Town Council/Board of Trustees
Town of Westlake

Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262

Tuesday, October 21, 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 5:01 p.m. and announced a quorum present with Council Member Smith attending virtually. Council Member Gautier is absent.

COUNCIL PRESENT:

Mayor Kim Greaves
Council Member Michael Yackira
Council Member T. J. Duane
Mayor Pro Tem Tammy Reeves
Council Member Kevin Smith (present virtually)

COUNCIL ABSENT:

Council Member Todd Gautier

STAFF PRESENT:

Town Manager Wade Carroll
Town Attorney Alex Crowley
Town Secretary Dianna Buchanan
Human Resources Director Sandy Garza
Attorney Janet Bubert
Fire Chief John Ard
Asst. Director Public Works Kyle Flanagan
Academy Finance Mngr. Marlene Rutledge
Head of School Dr. Kelly Ritchie
Dir. of Innovation and Dev. Michelle Briggs
I.T. Director Jason Power
Finance Director Cayce Lay Lamas School
Communications Director Jon Sasser
Public Works Director Cheryl Taylor
High School Principal Dr. James Owen

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Mike Banas of Milestone Church, Keller, provided the invocation. Mayor Greaves was assisted by Dr. Kelly Ritchie and Westlake Academy first grade students - Decker Flora, Saylor Rodriguez and Hanna Vu--to lead the pledges.

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 present that wanted to speak. There was no one to speak 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

Communications Director Jon Sasser provided an update on Items of Community Interest and upcoming events, including the upcoming Monster Mash event on Saturday, upcoming holiday closures on November 27th and 28th, and the Westlake Together Tree Lighting event. Mayor Greaves presented a proclamation in recognition of Westlake Stroll Magazine to Publisher Connie Vernon and Managing Editor Diana Raney.

E. PRESENTATIONS

E.1. Receive presentation from Methodist Southlake Medical Center.

Presentation received from Benson Chacko, FACHE, President, Methodist Southlake Medical Center, to introduce Westlake to the hospital, the services offered, and especially the cardiac care that are all available and nearby.

E.2. Receive Utility Rate Study.

Finance Director Cayce Lay Lamas provided an introduction to the presentation, noting that as a best practice a utility rate student should be conducted every three to five years, and this evening the study will be presented and recommendations will be made but no action will be taken at tonight's meeting. Present virtually and providing the presentation for the Utility Rate Study was Matthew Garrett of NewGen Strategies and Solutions, LLC, the consulting firm that prepared the Utility Rate Study. Recommended rate changes will be considered for approval by the Town Council at the November 18th meeting.

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.

Mayor Greaves announced the item and noted that all expenditures listed on the Consent Agenda have been previously authorized in the Town's adopted fiscal year budget. No additional appropriation of funding is required. Mayor Greaves asked if there were any items to be removed from the agenda. Mayor Pro Tem Reeves requested to remove Item F.10. for further discussion.

F.1. Discuss, consider and act to approve the Town Council/Board of Trustees Meeting Minutes for the September 16, 2025 Regular Meeting and the October 2, 2025 Special Meeting.

F.2. Discuss, consider and act to approve Resolution 25-37 authorizing the expenditure of funds for the purchase of water meters and utility parts from Atlas Utility Supply Company for an amount not to exceed $125,000.

F.3. Discuss, consider and act to approve Resolution 25-38 authorizing the expenditure of funds for Town-wide landscaping and tree trimming services by Smith Lawn and Tree in an amount not to exceed $613,000.

F.4. Discuss, consider and act to approve Resolution 25-39 authorizing the expenditure of funds for the purchase of a Compact Excavator from the RDO Equipment Company in the amount of $78,997.

F.5. Discuss, consider and act to approve Resolution 25-41 authorizing the execution and submittal by the Town Manager or his designee of an application to the Public Utility Commission to amend Certificates of Convenience and Necessity (CCN) to Change Boundaries for the Water Service Area and Wastewater Service Area within the Town of Westlake, Texas matching the Town Limits.

F.6. Discuss, consider, and act to approve Resolution 25-44 ratifying the approval by the Town Manager to purchase one new ambulance from Frazer, Sterling McCall Ford/Frazer Ltd. through HGAC (Houston-Galveston Area Council) Cooperative Purchasing Program for an amount not to exceed $400,000.00; and authorizing expenditure for completion of said acquisition.

