



**Town Council/Board of Trustees
Town of Westlake**
Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262



**Tuesday, September 16, 2025, 5:00 PM
Meeting Minutes - Final**

The Town Council of the Town of Westlake also serves as the governing Board of Trustees for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. Town Council/Board of Trustees meetings are available for viewing online via live-stream or on-demand at <https://www.westlake-tx.org/787/Watch-Meetings-Live>. In an effort of meeting efficiency, any residents wishing to speak must submit a speaker request form to the Town Secretary prior to the start of the meeting.

Pursuant to Texas Government Code Section 551.127, one or more members of the Town Council may participate in this meeting by videoconference call. A quorum of the Town Council and the presiding officer will be present at the physical location of the meeting.

NOTE: As authorized by Section 551.071 of the Texas Government Code, Town Council may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town/School Attorney on any agenda item listed herein.

A. CALL REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the meeting to order at 5 p.m. and announced a quorum present.

COUNCIL PRESENT:

Mayor Kim Greaves
Council Member Michael Yackira
Council Member Todd Gautier

Mayor Pro Tem Tammy Reeves
Council Member Kevin Smith
Council Member T.J. Duane

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan
Finance Director Cayce Lay Lamas
Communications Director Jon Sasser
School Attorney Janet Bubert
Academy Finance Manager Marlene Rutledge
WA Dir of Secondary Education Maxwell Ituah
WA PYP Principal Beth Hughes
WA Diploma Coordinator Jennifer Stockton

Head of School Dr. Kelly Ritchie
WA Dir of Innovation & Dev. Michelle Briggs
IT Director Jason Power
Assistant Public Works Director Kyle Flanagan
Town Attorney Matthew Boyle
Fire Chief John Ard
Human Resources Director Sandy Garza
WA High School Principal Dr. James Owen
WA Middle School Principal Serena McMillon

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Mike Banas, Milestone Church, Keller, provided the invocation. Mayor Greaves and Dr. Ritchie led the Pledges of Allegiance assisted by Westlake Academy students Noah Higgins-5th grade, Wyatt Higgins-5th grade and Emmie Higgins-3rd grade.

At this time, Mayor Greaves recognized Council Member Gautier with a proposed change to the agenda. Motion by Council Member Gautier to Table H.5. Discuss, consider and act to approve the Westlake Academy Parent-Student Handbook; and to Table H.6. Discuss, consider and act regarding a technology plan for Westlake Academy Class of 2026 to allow more time for parent and community review of the proposed handbook and plan. Motion Second by Mayor Pro Tem Reeves. Mayor Greaves called for the vote. **Motion approved unanimously to Table items H.5. and H6.** Mayor Greaves noted that items H.5. and H.6. will be tabled until the meeting next month.

C. CITIZEN/PARENT COMMENTS

This is an opportunity for citizens to address the Town Council/Board of Trustees on any matter, whether or not it is posted on the agenda. Any residents wishing to speak on action items must submit a speaker request form to the Town Secretary prior to the start of the meeting. Individual citizen comments are normally limited to three (3) minutes. The presiding officer may ask the citizen to hold their comment on an agenda item if the item is posted as a Public Hearing. The Town Council/Board of Trustees cannot by law take action nor have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The Town Council/Board of Trustees will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.

Mayor Greaves asked if there was anyone to speak. No one spoke at this time.

D. ITEMS OF COMMUNITY INTEREST

Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the Town Council may report on the following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming Town Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

D.1. Items of Community Interest

Council Member Yackira gave remarks about his first year as a member of Town Council. Jon Sasser, Director of Communications, provided an overview of items of community interest and upcoming events, including the Blacksmith Giving Day campaign and the Fall Cleanup Event coming up on October 4th. He also reported on the first Run to Remember 5K and the results of the recent Trash and Recycling Survey. Mayor Greaves mentioned that Westlake will celebrate the 70th anniversary of the Town in December 2026 and wants to start planning for that. He also mentioned the Mayor's Volunteer Service Program will soon announce an event.

E. PRESENTATIONS

E.1. Presentation and discussion concerning the 2025 Westlake Academy student performance for the STAAR and EOC assessments.

Dr. Ritchie introduced Beth Hughes, PYP Principal; Dr. James Owen, High School Principal; Serena McMillon, Middle School Principal; Jennifer Stockton, new Diploma Program Coordinator; and

Maxwell Ituah, Director of Secondary Education. Dr. Ritchie expressed her appreciation for the team of staff and teachers of Westlake Academy and their level of excellence. The introduced group of school leadership and principals presented results from STAAR, EOC, IB, AND AP assessments, highlighting the strong academic performance of students. The Elementary Program had significant gains in language arts, mathematics and especially science; and outperformed neighboring and peer IB charter schools. The Middle School program remained strong in passing and mastery rates, particularly in Algebra. Teachers focused on target intervention and shifted to formative assessment/data-driven instruction.

E.2. Presentation and discussion concerning the 2025 Westlake Academy student performance on the IB and AP Exams.

Dr. Owen presented information about the High School program's student performance on the EOC, IB and AP exams. Nearly 100% passed EOC exams and there were strong IB and AP test results. The passing rate was 84% for IB Diplomas which is above the global average, and there were 98 AP Scholars which is a record for the program.

The programs academy-wide can attribute much of the improved student performances to robust use of root cause analysis and targeted interventions. Vertical and horizontal collaboration is emphasized, particularly for progress tracking and assessment. There is an emphasis on continuous improvement and leveraging longitudinal data. Mayor Greaves and the Board expressed appreciation for the academy staff's commitment and improved results.

F. CONSENT AGENDA

All items listed below are considered routine by the Town Council and/or Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Council/Board Member or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

- F.1. Consider and act to approve the Town Council/Board of Trustees Meeting Minutes for the following meetings: August 19, 2025 Regular Meeting; August 25, 2025 Special Meeting and August 28, 2025 Special Meeting.
- F.2. Consider and act to approve Resolution 25-29 adopting the Fiscal Year 2025-2026 Town Council | Board of Trustees Meeting Calendar.
- F.3. Consider and act to approve Resolution 25-33 appointing representatives for the Town of Westlake as the Voting Member and Alternate for the City of Fort Worth Water and/or Wastewater System Advisory Committee for October 1, 2025 thru September 30, 2026.
- F.4. Consider and act to adopt Ordinance 1035 approving and updating the 2025 Solana Public Improvement District Service and Assessment Plan and Assessment Roll.
- F.5. Consider and act to adopt Ordinance 1032 amending the Master Fee Schedule Effective October 1, 2025.

Motion by Council Member Yackira and Motion Second by Council Member Duane to approve the consent agenda. Mayor Greaves called for the vote. **Motion approved unanimously.**

G. PUBLIC HEARINGS AND CORRESPONDING ACTION ITEMS

- G.1. Hold public hearing, discuss, consider and act to adopt Ordinance 1029 approving the Annual Operating and Capital Budget for Fiscal Year 2025-2026, including a taxpayer impact statement.

Finance Director Cayce Lay Lamas provided an overview of the proposed ordinance. The Fiscal Year 2026 Annual Budget includes approximately \$35 million in revenues, \$31 million in expenditures, and was prepared using a tax rate of 18.5-cents per \$100 of value for Westlake properties. The budget provides for 55.5 full-time equivalent positions, a \$1.5 million subsidy for the academy, and \$4 million in total contributions to fund balance/retained earnings. Mayor Greaves opened the public hearing and asked if there was anyone to speak regarding the proposed budget. There was no one to speak. Mayor Greaves closed the public hearing.

Motion by Council Member Yackira and Motion Second by Council Member Duane to adopt Ordinance 1029 approving the Annual Operating and Capital Budget for Fiscal Year 2025-2026, including a taxpayer impact statement. Mayor Greaves called for the vote. **Motion approved unanimously.**

G.2. Discuss, consider and act to approve Resolution 25-36 ratifying the property tax revenue increase.

Item overview by Finance Director Lamas. The revenue ratification is required by Texas Local Government Code 102.007 (c) and calls for a record vote to acknowledge more property tax revenue budgeted than for the prior year. The proposed tax revenue for FY 2026 is \$4,696,742 and the adopted tax revenue for FY 2025 was \$4,071,694. Motion by Council Member Yackira and Motion Second by Council Member Gautier to approve Resolution 25-36 acknowledging more property tax revenue budgeted for FY 2026 than for FY 2025. Mayor Greaves polled each member of the Town Council for their vote. Mayor Pro Tem Reeves-Aye; Council Member Yackira-Aye; Council Member Smith-Aye; Council Member Gautier-Aye and Council Member Duane-Aye. **Motion approved unanimously.**

G.3. Hold public hearing, discuss, consider and act to adopt Ordinance 1030 to Levy an Ad Valorem Rate for Tax Year 2025.

Finance Director Cayce Lay Lamas provided an overview of the proposed ordinance. The proposed Ad Valorem Tax Rate is \$0.185000 per \$100 value and if approved will be the first change to the rate since 2020. The total proposed Tax Levy is \$4,696,742 which breaks down as \$3,300,413 for Maintenance & Operations (M&O) (general obligations); and \$1,396,329 for Interest & Sinking (I&S) (debt obligation payments). Mayor Greaves opened the public hearing and asked if there was anyone to speak regarding the proposed ordinance. There was no one to speak. Mayor Greaves closed the public hearing.

Motion by Council Member Yackira that the property tax rate be increased by the adoption of a tax rate of 18.5 cents, which is effectively a 3.6% (3.6 percent) increase in the tax rate by adopting Ordinance 1030. Motion Second by Council Member Gautier. Mayor Greaves called for the vote. **Motion approved unanimously.**

G.4. Hold a public hearing, discuss, consider and act regarding Ordinance 1034 to approve a request for a specific use permit and a site plan to allow for a water and sewage pumping station that is located above grade, located at 16150 Roanoke Road, legally described as Tract 7F, Abstract 648, Huff, William Survey, HUFF, Town of Westlake, Tarrant County, Texas, zoned as PD3-9, Circle T Planning Area No. 9 – North Commercial Planned Development Zoning District (SUP Case No. 2025-01).

Item overview presented by Deputy Town Manager Jason Alexander. Mayor Greaves opened the public hearing and asked if there was anyone to speak for or against the item. This request is submitted on behalf of the Trinity River Authority of Texas for improvements to the Denton Creek Regional Wastewater System—specifically improvements to the 15CB-1 Cade Branch Lift Station, East Leg Interceptor and Force Main Improvements. Staff conveyed that the land use is appropriate for the site but that it should be visually screened and visually complement the area in consideration

of surrounding future development and growth. Staff recommends approval of with the condition that the screening wall enclosing the water and sewage pumping station be made of a natural stone material or a natural stone veneer. The Planning and Zoning Commission recommends approval with this same condition. Mayor Greaves opened the public hearing and asked if there was anyone to speak regarding the project. There was no one to speak. Mayor Greaves closed the public hearing.

Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to adopt Ordinance 1034 approving a request for a specific use permit and a site plan to allow for a water and sewage pumping station that is located above grade at 16150 Roanoke Road, Tract 7F, Abstract 648, Huff, William Survey, Town of Westlake with the condition that the screening wall enclosing the water and sewage pumping station be made of a natural stone material or a natural stone veneer. Mayor Greaves called for the vote. **Motion approved unanimously.**

- G.5. Hold a public hearing, discuss, consider and act to adopt Ordinance 1033 approving text amendments related to certain performance standards for approximately 85.9 acres of land in PD, Planned Development District 1-2 ("PD 1-2"), commonly referred to as Entrada, relating to architecture and other aesthetic matters found in Ordinance 703 and in the Entrada Design Guidelines. The property is generally located on the south side of State Highway 114, to the east of Davis Boulevard, and to the north of Solana Boulevard.

Mayor Greaves opened the public hearing and asked if there was anyone to speak regarding the matter. There was no one to speak. Mayor Greaves closed the public hearing.

Motion by Council Member Yackira and Motion Second by Council Member Gautier to adopt Ordinance 1033 approving text amendments related to certain performance standards for approximately 85.9 acres of land in PD, Planned Development District 1-2 ("PD 1-2") commonly referred to as Entrada as presented. Mayor Greaves called for the vote. **Motion approved unanimously.**

H. REGULAR AGENDA ITEMS

- H.1. Discuss, consider and act to adopt Ordinance 1036 Approving a Negotiated Settlement Between the Atmos Cities Steering Committee ("ASCS") and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2025 Rate Review Mechanism Filing.

Item overview presented by Town Manager Carroll. This item is representative of a negotiated settlement between Atmos Mid-Tex and the Atmos Cities Steering Committee arising from the 2025 Rate Review Mechanism. Natural gas customers will experience an increase to their monthly fees under the agreement. Motion by Council Member Yackira to approve Ordinance 1036 as presented. Motion Second by Council Member Smith. Mayor Greaves called for the vote. **Motion approved unanimously.** Ms. Leigh Ferguson, Manager of Public Affairs, Atmos Energy Corporation, was introduced and briefly addressed Council.

- H.2. Discuss, consider and act regarding Ordinance 1031 to adopt amendments to the Town of Westlake's Texas Municipal Retirement System Benefits Authorizing (1) Annually Accruing Updated Service Credits and Transfer Updated Service Credits; and (2) Annually Accruing Annuity Increases, also referred to as Cost of Living Adjustments (COLAs) for Retirees and their Beneficiaries.

Item overview presented by Finance Director Lamas. The proposed ordinance will add industry-standard benefits to the Town's retirement offerings through the Texas Municipal Retirement System (TMRS) by authorizing Updated Service Credits and transfers, and by adopting a 50% repeating and

retroactive cost-of-living adjustment for retirees effective January 1, 2026. Motion by Council Member Smith and Motion Second by Council Member Gautier to approve Ordinance 1031 as presented. Mayor Greaves called for the vote. **Motion approved unanimously.**

H.3. Discuss, consider and act to approve Resolution 25-31 approving FY2026 Financial Policies.

Item overview presented by Finance Director Lamas. The Town's Financial Policies serve as an overarching fiscal guide for the Town and Academy and are reviewed for approval annually as part of the budget process. The Finance Subcommittee has been included in the review process for the policy. Motion by Council Member Yackira and Motion Second by Council Member Gautier to approve Resolution 25-31 as presented. Mayor Greaves called for the vote. **Motion approved unanimously.**

H.4. Discuss, consider and act regarding Resolution 25-32 approving the Investment Policy.

Item overview presented by Finance Director Lamas. The Investment Policy, which includes the broker/dealer list, is reviewed for approval annually as required by Texas Government Code Section 2256 Public Funds Investment Act. Motion by Council Member Yackira and Motion second by Council Member Duane to approve Resolution 25-32 as presented. Mayor Greaves called for the vote. **Motion approved unanimously.**

H.5. Discuss, consider and act to approve the Westlake Academy Parent-Student Handbook.

Item H.5. was Tabled until the meeting next month (action taken prior to Item C.).

H.6. Discuss, consider, and act regarding a technology plan for Westlake Academy Class of 2026.

Item H.6. was Tabled until the meeting next month (action taken prior to Item C.).

I. EXECUTIVE SESSION

The Town Council/Board of Trustees will conduct a closed session pursuant to Section 551.071 (2) of the Texas Government Code, for the purpose of seeking confidential legal advice from the Town Attorney/Westlake Academy Attorney for the following:

Mayor Greaves announced Items I.1., I.2., and I.3. and recessed the Regular Session to Executive Session at 6:38 p.m.

I.1. Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Group: Westlake Academy Athletic Club (WAAC).

I.2. Section 551.076 Deliberation Regarding Security Devices or Security Audits Related to Findings of 3-year safety and security audit report for Westlake Academy.

I.3. Section 551.071: Consultation with legal advice from Attorney regarding the expansion of Westlake Academy Arts and Science building.

J. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS

Mayor Greaves reconvened the Regular Session from Executive Session at 7:58 p.m. There was no action as a result of the executive session.

K. FUTURE AGENDA ITEMS

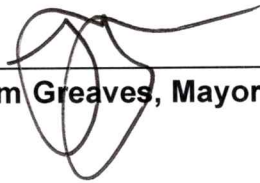
Town Manager Carroll noted future agenda items as follows: Discuss the traffic plan for drop-off and pick-up times at the academy; discuss a possible stipend for the Mayor's position; the two tabled items from this evening—the WA Parent-Student Handbook and Technology Plan; and a work session is to be scheduled prior to the October regular Town Council/Board of Trustees meeting regarding the WA Arts and Science Building expansion project.

L. STAFF RECAP OF COUNCIL DIRECTION

Nothing was discussed.

M. ADJOURNMENT

Mayor Greaves adjourned the Regular Meeting at 8:02 p.m.



Kim Greaves, Mayor

ATTEST:



Town Secretary Dianna Buchanan

