bishop Miege High School and plans to attend Johnson County Community College in the fall. Mayor Waters commended Mr. Benes on his service and academic achievements. Mr. Benes addressed the Governing Body.

United Community Services of Johnson County Housing Study and Housing for All Task Force Presentation

Julie Brewer, Executive Director of United Community Services of Johnson County (UCS), presented findings from the Housing for All Task Force.

Westwood View Walking/Biking Behaviors Survey Findings

Councilmember Harris presented findings from a survey he conducted with Councilmember Steele. Councilmembers Harris and Steele worked with Kathy Keith, Westwood View Principal, to distribute a survey to Westwood View families about how students traveled to school and what factors might encourage families to walk and bike to Westwood View more regularly.

Approval of City Council Meeting Minutes

Minutes from the May 13, 2021, Council Meeting were included in the agenda packet. Motion by Councilmember Harris to approve minutes documents as submitted. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Treasurer's Report

Mrs. Ryan provided a review of the May 2021 Treasurer's report and offered to answer questions.

Motion by Councilmember Hannaman to approve Appropriations Ordinance No. 727 as presented. Second by Councilmember Wimer. Mrs. Herring performed a roll call vote, motion carried by a 5-0 vote.

City Attorney Report

Mr. Denk had nothing to report.

Administrative Report

Mrs. Herring provided a review of the May 2021 Administrative report and offered to answer questions.

Consider Proposal for Services of BOARDynamics

The City Council discussed on both April 21 and on May 13, 2021, partnering with BOARDynamics to provide individualized board development services to the City of Westwood, specifically to the City Council, Planning Commission, and Foundation. During those conversations, the City Council expressed interest in retaining BOARDynamics for their services and directed the Mayor and staff to coordinate participation interest with the other boards, conduct a reference check, and identify funding for the scope of services.

BOARDynamics representatives Deb Zila and Mike Sietz made a presentation about their process and offered to answer any questions.

Motion by Councilmember Hannaman to accept the proposal of BOARDynamics to provide individualized board development services to the Westwood City Council and Planning Commission and to approve the Mayor to execute the Proposal for Services in an amount not to exceed \$15,300. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Consider Resolution No 93-2021 Governing body handbook

Incoming City Councilmembers benefit from an introduction to the role of elected officials in a local government as well as an overview of municipal operations, organizational structure, and service delivery. The League of Kansas Municipalities produces and regularly updates a general Governing Body Handbook that is available to all incoming elected officials in Kansas; however, some cities desire to create a jurisdiction-specific resource to provide to local elected officials that familiarizes those newly sworn-in with hyper-localized processes, procedures, and relevant information. To aid in the onboarding of new City Councilmembers and Mayors in Westwood, City staff was asked to draft a document for this purpose.

By adoption of Resolution 93-2021, the Westwood City Council will formally accept the drafted Governing Body Handbook. The draft presented for adoption incorporates input from the City Council and City staff and has been reviewed by the City Attorney. It is intended to complement the League of Kansas Municipalities' Governing Body Handbook. City staff is also developing an onboarding checklist to be deployed in conjunction with the Westwood Governing Body Handbook, which creation has been informed by the June 2nd City Councilmember orientation performed for the benefit of the City's most recently elected/appointed Councilmembers.

Motion by Councilmember Wimer to adopt Resolution No. 93-2021 adopting a Governing Body Handbook for the City of Westwood. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Consider Renewal Request for Cereal Malt Beverage License at WalMart Neighborhood Market – 4701 Mission Road

Chapter 3, Article 2 of the Westwood City Code establishes the standards and processes for the retail sales of cereal malt beverages. An annual license is issued each calendar year to each retail location in Westwood that sells cereal malt beverages.

Walmart Stores, Inc has applied to renew its Cereal Malt Beverage License for the Neighborhood Market Store location at 4701 Mission Road in Westwood. The current Cereal Malt Beverage license for the store expires on July 31, 2021.

The Westwood Public Safety staff has performed the required background and reference check on the application and the listed contacts. No issues were identified. This subject property does comply with the location restrictions per Section 3-206 of the city code.