F.7. Discuss, consider, and act to approve Resolution 25-45 approving and authorizing the expenditure of funds for the purchase and upfit of one 2026 Tahoe emergency command vehicle from Lake Country Chevrolet through the

TIPS Cooperative Purchasing Program for an amount not to exceed $85,000.00; and authorizing expenditure for completion of said acquisition.

F.8. Discuss, consider, and act to approve Resolution 25-46 to ratify the purchase of one cardiac monitor/defibrillator (LifePak 35) from Stryker through the Sourcewell Purchasing Cooperative Agreement for an amount not to exceed $75,000.00.

F.9. Discuss, consider and act to approve Resolution 25-43 approving and authorizing the expenditure of funds for purchasing two Chevrolet Colorado Trucks from the Silsbee Fleet Group through the TIPS Cooperative Purchasing Program for an amount not to exceed $76,095.50.

F.10. Discuss, consider and act to approve WA Resolution 25-25 to update the Westlake Academy Compensation Plan by revising both the Administrative Schedule and the Supplemental & Summer Schedule.

NOTE: *Item F.10. was removed from the Consent Agenda at the request of Mayor Pro Tem Reeves to be discussed and considered separately.*

F.11. Discuss, consider and act to approve WA Resolution 25-26 to approve the Westlake Academy Student Code of Conduct for School Year 2025-2026.

F.12. Discuss, consider and act to approve WA Resolution 25-27 Authorizing the Filing of a Charter Renewal Application with the Texas Education Agency to continue to own and operate Westlake Academy.

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Duane to approve the remainder of the Consent Agenda (excluding Item F.10). Mayor Greaves called the vote.
Motion to approve the Consent Agenda (excluding Item F.10.) approved by all present. Council Member Gautier was absent.

Mayor Greaves directed the meeting to Item F.10. "Discuss, consider and act to approve WA Resolution 25-25 to update the Westlake Academy Compensation Plan by revising both the Administrative Schedule and the Supplemental & Summer Schedule." Dr. Ritchie provided background information about the requested change. Human Resources Director Sandy Garza also answered questions. Motion by Council Member Yackira and Motion Second by Council Member Duane to approve WA Resolution 25-25 to update the Westlake Academy Compensation Plan by revising both the Administrative Schedule and the Supplemental & Summer Schedule. Mayor Greaves called for the vote.
Motion to approve WA Resolution 25-25 approved by all present. Council Member Gautier was absent. Mayor Greaves directed the meeting to Item G.

G. REGULAR AGENDA ITEMS

G.1. **(TABLED 09.16.2025)** Discuss, consider and act to approve the Westlake Academy Parent-Student Handbook.

Dr. Ritchie provided an overview of the item detailing that the part of the Westlake Academy Parent-Student Handbook requiring Board approval was the Student Code of Conduct, which was approved this evening as part of the Consent Agenda. Motion by Council Member Yackira and Motion Second by Council Member Smith to take No Action for Item G.1. Mayor Greaves called for the vote.
Motion to take no action on Item G.1. approved by all present. Council Member Gautier was absent.

G.2. **(TABLED 09.16.2025)** Discuss, consider, and act regarding a technology plan for Westlake Academy Class of 2026.

Dr. Ritchie provided an overview of the technology plan being followed and recommends that "No Action" be taken by the Board on the item . Dr. Owen provided a detailed summary of the processes in place to provide technology that is needed for the students and the outcome of student surveys with results showing that the plan in place is working. Motion by Council Member Yackira and Motion Second by Council Member Duane to take no action. Mayor Greaves called for the vote.
Motion to take no action on Item G.2. approved by all present. Council Member Gautier was absent.

G.3. Discuss, consider and act regarding Resolution 25-34, approving the participation of the Town in the Texas Enterprise Zone Program pursuant to the Texas Enterprise Zone Act, Chapter 2303 of the Texas Local Government Code, as amended; nominating Goosehead Insurance Agency, LLC to the Governor's Office for Economic Development and Tourism as an Enterprise Project through the Economic Development Bank; and authorizing execution by the Town Manager or their Designee of any related documents and actions in support of that nomination.

Town Manager Carroll provided an overview of the item which will allow Goosehead Insurance to apply to the Governor's Office of Economic Development and Tourism to receive incentives through a program administered by the State. Motion by Council Member Duane and Motion Second by Council Member Yackira to approve Resolution 25-34 as presented. Mayor Greaves called for the vote.
Motion to approve Resolution 25-34 as presented approved by all present. Council Member Gautier was absent.

