

**City of Westwood, Kansas
City Council Work Session
4700 Rainbow Boulevard
October 9, 2025 – 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
Curtis Mansell, Police Chief
John Sullivan, Public Works Director
Ryan Denk, City Attorney
Abby Schneweis, City Clerk

Call to Order

Mayor Waters called the work session to order at 6:00 p.m. on October 9, 2025. Ms. Schneweis called the 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.

Police Department Annual Work Session

Chief Mansell provided an overview of police operations and current issues. No action by the Governing Body was taken.

Adjournment to Regular Meeting

The work session adjourned at 6:59 p.m. to prepare for the regular City Council meeting.

**City of Westwood, Kansas
City Council Meeting
4700 Rainbow Boulevard
October 9, 2025 – 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
Curtis Mansell, Police Chief
John Sullivan, Public Works Director
Abby Schneweis, City Clerk

Call to Order

Mayor Waters called the meeting to order at 7:00 p.m. on October 9, 2025. Ms. Schneweis 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 the Agenda

Motion by Councilmember Harris to approve the October 9, 2025 agenda as submitted. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Public Comment

No comments were made by members of the public.

Presentations and Proclamations

Presentation of Community Traffic Safety Award to Westwood Police Department

Don Hughes, Kansas Department of Transportation Law Enforcement Liaison, presented the Westwood Police Department with the KDOT Community Traffic Safety Award.

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 11 2025 City Council Meeting Minutes
- B. Consider Appropriations Ordinance 779

Motion by Councilmember Harris to approve the Consent Agenda as submitted. Second by Councilmember Steele. Ms. Schneweis conducted a roll call vote. Motion carried by a 5-0 vote.

Mayor's Report

Mayor Waters provided a review of events he attended and plans to attend as Mayor of Westwood.

Councilmember Reports

Councilmember Steele shared that October 8th was Walk and Roll to school day at Westwood View, the purpose of this event is to encourage active transit to school. Councilmember Steele thanked the Westwood Police Department for their assistance in making the event a success.

Staff Reports

Administrative Report

Ms. Herring provided an overview of the October 2025 Administrative Report included in the agenda packet and offered to answer questions.

Public Works Report

Mr. Sullivan provided an overview of the September and October 2025 Public Works Reports included in the agenda packet and offered to answer questions.

Public Safety Report

Chief Mansell provided an overview of the September 2025 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

The September 2025 Treasurer's Report was included in the packet, no questions or comments were made about the report.

City Attorney's Report

Mr. Denk did not have anything to report.

Old Business

No Old Business items were considered.

New Business

Review recommendations for 2024 ICC Code adoption

New codes are published and adopted primarily to address the constant introduction of new and better materials and methods in construction. The International Code Council, who publishes code books upon which nearly all jurisdiction codes are based, does so every three years. These codes provide for a uniform set of model building codes developed through a consensus process at the national level. Johnson County jurisdictions amend and adopt new codes every six years for the most part. Adopting the code updates on a six-year cycle, in coordination with neighboring jurisdictions allows for some inter-jurisdictional consistency for area builders and also allows cities to space out the frequency of adopting all new codes, especially since not every code cycle results in significant changes from the previous cycle.

Most Johnson County and Kansas City metro jurisdictions are in the process of adopting the 2024 ICC codes. Although each jurisdiction adopts the code sections relevant to its distinct operations and community, extensive coordination is taking place between Johnson County building officials with the objective of reaching consistent standards throughout the jurisdictions. Joe Kmetz, the City's Interim/Contract Building Official has extensively reviewed the 2024 ICC code sections, has coordinated

with Johnson County building official colleagues, has led a work group of City staff, Planning Commissioners, and City Councilmembers, and recommends adoption of a set of ordinances amending Westwood City Code, Chapter 4 (linked here).

After extensive evaluation and collaboration with key stakeholders, staff recommend adoption of the draft ordinances included in the meeting packet. Joe Kmetz presented an overview of the building codes, the process for adoption, the significant changes, and offered to answer any questions. Councilmembers Buckman and Hannaman participated in the work group guiding this priority and are also available for questions.

No motion was made. Item is informational only. Formal action will be sought at the November 13, 2025 City Council meeting.

Consider approval of agreement with Uhl Engineering for engineering services related to 2026 streets projects

In accordance with the adopted 2026 – 2030 Capital Improvement Plan, adopted by the City Council with the 2026 fiscal year budget on September 11, 2025, design of the 2026 streets projects must begin to prepare for bidding the construction work in early 2026. The City Engineer, Uhl Engineering, has supported the City’s roadway improvement projects in past years and has provided support in scoping and preparing the 2026 projects for design engineering. W. 50th Street and W. 51st Street between Mission Rd. and Belinder Ave. are street lengths that need varying degrees of rehabilitation, and which are included in the 2026 CIP.

The scope of each project is identified below:

W. 50th Street (Mission Rd. to Belinder Ave.)

- 2-inch mill and overlay
- limited full-depth patching
- removal and replacement of curb & gutter
- removal of 4-foot sidewalk and replacement with 5-foot sidewalk
- removal and replacement of driveway approaches
- installation of new streetlights

W. 51st Street (Mission Rd. to Belinder Ave.)

- 2-inch mill and overlay
- limited full-deep patching
- installation of new streetlights

The curb & gutter on this street is in very good condition and meets the ADA. The existing 4-foot sidewalk is in very good condition and meets the ADA for cross-slope and running grade but does not meet the 5-foot width recommended by the City’s Complete Streets Plan. If we remove all of the 4-foot sidewalks to incorporate 5-foot sidewalks it will require the removal of the curb & gutter that is adjacent to those sidewalks. This would be necessary because we do not have enough existing ROW to accommodate the additional foot of sidewalk as well as the street lighting.

