



MINUTES OF MISSION WOODS CITY COUNCIL
November 3, 2015
7:00 p.m.

The City Council of Mission Woods, Kansas met in regular session on Tuesday, November 3, 2015 at the Westwood City Hall, 4700 Rainbow, Westwood, Kansas.

Members Present: Mayor Tietze
Council member Darrell Franklin
Council member Cory Fisher
Council member Bill Dunn, Jr.
Council member Amy McAnarney

Visitors Present: Heather S. Esau Zerger, City Attorney
Chuck Haviland, City Treasurer

I. Call to Order

Mayor Tietze called the meeting to order at 7:00 p.m. A quorum was present.

II. Minutes of Prior Meeting

Mayor Tietze first asked for corrections or additions to the October Council meeting minutes. There were none. Council member McAnarney moved to approve the minutes and Council member Dunn seconded the motion, which passed unanimously.

III. Warrants

The Council next turned to approval of the warrants.

Mayor Tietze reported that the charge from PEI related to a meeting he attended along with Phelps Engineering and the Mayor of Westwood Hills to review and discuss the condition of 50th Terrace. Westwood Hills has some issues with the condition of their streets and its Mayor

had hoped to partner with Mission Woods in having work done in order to take advantage of economies of scale. He indicated there would be further discussion on this later in the meeting.

Council member Fisher asked about charge associated with tree care. Mayor Tietze reported that the charge was for the City-wide tree trimming that had been approved a month or so ago and that it had gone well.

Council member Fisher moved to approve the warrants and Council member Franklin seconded the motion, which passed unanimously.

IV. Police Report

The Council then reviewed the police report. Council member Fisher inquired about the suspicious subject notation. The Mayor did not have additional information on this.

V. Outsourcing of City Treasurer/Budget Functions.

Mayor Tietze next introduced the issue raised by the resignation of Mr. Haviland, City Treasurer. Mr. Haviland's work demands necessitate his resignation but he has agreed to stay on until the City identifies his replacement. Mayor Tietze reminded the Council of the discussion at the prior meeting of potentially outsourcing the responsibilities of the City Treasurer, as well as well as the budget functions. Mayor Tietze hopes to engage a firm that has dealt with municipalities. He had reached out to the firm that handles these functions for Westwood Hills – Higdon & Hale. He had reached out also to other firms that provide this service to nearby cities but was unable to garner interest. Mayor Tietze and Mr. Haviland had met with representatives of Higdon & Hale. In addition, Mr. Haviland reached out to some of his colleagues to, in essence, check references for the Higdon & Hale firm. His colleagues had some familiarity with the firm and with Mr. John Martin, who would be the City's primary contact and received a very good report. Based upon this and the in-person meeting with Mr. Martin, Mr. Haviland feels very comfortable that Mr. Martin and his firm can adequately perform the services needed by the City. Because Higdon & Hale can also provide the budgeting function, the Council determined it made most sense to consolidate those functions into one firm. Mr. Schallen will be paid through the end of the year, as he is paid a lump sum for the entire calendar year and the Council expressed appreciation for his services. Higdon's engagement will be at \$250 per month and not to exceed \$3,000 per year for the budgeting function. Mr. Martin will also take on the payroll function, which is minor and may result in a slight additional charge. Mr. Haviland recommends the Higdon firm and believes the bid is reasonable. Westwood Hills has been very pleased with their work.

Council member McAnarney moved to approve the engagement of Higdon & Hale to do 3rd Quarter and year-end financial statements for the City and to consolidate the existing payroll and budgeting services into the sole provider of Higdon & Hale. Council member Dunn seconded the motion, which passed unanimously.

VI. Condition of City Streets

Council member Dunn asked that the condition of City Streets be on the agenda and the Mayor turned the floor over to Council member Dunn. Council member Dunn indicated that this is the

time of year to consider whether streets need to be repaired, in advance of the winter weather. Discussion then ensued regarding the best way to assess whether and which of the City's streets may require attention. Council member Dunn also explained the sealing process that could be used to address any potential problems. Mayor Tietze reported that the analysis done by Phelps was that 50th Terrace is in good shape and should last about 5 more years. There was also recognition that preventative maintenance now could be fairly minor in cost compared to the cost of major renovations or repairs later. The Council determined that the Mayor should request that John Sullivan conduct an assessment of the City's streets.

VII. Redesign of Island at 51st and State Line

Mayor Tietze reminded the Council that he had been meeting with Chief O'Halloren, John Sullivan, representatives of Pembroke Hill school, and Steve Karbank's group to discuss the potential redesign of the island at 51st and State Line. Mr. Karbank has also brought in his engineer. The current thinking is to remove the island from the entrance at 51st and have the in/out lane moved further north. Mayor Tietze described the sight line issues that currently exist at the intersection and how this plan would hopefully alleviate those issues. He also described the potential redesign of the Pembroke lot to aid in the flow of traffic and provide a few additional parking spaces for the school. Mr. Karbank's engineer is currently working on renderings. The funding source for the project has yet to be determined but Mr. Karbank has indicated a willingness to pay in the past. Council member Fisher inquired about the need to include the property owners at 1968 SMP in future conversations as the redesign may also impact the property and the Mayor indicated he planned to do so.

VIII. General Comments

Mayor Tietze reported that the Shawnee Mission school district had or was about to purchase the Entercom property and planned to build a new school so the kids who attend Westwood View do not have to be relocated. The Westwood View building apparently has a short life and is in need of substantial renovation. Mayor Tietze also reported that Westwood is finalizing its comprehensive plan and the Mayor will continue to attend those meetings.

Mayor Tietze also asked that the Council think about implementing a policy related to replacement of the trees in the City right-of-way affected by the emerald ash borer. There are 16 ash trees in the public right of way in the City. Several are dying from the infestation and will need to be replaced. The Council agreed that it seemed prudent to replace only those trees that are impacted rather than removing all ash trees and replacing them at once. In the past, the Homes Association offered to plant trees in the City right of way, so the Mayor agreed to reach out to the Homes Association to determine if it is interested in funding the replacement of some of the affected ash trees. Council member Fisher asked about disseminating the inventory for ash trees that was prepared previously for the City so residents who may be impacted could be made aware.

IX. Schulenberg Property

Ms. Schulenberg's property was sold to Koenig Building and Restoration and will be a tear down and rebuild.

X. Update on KU Parking Lot Issue

Council member Fisher noted that new landscaping plans have been prepared and presented to KU but that the City and resident's landscape architect, Mr. Bingham, had not yet seen them.

XI. Communication Strategy for City

Council member McAnarney inquired about whether the City had a formal communication policy in place. Other than the minutes, which are not published until approved by the Council and as-needed communications that occur approximately quarterly from the Mayor, there is no formal strategy in place. The Council discussed ways to communicate effectively with constituents.

The meeting was adjourned at 8:00 p.m.