G.4. Discuss, consider and act to approve Resolution 25-48 ratifying actions approved by the Westlake Development Corporation (WDC) to amend the WDC Operating Budget for the Fiscal Year Ending September 30, 2026 by increasing expenditures in an amount not to exceed $35,000.00 and to approve a Professional Services Contract between the WDC and Lew Oliver Inc. for conceptual site plan services for the Entrada Development.

Town Manager Carroll presented the item to approve an increase in the Westlake Development Corporation's (WDC) 2026 fiscal year budget in an amount not to exceed $35,000 to fund planning services by Lew Oliver for a conceptual site plan for Entrada, and will ratify the contract between the WDC and Lew Oliver for those services. Motion by Council Member Duane and Motion Second by Council Member Yackira to approve Resolution 25-48 to ratify the actions of the WDC as presented. Mayor Greaves called for the vote.
Motion to approve Resolution 25-48 as presented approved by all present. Council Member Gautier was absent.

G.5. Discuss, consider and act to approve Resolution 25-47 Ratifying the Authorization by the Town Manager for the Emergency Repair of Water Infrastructure by Global Pump Solutions for replacement of a 250 horsepower motor and starter for pump #4 at the Town's water pump station in an amount not to exceed $78,000 utilizing Buy Board Contract #770-25.

Assistant Public Works Director Kyle Flanagan provided a presentation detailing the emergency repairs that were necessary for Pump #4 at the Town's water pump station. Motion by Council Member Duane and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-47 as presented. Mayor Greaves called for the vote.
Motion to approve Resolution 25-47 as presented approved by all present. Council Member Gautier was absent.

G.6. Discuss, consider and act regarding the start time for Regular Meetings of the Town Council/Board of Trustees and authorize amendment of the FY 25-26 Meeting Calendar accordingly.

Item discussed. In response to Senate Bill 12, the Town Council (Council) will meet at 4 p.m. for Regular Meetings, and the Board of Trustees (Board) Regular Meetings will be posted to begin at 5 p.m. There will continue to be a joint meeting agenda for the Council and Board and in the event Council specific items are completed prior to 5 p.m., there will be a recess until 5 p.m. at which time the Board meeting will be called to order. The design of the agenda preferred is that of Sample 1 provided in the packet. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to amend the Regular Meeting Calendar to show Council meetings begin at 4 p.m. and Board of Trustees meetings begin at 5 p.m., and to use the agenda design as shown in Sample 1. Mayor Greaves called for the vote.
Motion approved as presented by all present. Council Member Gautier was absent.

H. 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 H.1. and H.2. for consideration during Executive Session and recessed the Regular Meeting to Executive Session at 6:58 p.m.

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

H.2. Section 551.072: Deliberation regarding the Purchase, Exchange, Lease or Value of Real Property: 48 and 52 Girona and 34 Cortez, Westlake Entrada, Westlake.

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

Mayor Greaves reconvened the Regular Session from Executive Session at 7:16 p.m. and asked if there was any action needed from the Executive Session.

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to approve the exchange of property owned by the Town of Westlake located at and known as 34 Cortez, Westlake Entrada, Westlake for property owned by MRW Investors, LLC, located at and known as 48 Girona and 52 Girona, Westlake Entrada, Westlake; to direct the Town attorney to prepare a resolution for the Mayor's signature and any other transactional documents to complete this real property exchange; and to authorize the Town Manager to execute any documents necessary to complete the transaction. **Motion approved by all present.** Council Member Gautier was absent.

J. FUTURE AGENDA ITEMS

Mayor Greaves would like a discussion item on a future agenda about bicycles and traffic on Ottinger Road in response to a communication he received from a resident.

K. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Carroll noted there will be a discussion item on a future agenda regarding bicycles and traffic on Ottinger Road as well as a discussion about traffic in general, particularly on Ottinger Road during peak school traffic times and a future traffic study.

L. ADJOURNMENT

Mayor Greaves reminded that the next Regular Meeting is Tuesday, November 18, 2025 and will begin at 4 p.m. Mayor Greaves adjourned the meeting at 7:22 p.m.

Minutes approved by TC/BOT 11.18.2025.

TOWN OF WESTLAKE

Kim Greaves, Mayor

ATTEST:

Dianna Buchanan

Dianna Buchanan, Town Secretary