

**City of Westwood, Kansas
City Council Meeting
4700 Rainbow Boulevard
February 12, 2026 – 7:00 p.m.**

Council Present: David E. Waters, Mayor
Jeff Harris, Council President
Steph Becker, Councilmember
Spencer Day, 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 meeting to order at 7:00 p.m. on February 12, 2026. Ms. Schneweis called the roll. A quorum was present.

Approval of the Agenda

Mayor Waters noted that Commissioner Fast was not able to make a presentation scheduled for the meeting. Motion by Councilmember Harris to approve the February 12, 2026, 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

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 January 8, 2026, City Council Meeting Minutes
- B. Consider January 10, 2026, Governing Body Retreat Minutes
- C. Consider Appropriations Ordinance 783

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

Mayor's Report

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

Mayor Waters acknowledged Ms. Herring's resignation as City Administrator for another position outside of Westwood, her last day will be March 12, 2026. Mayor Waters shared the search process for the next City Administrator.

Councilmember Reports

No reports were made by City Council members.

Staff Reports

Administrative Report

Ms. Herring provided an overview of the February 2026 Administrative Report included in the agenda packet and offered to answer questions. Ms. Herring acknowledged her time working for the City in light of my resignation.

Public Works Report

Mr. Sullivan provided an overview of the January and February 2026 Public Works Reports included in the agenda packet and offered to answer questions.

Public Safety Report

Chief Mansell provided an overview of the January 2026 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

The January 2026 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

Consider fence variance request for 2207 W 47th Terr

On February 3, 2026, City staff received an application for a fence variance for 2207 W. 47th Terrace. Builder Chris George is proposing to replace an existing 4' tall chain link fence with 115 feet of new 5' tall black steel fence with decorative finials. Shown below.

This application requires a variance for Westwood Zoning Ordinance 4.3.9.A.2 requiring fences over 4' in height to be constructed from wood. The City Council may approve fence variances pursuant to Westwood Zoning Ord. Section 4.3.9.F, and as set forth in 4.3.9 Fence and Wall Standards F.

The applicant desires to replace the existing fence, which is 4' tall with a 5' tall black steel fence with decorative finials. The new fence would be built in the exact same location as the existing fence. A strict application of the zoning regulations would require that the fence not exceed 4' in height for this desired material type. The new fence would replace the existing fence.

Pursuant to previous City Council direction, City staff evaluated the following factors:

- a. Neighbor acknowledgement/consent – Applicant has coordinated with neighbors to the east and south with no concerns received;
- b. ROW impediment – No;
- c. Established tree impact/removal –No, volunteer and nuisance vegetation will be removed with fence replacement; and
- d. Resulting sight lines issues - No.

Motion by Councilmember Harris to approve the requested fence variance at 2207 W. 47th Ter. to allow a 5' fence around the backyard perimeter of the property as described in the application. Second by Councilmember Wimer. Motion carried by a 5*0 voice vote.

Consider appointments to Planning Commission

The members of the Westwood Planning Commission are appointed by the Mayor, with the consent of the Governing Body, and serve for a term of three (3) years each (16.1.4.2). Planning Commissioners whose terms are expiring effective February 28, 2026, include:

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

Commissioners Kelman and Page are both seeking renewal of their terms. Commissioner Kaiser is not seeking reappointment.

Following Commissioner Kaiser's notice to vacate her seat, the Mayor issued an open call for candidates. Statements of interest from four (4) residents were received. Following review of those statements of interest, Mayor David Waters and Planning Commission Chair Sarah Page interviewed the four candidates and the Mayor is recommending the Governing Body consent to the appointment of Dylan Long for a three-year term. S

The following candidates, who 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. Candidate

- David Kelman 3001 W. 50th Ter. March 1, 2026 – February 28, 2029
- Dylan Long 2805 W. 49th St. March 1, 2026 – February 28, 2029
- Sarah Page 2909 W. 51st St. March 1, 2026 – February 28, 2029

Motion by Councilmember Wimer to confirm the appointment of David Kelman, Dylan Long, and Sarah Page to the Westwood Planning Commission, each for a three-year term to expire February 28, 2029, and for Leslie Herring in her capacity as notary public to administer the oath of office at the next regular meeting of the Planning Commission. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Consider Resolution No. 151-2026 adopting the Records Retention Schedule

A records retention and disposition schedule (records retention schedule) is an essential tool in establishing a solid records management program. Establishing and implementing an approved schedule ensures that an agency complies with all applicable statutes and regulations concerning the management, preservation, and disposition of government records. By regulating the storage and treatment of records during all phases of the records life cycle, the schedule also allows an agency to manage records as a valuable resource.

The objectives of the Retention and Disposition Schedule are as follows:

- To ensure the identification and protection of vital records.
- To ensure compliance with the Kansas Open Records Act.
- To provide clear guidance on the length of time to retain records.
- To identify the appropriate disposition for all records.
- To destroy records that no longer have administrative, fiscal, legal, or historical value.
- To transfer to the State Archives records that have enduring value and have met their minimum retention period.

The purpose of this policy is to provide for the adoption of a city record retention and disposition policy and schedule to improve record retention and management practices and to provide legal authority for the destruction of certain City records. The City does not currently have a records retention schedule. Staff have been researching the records retention schedules for neighboring cities, the Kansas Historical Society, and KS State Statutes. The retention schedule has been reviewed and approved by the appropriate staff.

The schedule identifies record types that exceed those presently held or administered by Westwood and is intended to serve as a comprehensive framework to provide local direction in the event that additional categories of records come under Westwood’s custody or control.

Upon formal adoption of the policy, staff shall administer and manage records in accordance with their provisions. Responsibility for records management functions will be assumed internally, subject to operational capacity and resource availability.

Motion by Councilmember Steele to approve Resolution No. 151-2026 adopting the Records Retention Schedule for the City of Westwood, Kansas. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Executive Session

The Governing Body did not hold an executive session.

Announcements/Governing Body Comments

No announcements were made by the Governing Body.

Adjournment

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Steele. Motion carried by a 5-0 voice vote. The meeting was adjourned at 7:31 p.m.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk