

COUNCIL ACTION FORM

Meeting Date: October 8, 2026

Staff Contact: Katherine Carttar, City Administrator

Agenda Item: Consider approval of the Westwood Foundation Bylaw revision and corresponding Memorandum of Agreement to include the acceptance of donations for parks and public spaces.

Background/Description of Item

The City of Westwood was awarded a grant to redesign and construct changes to Joe D Dennis Park. As a part of the agreement, it is assumed the City will provide a 20% local match contribution. To contribute to this local match funding, the City requests the Westwood Foundation accepts donations. The Foundation must edit the bylaws to include "construction and maintenance of parks and public spaces". The Foundation Board of Directors agreed to this bylaw change on the ____ day of October, 2026. In the Foundation bylaws the City Council must approve Foundation bylaw edits.

Westwood Foundation Bylaws

1.2 Purposes. The Foundation, a 501(c)(3) organization, was founded in 1974 to provide charitable, educational and benevolent support to the greater City of Westwood, Kansas (the "City") community. The Foundation has one principal mission: providing financial assistance and support to projects and endeavors that benefit the City, the immediate surrounding area and, ultimately, the citizens of those communities. The short-term objectives of the Foundation are varied. These objectives include, without limitation, land acquisition/development, construction and maintenance of parks and public spaces, providing revenue to the City to offset unexpected expenses, and offering educational scholarships to members of our community. Broadly, any financial obligation the Foundation selects to support aims to fulfill its principal mission.

Additionally, the attached Memorandum of Agreement (MOA) between the City of Westwood and the Westwood Foundation is submitted for the City Council's approval. The MOA effectively states the Foundation is raising charitable donations for the specific purpose of the grant match, ongoing maintenance, and future improvements in Joe D Dennis Park.

Staff Comments/Recommendation

Staff recommends both the bylaws and the MOA are approved in order to move forward with the charitable donation campaign for Joe D Dennis Park redesign and construction. As the only park in Westwood and a Westwood resident amenity, this expanded role for the Foundation remains fully in line with the Foundation mission: **To provide financial assistance and support to projects, land acquisition/development, and endeavors that benefit the city of Westwood, its immediate surrounding areas, and local citizens.**

Suggested Motion #1

I move the City Council approve changes proposed to the Westwood Foundation bylaws to allow for "construction and maintenance of parks and public spaces" to be added.

Suggested Motion #2

I move the City Council approve the Memorandum of Agreement with the Westwood Foundation to allow for the Foundation to solicit donations in coordination with the City for the grant match, ongoing maintenance and future improvements of Joe D Dennis Park.