During his report Mr. Sullivan said he is proposing the current 4-foot sidewalk remain with 250 feet passing lanes installed as allowed by the ADA. Mr. Sullivan advises that in the future when the sidewalks

and curb & gutter need to be replaced on this street, the sidewalks be widened to 5 feet to accommodate the ADA and conform to the City's adopted Complete Streets Plan. I also recommend installing the streetlights as far back as the right-of-way will allow to accommodate a future sidewalk widening.

The CIP includes estimated expenses for design engineering in 2025 and construction engineering in 2026 in the following amounts for each project:

W. 50th Street (Mission Rd. to Belinder Ave.)

- Budgeted: \$90,936 (2025 design engineering) and \$60,624 (2026 construction engineering and construction observation) = \$151,560 total engineering
- Contract amount: \$140,687

W. 51st Street (Mission Rd. to Belinder Ave.)

- Budgeted: \$40,532 (2025 design engineering) and \$31,022 (2026 construction engineering and construction observation) = \$77,554 total engineering
- Contract amount: \$31,559

As the CIP is an unbudgeted fund, it is permissible for the City Council to enter into a full contract in 2025 for both the 2025 and 2026 budgeted expenses for these professional services.

Motion by Councilmember Harris to authorize the Mayor to execute the Professional Service Agreement with UHL Engineering for the final design and construction engineering of W. 50th Street in the amount of \$140,687 and W. 51st Street in the amount of \$31,559.00 for a combined total of \$172,246.00 from the CIP. Second by Councilmember Hannaman. Motion carried by a unanimous voice vote.

Consider 2026 addendum to agreement between Westwood and the City of Mission Woods for public safety and public works services

An annual review of the services provided to the City of Mission Woods is carried out to determine adjustments to the costs of the various services provided as well as any adjustments to the employees' wages and benefits. Items for consideration were salaries and benefits, equipment costs, technological needs and ongoing to training to keep up with newer, more complex crimes.

Public Safety

- Across-the-board increase of 5% to capture the actual increases in the items mentioned above.

Public Works

- Across-the-board increase of 2% for the various services provided. Noted in the addendum is that services do not include employee time or costs.
- Labor rates have also changed to reflect pay adjustments and benefit costs.

The adopted 2026 budget reflects the 5% increase in the contract rate for public safety services in the General Fund revenue forecast. The Public Works rate increases are not budgeted in the General Fund revenue forecasts since these services are performed on an on-call, task basis when requested by the City of Mission Woods.

Motion by Councilmember Wimer to authorize the Mayor to execute the 2026 addendums to the existing service agreements between the City of Mission Woods and the City of Westwood for public safety and public works services. Second by Councilmember Buckman. Motion carried by a unanimous voice vote.

Consider 2026 addendum to agreement between Westwood and the City of Westwood Hills for public safety and public works services

An annual review of the services provided to the City of Westwood Hills is carried out to determine adjustments to the costs of the various services provided as well as any adjustments to the employees' wages and benefits. Items for consideration were salaries and benefits, equipment costs, technological needs and ongoing to training to keep up with newer, more complex crimes.

This year the following adjustments have been made:

Public Safety

- Across-the-board increase of 5% to capture the actual increases in the items mentioned above.

Public Works

- Across-the-board increase of 2% for the various services provided. Noted in the addendum is that services do not include employee time or costs.
- Labor rates have also changed to reflect pay adjustments and benefit costs.

The adopted 2026 budget reflects the 5% increase in the contract rate for public safety services in the General Fund revenue forecast. The Public Works rate increases are not budgeted in the General Fund revenue forecasts since these services are performed on an on-call, task basis when requested by the City of Westwood Hills.

Councilmember Hannaman stated that his independent research indicates that Westwood's rate increases for Westwood Hills have not kept up with inflation over the past several years and that he would prefer Westwood increase the contract rate 7% in 2026 and consider higher rate increases over the next several years to catch-up on the City's cost recovery of providing this service to Westwood Hills.

Motion by Councilmember Wimer to authorize the Mayor to execute the 2026 addendums to the existing service agreements between the City of Westwood Hills and the City of Westwood for public safety and public works services. Second by Councilmember Steele. Motion carried by a unanimous voice vote.

Executive Session

Motion by Councilmember Hannaman that the Governing Body recess into Executive Session for 20 minutes to consult with the City Attorney on matters related to personnel matters of non-elected personnel to review the terms of the renewal contract of the City Administrator pursuant to K.S.A. 75-4319(b)(1). Present will be members of the Governing Body and the City Attorney. The regular meeting will resume at 8:25 p.m. Second by Councilmember Buckman. Motion carried by a unanimous voice vote. The Governing Body immediately recessed into Executive Session.

At 8:25 p.m. the Governing Body returned to the dais. Mayor Waters said no action was taken during Executive Session.

Motion by Councilmember Hannaman to reappoint Leslie Herring as City Administrator pursuant to Westwood Municipal Code 1-302 through the Mayor with consent of the City Council and authorize the Mayor to enter into an Employment Agreement with the City Administrator upon mutually agreeable terms. Second by Councilmember Wimer. Motion carried by a unanimous voice vote.

Announcements/Governing Body Comments

No announcements were made by the Governing Body.

Adjournment

Motion by Councilmember Steele to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting was adjourned at 8:30 p.m.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk