

**City of Westwood, Kansas  
City Council Work Session  
4700 Rainbow Boulevard  
November 14, 2024 – 6:00 PM**

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

Council Absent: None

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

**Call to Order**

Mayor Waters called the meeting to order at 6:00 p.m. on November 14, 2024. The meeting was held in a hybrid manner with attendees being able to join in person and virtually via Zoom.

**New Feature Park Presentation – Public Engagement and Design Scenarios**

**Receive presentation from Port Architecture and Urbanism, LLC of park design community engagement activities and resulting design approaches**

In January 2024, City staff presented a report detailing the history, current status, and future of creating a feature park in Westwood. In June 2024, the City Council approved an agreement with PORT Urbanism, LLC for professional services for park planning and design. Since that time, the process has run [generally] as follows:

- 2024 Q1: Create park steering committee process, draft RFP for review by committee, determine and invite committee members
- 2024 Q2: Park steering committee and RFQ issuance for park planning professional services
- 2024 Q3 – Q4: Park planning and public engagement; park design development

Future steps in the park process are contingent on the City's ability to close on the sale of the City property and purchase of the Shawnee Mission School District property where the former Westwood View Elementary School sits. (Detailed background information is available here, on the City's website: <https://www.westwoodks.org/projects-and-plans/page/5000-rainbow>.) If and only if the property sale/purchase closes between the City, Karbank, and the Shawnee Mission School District, the following steps would then take place (the timeline would be modified depending on when the sale actually closes):

- 2025 Q1: Park design recommendation finalized and submitted to Planning Commission and City Council for acceptance
- 2025 Q2 – Q3: Engineering and site plan submitted for formal review and approval

- 2025 Q4 – 2026 Q1: Construction documents and building permits developed; construction contractor bidding
- 2026 Q2 - 2027 Q3: Construction (construction timeline depends on final design)
- Oktoberfest 2027: Ribbon cutting

The City has continued with park visioning and planning efforts in anticipation of a favorable ruling from the court.

Andrew Moddrell and Sean McKay, PORT Urbanism, LLC (PORT), provided an overview of the public input process conducted by PORT for planning of the new feature park, as well as three preliminary design concepts for the park. The preliminary design concepts can be viewed on [www.westwoodspark.org](http://www.westwoodspark.org). Site visitors can view the plans and provide feedback on the designs on the website.

**Adjournment to Regular Meeting**

The work session adjourned to prepare for the regular City Council meeting.

**City of Westwood, Kansas  
City Council Meeting  
November 14, 2024 – 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  
Ryan Denk, City Attorney  
Abby Schneweis, City Clerk  
John Sullivan, Public Works Director

**Call to Order**

Mayor Waters called the meeting to order at 7:00 p.m. on November 14, 2024. 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 Agenda**

Mayor Waters noted Agenda Item XII. C., an executive session regarding a matter of non-elected personnel relating to the annual performance review of the City Administrator, will be removed from the agenda for consideration. Motion by Councilmember Harris to approve the November 14, 2024 City Council meeting agenda with the aforementioned 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**

**2025 UCS Human Services Fund presentation**

Christina Ashie Guidry, United Community Services of Johnson County (UCS), provided an overview of UCS's operations and offered to answer any questions.

**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 October 10, 2024, City Council Meeting Minutes
- B. Consider Appropriations Ordinance 768

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

### **Mayor's Report**

Mayor Waters provided an overview of events he attended and plans to attend as Mayor.

### **Councilmember Reports**

Councilmember Harris thanked staff for accommodating the Johnson County Election Office workers during early and election day voting for the November 5, 2024 general election.

Councilmember Hannaman said the park design concepts created by PORT are posted on [www.westwoodspark.org](http://www.westwoodspark.org) and encouraged the community to review the design concepts and provide feedback on the available web form.

### **Staff Reports**

#### **Administrative Report**

Ms. Herring provided an overview of the November 2024 Administrative Report included in the agenda packet and offered to answer questions.

#### **Public Works Report**

Mr. Sullivan provided an overview of the October and November 2024 Public Works Reports included in the agenda packet and offered to answer questions.

#### **Public Safety Report**

Chief Mansell provided an overview of the October 2024 Public Safety Report included in the agenda packet and offered to answer questions.

#### **Treasurer's Report**

The October 2024 Treasurer's Report was included in the agenda packet, no questions or comments were made about the report.

#### **City Attorney's Report**

Mr. Denk did not have any items to report.

### **Old Business**

#### **Consider Resolution No. 134-2024 Adopting a Master Fee Schedule**

In January 2023 the City engaged in a recodification process for the City Code. As part of the recodification process, which is expected to conclude before the end of 2024, all fee amounts have been removed and language has been added to adopt such fees by Resolution.

Currently there is no comprehensive document listing various fees collected by the City. The change in the language in the City Code to adopt fees by a Resolution will allow the City to update fees on a more regular basis and keep up with the local market.

Staff have been researching fee schedules for neighboring cities to prepare the proposed fee schedule. If approved, the fee schedule would be effective starting January 1, 2025. Staff plans to review and update the fee schedule on a yearly basis during the budget adoption process.

Motion by Councilmember Hannaman to approve Resolution No. 134-2024 adopting a fee schedule for fiscal year 2025. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

### **New Business**

#### **Consider Resolution No. 135-2024 appointing Leslie Greathouse to the Board of the Westwood Foundation**

The Westwood Foundation is a Kansas not-for-profit corporation organized and existing as an instrumentality of the City of Westwood, Kansas and is governed in the conduct of its affairs by its Board of Directors, its articles of incorporation, and its bylaws. The Westwood Foundation bylaws as amended state that residents of the City of Westwood, Kansas may be appointed by the Mayor and confirmed by a resolution adopted by a majority of the members of the Westwood City Council to serve terms of four (4) years on the Westwood Foundation Board of Directors.

Following Robert Thompson's move outside of Westwood earlier this year, the Mayor issued an open call for candidates. Statements of interest from two (2) residents were received. Following review of those statements of interest, Mayor David Waters and Westwood Foundation President Justin Bridges conferred, and the Mayor is recommending the Governing Body consent to the appointment of Leslie Greathouse.

Leslie Greathouse is a 12-year resident of Westwood. She is an attorney, specializing in business law, and is able to bring that important expertise to the Foundation. She has served in a variety of board roles including most recently on the Kansas Bar Association's Ethics Advisory Committee and on her firm's charitable giving committee, where she supports the arts in Kansas City and regularly reviews local art grant requests. Her son was a previous recipient of the Westwood Foundation scholarship.

Motion by Councilmember Wimer to adopt Resolution No. 135-2024 confirming the appointment of Leslie Greathouse to the Westwood Foundation Board of Directors. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

#### **Consider Fence Variance Request – 4720 Rainbow Blvd.**

On October 28, 2024, City staff received an application for a fence variance at 4720 Rainbow Blvd. Gaylyn Gorup, Director of Facilities for University of Kansas Health System, has applied for a building permit to replace an existing 6' wood privacy fence with an 8' wood privacy fence which is separating the medical office from the residence at 2400 W. 47th Ter. This application requires a variance for Westwood Zoning Ordinance 4.3.9.B.1. limiting fences to 6' in height. The City Council may approve fence variances pursuant to Westwood Zoning Ord. Section 4.3.9.F.

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

- a. Neighbor acknowledgement/consent – The fence lines only one property, that of the 2400 W. 47th Ter.; this resident has complained to KUHS that headlights are shining into his home
- b. ROW impediment – No;
- c. Established tree impact/removal – No; and
- d. Resulting sight lines issues - No.

Motion by Councilmember Hannaman to approve the requested fence variance at 4720 Rainbow Blvd. to allow an 8' high fence on the property as described in the application. Second by Councilmember Wimer. Ms. Schneweis conducted a roll call vote. Motion carried 5-0.

### **Consider approving Letter of Understanding with Johnson County for participation in the Utility Assistance Program for 2025**

Johnson County, through its Department of Aging and Human Services, provides the Utility Assistance Program to county residents. This program provides financial assistance to avoid utility disconnection to income-qualifying residents. The assistance is available for past due utility bills or assistance with payment plans and the amount is a limited dollar amount annually per household and varies based on funding levels. The assistance is available for electric, water, gas, wastewater and propane utility bills and is not on-going.

Data provided by Johnson County's Department of Aging and Human Services indicates that Westwood residents have been participating in this program even though the City has not been contributing financially. In 2024 alone, four (4) Westwood households received assistance through the program, with a total of \$2,191 being distributed in the city. Assistance was provided for electricity, gas, wastewater, and water bills. From data older than 2024, in general this program serves two to four Westwood residents per year. By the City contributing matching funds to the program, the County is able to distribute more financial assistance within Westwood by using both County and City funds.

Given the City's survey findings this summer that suggest a majority of residents would welcome programs to help reduce the cost burden of owning and maintaining their home, and the City's FY2025 earmark of \$1,312.81 for the proposed Homelessness Services Center (HSC) (which proposal has since been abandoned), City staff recommend redirecting the amount set aside in the 2025 City budget for the HSC to the Utility Assistance Fund. Signing a Letter of Understanding for 2025 does not commit the City to participate in the program in future years, and the amount the City desires to contribute as a match for Westwood residents receiving assistance can vary from year to year, based on usage rates and City budget capacity.

