



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Final

Tuesday, July 15, 2025

3:30 PM

Council Chamber

The Town Council of the Town of Westlake serves as the governing board for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. In an effort of transparency, this meeting will be viewable to the public via Live Stream and also available for viewing after the meeting. In an effort of meeting efficiency, 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.

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 3:33 p.m. and announced a quorum present.

PRESENT:

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

ABSENT:

Council Member Todd Gautier

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
Assist. Public Works Director Kyle Flanagan

Head of School Dr. Kelly Ritchie
WA Dir Innovation & Dev. Michelle Briggs
IT Director Jason Power
Public Works Director Cheryl Taylor
Town Attorney Matthew Boyle
Human Resources Director Sandy Garza
Deputy Fire Chief Kelly Clements
Town Planner Christopher Pham

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Mike Banas, Milestone Church, Keller, provided the invocation. Mayor Greaves led the Pledges assisted by students from the Primrose School at Entrada.

C. CITIZEN/PARENT COMMENTS

There was no one to speak at this time.

D. ITEMS OF COMMUNITY INTEREST**D.125-192** Items of Community Interest (Communications Director Jon Sasser)

Director of Communications Jon Sasser provided an overview of items of community interest and upcoming events. Mayor Greaves thanked volunteers that assisted with planting flags for July 4th and also announced there will be a new Mayor's Volunteer Program soon with details forthcoming. Mayor Greaves also expressed condolences to the Wheat family for the loss of Mr. Wheat.

E. PRESENTATION**E.125-171** Receive Metroport Chamber of Commerce Annual Update Presentation (Sally A. Aldridge, IOM, President & CEO)

Metroport Chamber President Sally Aldridge provided an annual update presentation to Town Council.

F. WORK SESSION**F.125-195** Town of Westlake FY 25-26 Budget Work Session (Cayce Lay Lamas, Finance Director)

Town Manager Wade Carroll provided opening comments about the FY 2025-2026 budget and the goals for the budget to advance the Town towards best practices, prepare for future development and keep the tax rate as low as possible. Staff began the process with the goal to cut department expenditures by at least 3%, ensure a budget surplus for capital improvement projects and equipment replacement, and to adjust the employee benefits package to industry standards. Finance Director Cayce Lay Lamas presented other relevant information including a comparison of the proposed budget and last year's budget, projecting that expenses are expected to decrease and revenues to increase. She also covered needs not yet included in the budget including Capital Improvement Plan items and Service Level Adjustment requests. The Fund Balance Policy was discussed and the policy will be updated, reviewed by the Finance Subcommittee, and presented for approval to Town Council in September. The current property tax rate is \$0.16788, the lowest in the area. Next month Town Council will set the tax rate. The maximum increase allowed without voter approval is up to 3.5%. Another budget work session will be held at the Town Council regular meeting on August 19th and Town Council will also vote on the maximum tax rate.

G. CONSENT AGENDA**G.125-170** Approve the June 17, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)

- G.2**[RES 25-24](#) Discuss, consider and act to approve Resolution 25-24 authorizing the expenditure of funds for a three-year agreement with Esri Small Municipal and County Government Enterprise for the total amount of \$61,800.00 and declaring an effective date
- G.3**[WA Res 25-19](#) Consider and act to approve WA Resolution 25-19 authorizing the Head of School to enter into a contract with the Education Service Center (ESC) Region 11 for various business and student support services for the operation of Westlake Academy.
- G.4**[ORD-1023](#) Discuss, consider and act regarding Ordinance 1023 amending Chapter 94 titled "Utilities", to establish Article VI. entitled "Industrial Wastewater" adopting and establishing uniform requirements for users of the Publicly Owned Treatment Works for the Town of Westlake and enabling the Town of Westlake to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code § 1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). (Cheryl Taylor, P.E., Director of Public Works).
- G.5**[RES 25-22](#) Discuss, Consider and Act regarding Resolution 25-22 Endorsing the Implementation of a Continuing Pretreatment Program as Required by 40 CFR 403 for the Denton Creek Regional Wastewater System (Cheryl Taylor, P.E., Director of Public Works)
- G.6**[RES 25-23](#) Discuss, consider and act regarding Resolution 25-23 to adopt an Enforcement Response Plan (ERP) as part of the Town of Westlake Approved Pretreatment Program for the publicly owned treatment works to comply with and as required by the United States Environmental Protection Agency in Title 40 of the Code of Federal Regulations (CFR) §403.8(f)(5) (Cheryl Taylor, P.E., Director of Public Works)
- Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve the consent agenda. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

H. PUBLIC HEARING AND ASSOCIATED ACTION ITEM

- H.1**[ORD-1026](#) Hold a Public Hearing and Discuss, Consider and Act Regarding Ordinance 1026 to Adopt Land Use Assumptions and Capital Improvement Plans for the Potential Implementation of Impact Fees for Water, Wastewater, and Roadway Impact Fee Program (Cheryl Taylor, P.E., Director of Public Works)
- Public Works Director Cheryl Taylor noted that this is the first public hearing required for potential adoption of impact fees for water, wastewater and roadways. Town Council will consider adopting Land Use Assumptions and an Impact Fee Eligible Capital Improvements Plan. Consulting firm Freese & Nichols provided a presentation covering the basics of impact fees, the process to develop Land Use Assumptions and Eligible Capital Improvement Plans and conducting Impact Fee Calculations. Projects identified as Eligible Capital Improvement Plan projects for water, wastewater and roadways were reviewed. The next steps in the process will include receiving a recommendation from the

Capital Improvements Advisory Committee on water, wastewater, and roadway impact fee rates at the August 19th regular meeting, and a second public hearing will be held at a special meeting on August 25th.

