

City of Westwood, Kansas
City Council Work Session
4700 Rainbow Boulevard
October 13, 2022 – 6:00 PM

Council Present: Jeff Harris, Council President
Andrew Buckman, Councilmember
Jason Hannaman, Councilmember
Laura Steele, Councilmember
Holly Wimer, Councilmember

Council Absent: David E. Waters

Staff Present: Leslie Herring, City Administrator/City Clerk
Curt Mansell, Chief of Police
John Sullivan, Director of Public Works
Ryan Denk, City Attorney

Call to Order

Councilmember Harris called the meeting to order at 6:00 p.m. on October 13, 2022. The meeting was held in a hybrid manner with attendees being able to join in person and virtually via Zoom.

Recommended Updates to Various City Policies

The Financial and Purchasing Policy, Governing Body Handbook, and Employee Handbook were adopted (amended in the case of the Employee Handbook) in March, June, and September of 2021, respectively. City staff recommends updated to these policies now for the following reasons:

- These policies were drafted in the context of the Mayor-Council form of government, prior to the establishment in the summer of 2022 of the City Administrator position for the City;
- Staff has noticed areas where additional provisions or clarity would be beneficial in the carrying out of everyday business; and
- In the midst of the increasingly competitive labor market, certain employee benefits should be revisited to maintain viability as an employer and to communicate to employees their value to the community and organization.

Staff has prepared draft updates communicating the areas identified for amendment within the documents to respond to the reasons named above. The draft documents were included in the evening's agenda packet.

The following is a short summary of the most substantive changes recommended:

Financial and Purchasing Policy

- Provide for increased spending authority for City Administrator position
- Provide for pre-negotiated contracts within competitive bidding procedures
- Provide for sole-source procurement and establish criteria for its use
- Provide for the handling of change orders on contracts

Governing Body Handbook

- Edit the Form of Government section
- Edit the Role of Council Members section
- Remove Council Committees section

Employee Handbook

Provide for the role of the City Administrator in relation to employees

- Add Juneteenth and the employee's birthday to the list of observed holidays
- Update Bereavement Leave section to be more supportive of diverse family structures
- Add Time in Service award to financially recognize employees for their tenure and longevity with the City

Mrs. Herring provided an overview of the updates to the draft documents. After general discussion, the City Council agreed to consider adoption of the draft documents as during the November City Council meeting.

Adjournment to Regular Meeting

Motion by Councilmember Hannaman to adjourn the meeting. Second by Councilmember Wimer.

Motion carried by a 5-0 voice vote. The work session adjourned at 6:55 p.m. to prepare for the regular City Council meeting.

APPROVED: 
David E. Waters, Mayor

ATTEST: 
Leslie Herring, City Clerk

**City of Westwood, Kansas
City Council Meeting
October 13, 2022 – 7:00 p.m.**

Council Present: Jeff Harris, Council President
Andrew Buckman, Councilmember
Jason Hannaman, Councilmember
Laura Steele, Councilmember
Holly Wimer, Councilmember

Council Absent: David E. Waters, Mayor

Staff Present: Leslie Herring, City Administrator/City Clerk
Curtis Mansell, Police Chief
John Sullivan, Public Works Director
Ryan Denk, City Attorney

Call to Order

Councilmember Harris called the meeting to order at 7:00 p.m. on October 13, 2022. 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.

Approval of Agenda

Motion by Councilmember Buckman to approve the October 13, 2022 City Council meeting agenda as submitted. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Public Comment

Trent Dansel, 3020 W 50th Terr, thanked the Governing Body for holding a public meeting regarding the recent Facilities Assessment during the September 8th meeting. Mr. Dansel said when planning for Westwood's future, the Governing Body should consider ways to maintain and create more vibrancy and viability in the community. Mr. Dansel said vibrancy in a community includes diverse housing stock, retail options, and recreation. Mr. Dansel said he equates viability with revenue, and saw opportunities in the Facilities Assessment report that would allow the City to generate revenue from existing assets and possible assets that appeal to him. Mr. Dansel also encouraged the Governing Body to make Westwood inviting by making it walkable.

