

**City of Westwood, Kansas
City Council Work Session
4700 Rainbow Boulevard
February 9, 2023 – 6:00 PM**

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

Council Absent: None

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

Mayor Waters called the meeting to order at 6:00 p.m. on February 9, 2023. Mrs. Herring called roll, a quorum was present. The meeting was held in a hybrid manner with attendees being able to join in person and virtually via Zoom.

Topics of Current Interest for Possible Exploration in 2023

Mayor Waters conducted a discussion among the Governing Body of possible issues to address in 2023.

Councilmember Harris said he was approached by a resident about the noise ordinance. the resident asked if the City would consider adjusting the quiet hours enumerated in the noise ordinance on specific holidays such as Thanksgiving and other federal holidays. Councilmember Harris suggested this be discussed during the next revision of the City Code. Mrs. Herring shared the provisions of the current noise ordinance, and said City staff is working on drafting a City Code recodification, and this issue could be addressed in the draft, if the Governing Body desired. Mrs. Herring said she believed the recodification process will take about a year to complete.

Councilmember Harris shared information about a racial equity initiative. A pilot program was conducted by United Community Services along with other community partners, and now United Community Services is canvassing for additional community partners to join the next phase of the initiative and Westwood was approached to participate. Councilmember Harris said he will share the materials he received from United Community Services about the initiative to distribute to the Governing Body.

Councilmember Steele said she has been approached by residents about sharing speed counts with the public as the data is collected by the City. A discussion ensued about how the data is gathered, and how the information could be shared.

Councilmember Wimer said she would like to explore options for enforcing snow removal on City sidewalks, or organizing volunteers to remove snow where needed throughout the City. Councilmember

Buckman suggested including messaging about clearing sidewalks in The Buzz when other messages about snow removal are being distributed. Councilmember Wimer and Buckman said they would work together to create a plan for a volunteer snow removal program.

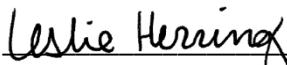
Adjournment to Regular Meeting

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
February 9, 2023 – 7:00 p.m.**

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

Council Absent: None

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

Call to Order

Mayor Waters called the meeting to order at 7:00 p.m. on February 9, 2023. 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

Mayor Waters noted agenda item X. D. will be removed from the evening's meeting agenda. Motion by Harris to approve the February 9, 2023, City Council meeting agenda with the noted change. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Public Comment

No comments were made by the public.

Presentations and Proclamations

Tim Wholf, Director of Johnson County Department of Aging and Human Services, provided a presentation on the Department's mission and services.

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 January 12, 2023, City Council Work Session & Meeting Minutes
- B. Consider Appropriations Ordinance 747

Motion by Councilmember Hannaman to approve the Consent Agenda as submitted. Second by Councilmember Harris. The City Clerk conducted a roll call vote. Motion carried by a 5-0 vote.

Mayor's Report

Mayor Waters shared a report on the events he attended and planned to attend as Mayor in the recent and upcoming weeks.

Mayor Waters said following the City's land use planning processes, he has had preliminary discussions with the Shawnee Mission School District (SMSD) and another local group that would provide a pathway for City to acquire the old Westwood View School site and develop it into green space and utilize the frontage on Rainbow Boulevard for development. Mayor Waters said he anticipates this proposal will be ready for introduction at the March 9th City Council meeting. Mayor Waters said he did not anticipate any votes to approve any plans at the meeting.

Councilmember Reports

Councilmember Harris noted the Communities for All Ages Task Force has completed two of the five meetings it will be holding and that attendance by the members of the task force has been strong.

Staff Reports

Administrative Report

Mrs. Herring provided an overview of the January 2023 Administrative Report included in the agenda packet and offered to answer questions.

Public Works Report

Mr. Sullivan provided an overview of the January and February 2023 Public Works Report included in the agenda packet and offered to answer any questions.

Public Safety Report

Chief Mansell provided an overview of the January 2023 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

The January 2023 Treasurer's Report was included in the agenda packet, no questions or comments were made about the report.

City Attorney's Report

Mr. Denk had nothing to report.

Old Business

No Old Business items were considered.

New Business

Appointment of Abby Schneweis as Westwood City Clerk

With the passage of Charter Ordinance No. 19, passed in May 2022, and the adoption of the FY 2023 budget, the Governing Body approved the creation of the position of City Administrator for the City of Westwood and the separation of and creation of a stand-alone role of City Clerk. Up until that point the City had a City Clerk position that, in 2018, transitioned into the Chief Administrative Officer/City Clerk position that was created following that year's classification and compensation study. With the adoption of Charter Ordinance No. 19 and the organizational chart accepted during the 2022 Governing Body conversations, the City's Assistant City Clerk position was written out of the organizational structure, as

a component of organizational evolution and ongoing efforts to professionalize staff support of the Governing Body.