Joann Heybrook and Megan Lahey, Johnson County Aging and Human Services, provided an overview of the Johnson County Utility Assistance Program and offered to answer any questions.

Motion by Councilmember Harris to authorize the City Administrator to execute the Letter of Understanding with Johnson County Aging & Human Services for administration of the Utility Assistance Program for the 2025 program year. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

### **Consider Renewal of IT Services Agreement with Johnson County Government**

Since January 2016, the City of Westwood has contracted with Johnson County's Department of Technology and Innovation (DTI) for technology support services for the Police Department, alone. The Administration and Public Works Departments were added to the support services agreement in 2023, with implementation completed in 2024.

The 2025 contract amount is \$30,198.92. This is 9.5% above the 2024 contract amount of \$27,371.71, which was 7.5% above the 2023 contract amount of \$25,335.44. This amount has been budgeted in the FY 2025 General Fund. Pursuant to the City's Financial and Purchasing Policy, since this agreement commits more than \$25,000, staff is bringing it before the Governing Body for review and approval.

Motion by Councilmember Buckman to authorize the City Administrator to execute the Renewal of Information Technology Services Agreement between the Board of County Commissioners of Johnson

County, Kansas and the City of Westwood for the 2025 calendar year. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

**Consider Allowing the Consumption of Alcoholic Beverages at City Hall for 2024 Staff Holiday Dinner**

City staff members have been working to plan a holiday dinner at City Hall on Saturday, December 7<sup>th</sup>. The evening will include a catered meal in the Community Room at City Hall. Guests invited to this gathering will include staff, the Governing Body, and their guests. A request has been made by the planning team to allow staff members to bring their own alcoholic beverages to the gathering. Article 12-206(3) of the Westwood Municipal Code allows for alcoholic beverages on City grounds with the approval of the Governing Body. Staff recommend that the City Council grant a special exception to allow the provision and consumption of alcoholic beverages on City grounds on the dates identified above.

Motion by Councilmember Harris to approve the possession and consumption of alcoholic beverages on City-owned property at 4700 Rainbow Blvd. on Saturday, December 7<sup>th</sup> from 5:00 p.m. to 9:00 p.m. for a staff holiday party at City Hall. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

**Announcements/Governing Body Comments**

No announcements were made.

**Executive Session**

**Consultation with the City Attorney on matters relating to real property located at and around 4700 Rainbow Blvd., which would be deemed privileged in the attorney-client relationship**

Motion by Councilmember Hannaman to adjourn into Executive Session for 30 minutes for consultation with the City Attorney on matters relating to real property located at and around 4700 Rainbow Blvd. which would be deemed privileged in the attorney-client relationship under K.S.A. 75-4319(b)2 present will be the members of the Governing Body, the City Administrator, and the City Attorney. The regular meeting will resume at 8:20 p.m. Second by Councilmember Harris. Motion carried by a 4-0 voice vote.

At 8:20 p.m. the Governing Body returned to the dais. Mayor Waters said no action was taken during the Executive Session.

Motion by Councilmember Hannaman to adjourn into Executive Session for 30 minutes for consultation with the City Attorney on matters relating to real property located at and around 4700 Rainbow Blvd. which would be deemed privileged in the attorney-client relationship under K.S.A. 75-4319(b)2 present will be the members of the Governing Body, the City Administrator, and the City Attorney. The regular meeting will resume at 8:50 p.m. Second by Councilmember Steele. Motion carried by a 4-0 voice vote.

At 8:50 p.m. the Governing Body returned to the dais. Mayor Waters said no action was taken during the Executive Session.

**Consultation with the City Attorney on matters relating to real property located at and around 5000 Rainbow Blvd., which would be deemed privileged in the attorney-client relationship**

Motion by Councilmember Hannaman to adjourn into Executive Session for 10 minutes for consultation with the City Attorney on matters relating to real property located at and around 5000 Rainbow Blvd. which would be deemed privileged in the attorney-client relationship under K.S.A. 75-4319(b)2 present will be the members of the Governing Body, the City Administrator, and the City Attorney. The regular meeting will resume at 9:01 p.m. Second by Councilmember Harris. Motion carried by a 4-0 voice vote.

At 9:01 p.m. the Governing Body returned to the dais. Mayor Waters said no action was taken during the Executive Session.

**Adjournment**

Motion by Councilmember Hannaman to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting was adjourned at 9:01 p.m.

APPROVED: \_\_\_\_\_  
David E. Waters, Mayor

ATTEST: \_\_\_\_\_  
Abby Schneweis, City Clerk