Spencer Day, 3003 W 49th Terr, said during his time as a resident in Westwood he has attended a few meetings and followed the City budget. Mr. Day said he has always found announcements for City meetings easy to find and attends when he chooses to. Mr. Day said he thought the City Council has been a good steward of taxpayer dollars. Mr. Day said he expects the City Council will do the same in the future, and that includes understanding the value of the City Hall building and its continued maintenance or a new building constructed to more modern standards. Mr. Day said he thought it would be a fool's errand to give more weight to decisions that have been made in the last 30 years over opportunities for the next 30 years, opportunities including selling the City Hall building for economic opportunities and constructing City Hall elsewhere in the City. Mr. Day also said he supports more diverse housing stock.

Patricia Reno, 2507 W 49th Terrace, said she has been a homeowner in Westwood since 1979. Mrs. Reno said she is upset with the City and that it is difficult for her to live in Westwood. Mrs. Reno said that she does not consider Westwood a place for multi-family development. Mrs. Reno said she believes the new Westwood View school ground is used as a park and she doesn't appreciate it. Mrs. Reno stated she is proud to live in Westwood and said she hoped her comments were recorded. Councilmember Harris confirmed that they were.

Jerry Neal, 4938 Belinder, said he has lived in Westwood for 10 years. Mr. Neal said he is opposed to construction of apartment buildings in Westwood. Mr. Neal said he considers Westwood a relatively affluent neighborhood, and additional apartments would reduce home values and diminish the charm of the community.

Chris Burns, 2513 W 49th Terrace, said the City Council should consider the changes tax abatements would make to the financial options listed in the Facilities Assessment Report by Multistudio. Mr. Burns stated he is still reading through the Facilities Assessment Report.

Jan Kyle, 4946 Belinder, said traffic from the new Westwood View School has increased traffic in the area and said apartments would add additional traffic. Mrs. Kyle said does not support rezoning properties.

Jayne Tebow, 4952 Norwood, said during the 2017 Comprehensive Plan process residents indicated the most important points of interest are keeping and maintaining character, safety, walkability, well-maintained infrastructure and more green space. Mrs. Tebow stated multi-family development does not follow these priorities and encouraged the City Council to keep these priorities in mind going forward.

No further members of the public offered to make a comment.

At the request of Westwood resident Jake Boswell, 2815 W 49th Terrace, the statement below was read into the record by Councilmember Harris.

My name is Dr. Jake Boswell and I live at 2815 W. 49th Terr. I am reaching out to you all because I am not able to make it to the meeting tonight. However, I wanted my thoughts and opinions to be shared. Please feel free to quote or read this email in my absence:

This afternoon my Ring doorbell notified me that someone was at my doorstep, which happened to be a woman in sunglasses and hat delivering a flyer. When I got home this afternoon I was able to read that flyer. The explicit intention of the flyer was to make sure Westwood citizens were informed about upcoming considerations that the Council are making regarding the use of space in our community, but there were certainly implicit implications that these changes were all potentially ruinous for our community.

First I'd like to say that I do not appreciate being subjected to this type of messaging when it is unsolicited. Secondly, as the flyer stated, "the next steps for the city council have not been identified..."

I think it is absolutely outrageous that folks in our neighborhood are already declaring that any solution to pay for new or maintain old facilities is unacceptable. I have heard rumblings throughout the neighborhood that the inclusion of apartment buildings or townhomes would

somehow degrade the beautiful community that we live in; well I am not here for those opinions nor do I think it very neighborly to suggest that somehow other housing options would result in ruin for Westwood.

I am quite open to the idea of our City Council exploring different revenue generating approaches to help expand our green space, provide more affordable housing for young families or individuals who desperately want to share in our tremendous community.

It is my hope that our neighbors approach this process with an open mind and allow our Council and the consultants we have hired to provide a suitable solution to this funding and land use issue.

Presentations and Proclamations

No presentations or proclamations were made.

Consent Agenda

All items listed below are considered to be routine by the Governing Body and will be enacted in one motion. There will be no separate discussion of these items unless a member of the Governing Body so requests, in which event the item will be removed from the consent agenda and considered separately following approval of the consent agenda.