Motion by Councilmember Harris to approve the Cereal Malt Beverage License for Walmart Stores, Inc. at 4701 Mission Road for August 1, 2021, to July 31, 2022. Second by Councilmember Hannaman. Motion carried by 5-0 voice vote.

Public Safety Report

Sergeant Baker referred to the May 2021 Public Safety report and offered to answer questions.

Public Works Report

Mr. Sullivan referred to the May 2021 Public Works report and offered to answer any questions.

Consider Resolution 94-2021 Adopting the 2022 to 2026 City of Westwood CARS Program

The City of Westwood on an annual basis adopts by resolution a proposed five-year County Assistance Road System (CARS) Program Project Plan. The CARS Program is administered by Johnson County to allocate the distribution of motor fuel taxes within the County to be used on specific designated roads.

The recommended roadways for the City of Westwood for calendar years 2021 to 2025 is as follows:

- 2022 W. 47th Street, Mission Road to Rainbow Boulevard
- 2023 W. 47th Place, State Line Road to Rainbow Boulevard
- 2024 Mission Road, W. 53rd Street to W. 47th Street

Motion by Councilmember Steele to adopt Resolution No. 94-2021 approving the 2022 to 2026 County Assistance Road System Program for road improvements with the City of Westwood. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote.

Consider a Proposal to Replace the ADA Compliant Pedestrian Push Buttons at W. 47th Street and W. 47th Place at Rainbow Blvd.

The City owns and operates the traffic signals at W. 47th Street and W. 47th Place at Rainbow Blvd. The two signals were installed as part of the Woodside Village project and at that time the signal lease from KCPL was bought out and the City took over ownership and operations in 2016. As the City has not previously owned traffic signals, we have had a modest budget for the maintenance of them partially because they are still relatively new, and staff lacks – but is developing – a reference for budgeting maintenance costs.

The pedestrian pushbuttons we currently have installed are ADA compliant and provide audible detection as well as talking instructions and visual cues to alert the sight-impaired and hearing-challenged community to be able to have a reasonably safe crossing experience at these two intersections. Currently 6 of the 12 pushbuttons have failed and are obsolete, meaning we cannot get parts or service for them.

This expense to the General Fund's Public Works Street Lights and Traffic Signs budget line, in the amount of \$16,316.71, is unbudgeted and will cause an overrun to this line. However, the American Rescue Plan Act (ARPA) does provide for use of the City's anticipated funding allocation to be used for infrastructure maintenance costs. Mr. Sullivan noted a correction to the proposal prepared by Black & McDonald.

Motion by Councilmember Harris to approve the proposal of Black & McDonald to replace 12 audible pushbuttons at the intersection of 47th St & Rainbow Blvd. in an amount not to exceed \$16,316.71. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Committee Reports

Administration & Compensation Committee

Councilmember Hannaman said he will be working with Councilmember Buckman and staff to create a plan for the expenditure of American Rescue Plan Act (ARPA) funds the city will be receiving in the coming months.

Business & Community Affairs Committee

Councilmember Buckman had nothing to report.

Public Safety Committee

Councilmember Harris noted the city had a cookout to honor Chief O'Halloran for his upcoming retirement.

Public Works Committee

Councilmember Steele provided an overview of the Complete Streets Task Force meetings that have occurred.

Parks & Recreation Committee

Councilmember Wimer noted that the City will be hosting a Music in the Park event on July 22nd in Dennis Park and a Movie in the Park event on August 7th.

Mayor's Report

Mayor Waters noted the filing deadline for three City Council seats closed at the Johnson County Election office earlier in the week. Councilmembers Buckman, Hannaman and Harris were the sole filers.

Mayor Waters noted Westwood View Elementary hosted a groundbreaking at the new school site on May 26th.

Mayor Waters noted the July city Council meeting will be Chief O'Halloran's last meeting. Mayor Waters thanked Chief O'Halloran for his service to the City.

Adjournment

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting adjourned at 9:25 pm.

APPROVED:



David L. Waters, Mayor

ATTEST:



Leslie Herring, City Clerk