Mayor Greaves opened the public hearing:4:56 p.m. and asked if there was anyone to speak regarding the item. There was no one to speak. Mayor Greaves closed the public hearing 4:56:30 p.m.

Motion by Council Member Smith and Motion Second by Council Member Yackira to approve and adopt Ordinance 1026 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I. REGULAR AGENDA ITEMS

I.1. [ORD-1027](#)

Discuss and take action to adopt Ordinance 1027 Authorizing the Issuance of up to \$9,540,000 Town of Westlake, Combination Tax and Revenue Certificates of Obligation, Series 2025, to fund water projects, including pump stations and a water tower, and the Sam & Margaret Lee Arts & Science Center; Levying an Annual Ad Valorem Tax and Providing for the Security for and Payment of said Certificates of Obligation; Approving an Official Statement; and Enacting other Provisions relating to the Subject (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas provided an overview of the item. The debt issuance of \$9,540,000 will be used to pay for the Westlake Academy Arts & Sciences Building expansion and for utility improvements.

Ted Christensen, President, Government Capital Securities Corporation, provided details of the bond sale that was held earlier in the day and mentioned the Town's bond rating is AAA. Motion by Mayor Pro Reeves and Motion Second by Council Member Yackira to approve and adopt Ordinance 1027 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.2. [WA RES 25-16](#)

Consider and act to approve WA Resolution 25-16 approving the Westlake Academy Amended Operating Budget for Fiscal Year Ending June 30, 2025 (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas provided an overview of the Westlake Academy budget amendments for the fiscal year ending June 30, 2025. The final amended budget will be \$11,949,914 and will contribute the surplus of \$147,287 to fund balance. Motion by Council Member Yackira and Motion Second by Council Member Smith to approve WA Resolution 25-16 as presented. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.3. [RES 25-25](#)

Discuss, consider and act to approve Resolution 25-25 calling for and setting a public hearing to discuss and receive public testimony on the adoption of an ordinance imposing roadway, water and wastewater impact fees in the Town of Westlake, Texas; and providing an effective date (Cheryl Taylor, P.E., Director of Public Works).

Town Manager Wade Carroll detailed that the resolution is calling a public hearing for August 25th at 4 pm and is required as part of the impact fee adoption process. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Smith to approve Resolution 25-25 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.4. RES 25-26

Discuss, consider and act regarding Resolution 25-26 to approve an economic incentive agreement with Pluralsight as recommended by the Westlake Development Corporation, Inc (EDC 4B).

Deputy Town Manager Jason Alexander provided an overview of the item to provide economic development incentives to Pluralsight to assist with expanding their operations into the North Texas market. The agreement provides a cash grant from the Westlake Development Corporation in the amount of \$50,000.00, waiving fees and costs associated with development review and building permits, and provides for expedited development review. the agreement also requires Pluralsight to finish out 18,000 square feet of space in August, expend \$240,000 on information technology, and attract and retain a minimum of 75 full-time employees. The Westlake Development Corporation considered the agreement at their last meeting and approved recommending approval by Town Council. The Office of the Town Manager also recommends approval. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-26 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

Mayor Greaves recognized Daniel Rudd, Principal of Pluralsight, to speak and he addressed the Town Council to express thanks and remark on the process Pluralsight went through to select Westlake as their location in North Texas.

I.5. RES 25-27

Discuss, consider and act regarding Resolution 25-27 to award the bid for audit services and authorize the Director of Finance to execute the engagement letters under the terms (Cayce Lay Lamas, Director of Finance)

Finance Director Cayce Lay Lamas provided an overview of the process followed to advertise and provide the request for proposals to auditing firms. Staff contacted references and other entities that use MGO and received positive feedback regarding MGO's performance. Staff recommends awarding the contract to MGO as the firm has experience in providing audit services for municipalities, school districts and housing authorities. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Smith to approve Resolution 25-27 to award the audit services agreement to MGO as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.6. 25-199

Discuss and act to schedule any special meeting(s) as needed.

Town Manager Wade Carroll explained the necessity to schedule a Special Town Council Meeting on August 25, 2025 at 4 p.m. to hold the public hearing (approved earlier in the meeting) required as part of the

process to adopt impact fees. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to approve scheduling the meeting as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

J. EXECUTIVE SESSION

Mayor Greaves called Executive Session Items J.1. and J.2. and adjourned the Regular Meeting to Executive Session at 5:23 p.m.

J.1 25-191

Section 551.087: Deliberation Regarding Economic Development Negotiations - to deliberate the offer of a financial or other incentive to business prospects:
a. Project 2025-06

J.2 25-200

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

Mayor Greaves reconvened the Regular Meeting from Executive Session at 6:18 p.m.

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

There was no action taken as a result of Executive Session.

L. FUTURE AGENDA ITEMS

Mayor Greaves requested an action item regarding the Westlake Academy Athletic Club (WAAC) to consider pursuing legal action as no response has been received from written correspondence sent out to them.

M. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Wade Carroll said staff will inspect signs throughout Town to assess their condition and will replace signs as needed; provide the debt schedule as a slide for Council and the public; confirm how long the current ad valorem tax rate has been in place; provide information about how many units have been permitted and issued certificates of occupancy in Entrada; and provide information about the status of development and permitting throughout the Town.

N. ADJOURNMENT

Mayor Greaves adjourned the Regular Meeting at 6:21 p.m.



ATTEST:

Dianna Buchanan

Town Secretary Dianna Buchanan


Kim Greaves, Mayor