- A. Consider September 8, 2022, City Council Work Session & Meeting Minutes
- B. Consider Appropriations Ordinance 743

Motion by Councilmember Hannaman to approve the Consent Agenda as submitted. Second by Councilmember Wimer. Mrs. Herring performed a roll call vote. Motion carried by a 5-0 vote.

Mayor's Report

Councilmember Harris shared a report provided by Mayor Waters of events he attended and planned to attend as Mayor in the recent and upcoming weeks.

Committee Reports

Councilmember Wimer noted the Woodside Management Team reached out to the City to be more engaged part of the community. Councilmember Wimer and the members of the management team came to a conclusion that the Woodside General manager will attend the next meeting where City events are planned to find out how Woodside can contribute to the community events for the 2023 calendar year. Woodside will also be developing a survey for Westwood residents pertaining to the summer pool pass program.

Councilmember Harris stated he recently attended a recent open house at the Prairie Village Public Works facility. Councilmember Harris also noted that on October 8th the City hosted a Communities for All Ages community meeting at Westwood City Hall.

Councilmember Steele noted she attended a Bicycle Friendly Communities workshop hosted by Rosedale and the Unified Government of Wyandotte County and Kansas City, Kansas with Mrs. Herring on September 20th & 21st.

Staff Reports

Administrative Report

Mrs. Herring provided an overview of the October 2022 Administrative Report included in the agenda packet and offered to answer questions.

Public Works Report

Mr. Sullivan provided an overview of the September 2022 Public Works Report included in the agenda packet and offered to answer any questions.

Public Safety Report

Chief Mansell provided an overview of the September 2022 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

The September 2022 Treasurer's Report was included in the agenda packet for review. No questions or comments were made about the report.

City Attorney's Report

Mr. Denk shared that he attended the UG WYCO/KCK Planning Commission meeting earlier in the week and the Woodside development at the northeast corner of 47th Street and Rainbow Boulevard in Kansas City, Kansas was approved during the meeting. Councilmember Harris noted that this project is located outside of Westwood's jurisdiction.

Old Business

No old business matters were considered.

New Business

Consider Ordinance No. 1031 Adopting the 2022 Edition of the Standard Traffic Ordinance for Kansas Cities

The Standard Traffic Ordinance (STO) is a document published by the League of Kansas Municipalities since 1960. The Standard Traffic Ordinance (STO) is an efficient, economical way to regulate traffic in Kansas cities. This ordinance allows the City of Westwood to utilize the state's Standard Traffic Ordinance as the basis for traffic safety and enforcement actions.

The Kansas League of Municipalities has published the 2022 Edition of the Standard Traffic Ordinance. City staff recommends the City of Westwood update to from the 2021 Edition. The STO does not take effect in a city until the Governing Body has passed and published an incorporating ordinance.

Motion by Councilmember Wimer to adopt Ordinance 1031 incorporating by reference the Standard Traffic Ordinance for Kansas Cities, 2022 edition and repeal Ordinance 1022. Second by Councilmember Hannaman. Mrs. Herring performed a roll call vote. Motion passed 5-0.

Consider Ordinance No. 1032 Adopting the 2022 Edition of the Uniform Public Offense Code for Kansas Cities

The Uniform Public Offense Code (UPOC) is a document developed each year by the League of Kansas Municipalities. This organization has published the UPOC since 1980. The Code is designed to provide a comprehensive public offense ordinance for Kansas cities. The UPOC, in large part parallels the state

criminal code. This ordinance allows the City of Westwood to utilize the Uniform Public Offense Code as the basis for criminal investigation and enforcement actions.

The Kansas League of Municipalities has published the 2022 Edition of the Uniform Public Offense Code. City staff recommends the City of Westwood update to from the 2021 Edition. The UPOC does not take effect in a city until the Governing Body has passed and published an incorporating ordinance.

Motion by Councilmember Buckman to adopt Ordinance 1032 incorporating by reference the Unified Public Offense Code for Kansas Cities, 2022 edition and repeal Ordinance 1023. Second by Councilmember Steele. Mrs. Herring performed a roll call vote. Motion passed 5-0.