Pursuant to Charter Ordinance No. 19, the City Clerk position is one that is appointed by the Mayor with the consent of the City Council upon recommendation by the City Administrator (Westwood Municipal Code 1-301).

Mrs. Herring created a new job description for City Clerk to best suit the organization, which is included in the meeting packet, and recommended Abby Schneweis for appointment to it.

Mrs. Herring shared the job description as well as the amount budgeted for this position in 2023 with Abby and announced that she has accepted those terms of this new position (which would reflect a reclassification of her current position and a promotion).

Abby has been with the City in the role of Assistant City Clerk since October 2012. While Abby was earning her Certified Municipal Clerk credential from 2018 until her graduation in the Fall of 2021, she was also taking on progressively responsible and challenging tasks associated with being a City Clerk for Westwood. She has effectively progressively worked into the job description of City Clerk which now exists. Although there are a handful of additional functions and responsibilities that Abby will take over/on over the course of the next year that she is not currently doing, she has worked hard and has challenged herself to earn this role with the City of Westwood.

If her appointment is confirmed by the Governing Body, Abby will begin attending City Council meetings and taking minutes as required by state statute, effective immediately.

Motion by Councilmember Harris to ratify the appointment of Abby Schneweis as City Clerk for the City of Westwood upon recommendation of the City Administrator and to issue the oath of office to Ms. Schneweis. Second by Councilmember Wimer. Mrs. Herring performed a roll call vote. Motion carried 5-0.

Mayor Waters administered the Oath of Office for Abby Schneweis.

Consider Appointments to the Westwood Planning Commission

The members of the Westwood Planning Commission are appointed by the Mayor, with the consent of the Governing Body, and serve a term of three (3) years each (16.1.4.2). Planning Commissioners whose terms are expiring effective February 28, 2023 include:

Candidate	Residential Address	Date Appointed
Samantha Kaiser	2417 W. 49th Ter.	November 2020
David Kelman	3001 W. 50th Ter.	July 2021
Sarah Page	2909 W. 51st St.	May 2017

All three Commissioners are seeking renewal of their terms.

These named candidates for reappointment all reside in Westwood are qualified appointees and are hereby recommended by the Mayor to serve on the Westwood Planning Commission for terms or three (3) years each with their terms to expire on February 28, 2026.

Motion by Councilmember Hannaman to confirm the appointment of Samantha Kaiser, David Kelman, and Sarah Page to the Westwood Planning Commission. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Oaths of Office for Planning Commissioners Page, Kelman and Kaiser will be administered during the next regular Planning Commission meeting.

Consider Resolution 116-2023 Approving Participation in the Regional Resources Sharing Agreement

By way of the January 2023 letter from the Mid-America Regional Council (MARC) and the Regional Homeland Security Coordinating Committee (RHSCC) included in the meeting packet, area local governments are being invited and encouraged to participate in the Kansas City Regional Resource Sharing Agreement (RSA). More detailed background information is included in that letter and Jason White with MARC was in attendance and provided an overview of the program and offered to answer questions.

Although there are currently both formal and informal mutual aid agreements throughout the region, as the letter, resolution, and agreement state, the intent of this RSA is to serve as a safety net to fill in gaps between those various agreements and is being recommended for adoption by MARC member jurisdictions as best practice identified by FEMA (the Federal Emergency Management Agency). Westwood functions that could be potentially impacted by this agreement in the case of an emergency include:

- Law enforcement
- Public works
- Building inspection
- Public information/communications

This agreement has been reviewed by the City Attorney as well as the City's insurance broker, neither of which found cause for concern with the RSA.

Motion by Councilmember Wimer to adopt Resolution No. 116-2023 approving Westwood's participation in the Regional Resource Sharing Agreement. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Announcements/Governing Body Comments

No announcements or comments were made by the Governing Body.

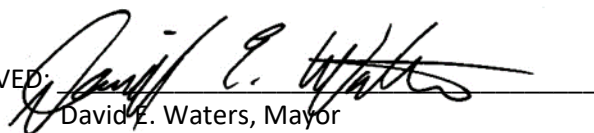
Executive Session

No matters required an Executive Session during this meeting.

Adjournment

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Steele. Motion carried by a 5-0 voice vote. The meeting adjourned at 8:08 p.m.

APPROVED:



David E. Waters, Mayor

ATTEST:  _____
Abby Schneeweis, City Clerk