Consider Resolution No. 111-2022 Acknowledging and Supporting the KC Communities for All Ages and Mid-America Regional Council Communities for All Ages Initiative

From at least as early as 2016, the Governing Body has identified as a goal achieving recognition as a Community for All Ages through Mid-America Regional Council's Communities for All Ages initiative.

The KC Communities for All Ages Recognition Program was created by the Mid-America Regional Council (MARC) to recognize communities that take steps to be improve quality of life for residents of all ages while becoming more vibrant, healthy, and prosperous. Through this program, city and civic leaders will identify and act upon issues and opportunities concerning the aging adult population. We recognize the intrinsic value of the older generation, respect their wisdom and insight, and look to involve them in creating a high standard of living in the community they live. The City of Westwood is proud to be working with KC Communities for All Ages to pursue Bronze level recognition in 2022, with the goal of pursuing both Silver and Gold recognition in 2023.

- The Bronze level recognition criteria include:
- Informing residents about our work toward becoming a Community for All Ages by:
 - Making available information on this webpage; and
 - Making available written materials (available via this link and at City Hall) (July through present)
- Surveying residents to gather baseline information on the community's perceptions about how age-friendly Westwood is currently. (July and August)
- Hosting a presentation by MARC on the Communities for All Ages program and discussing the findings of the community survey. (August 11th City Council meeting)
- Hosting a community meeting to discuss the age-friendliness of Westwood. (October 8th)
- Considering adoption of a resolution by the Governing Body to be a community for all ages. (Tonight)

Motion by Councilmember Steele to approve Resolution No. 111-2022 acknowledging and supporting the KC Communities for All Ages and Mid-America Regional Council's Communities for All Ages Initiative. Second by Council Wimer. Motion carried by a 5-0 voice vote.

Consider Master Services Agreement and Scopes of Work with Civic Plus for Website Design and Subscription and Municode Meetings

The City's website is overdue for an upgrade and is in an outdated and unsupported format. For the past three years, the City has been saving for the implementation of a website upgrade, to occur in 2022.

In September 2022, City staff invited four (4) reputable vendors specializing in local government websites to conduct demonstrations of their sites and to provide cost and implementation proposals. Of those four companies, staff was most impressed by the capabilities, price, and implementation timeline of CivicPlus. CivicPlus is a Kansas-based company that is well-known for its local government websites throughout the country, with a strong connection to the Midwest. Within the City's project budget, CivicPlus is able to offer not only a modern website design but also integrated meetings management cloud-based software, and also integrated City code hosting cloud-based software. The timeline for implementation and launch of the new website is three (3) months from execution of an agreement.

This project has been budgeted over a three-year period in the Equipment Reserve Fund for implementation in 2022 at a cost of \$10,000. The scope of work for the website redesign is \$2,760 in Year 1 and annually thereafter. The scope of work for the meetings and agenda manager is \$2,080 in Year 1 and annually thereafter.

Motion by Councilmember Hannaman approve the Master Services Agreement with CivicPlus as outlined in the Scopes of Work dated September 24, 2022, conditioned upon such agreement's approval by the City Attorney. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Consider Agreement for Crossing Guard Services with All City Management Services Inc. for the 2022-2023 School Year

Motion by Councilmember Wimer to authorize the Mayor to renew the contract with All City Management Services Inc. to provide crossing guard services in the 2022-2023 school year. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Announcements/Governing Body Comments

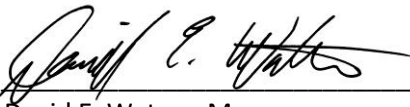
Councilmember Buckman said the Go Green 2022 Environmental Fair was a successful event and the organizers plan to hold it again in 2023.

Executive Session

No matters required an Executive Session during this meeting.

Adjournment

Motion by Councilmember Hannaman to adjourn the meeting. Second by Councilmember Steele. Motion carried by a 5-0 voice vote. The meeting adjourned at 8:33 p.m.

APPROVED: 
David E. Waters, Mayor

ATTEST: 
Leslie Herring, City Clerk