



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



**Tuesday, August 19, 2025, 4:00 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 4:00 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

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
WA Accountability Director Darcy McFarlane

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Rev. Alan Bentrup, St. Martin-in-the-Fields Episcopal Church, Southlake, provided the invocation. Mayor Greaves and Westlake Head of School Dr. Kelly Ritchie introduced Westlake Academy students Kai Wang-7th grade; Eli Wang-5th grade; and Evelyn Rehman-2nd grade, to assist with leading the pledges to the U.S. Flag and the Texas Flag. Pledges recited.

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.

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 a summary of recent and upcoming events. Dr. Kelly Ritchie, Head of School, announced that the Texas Education Agency released the 2025 A-F accounting rating this week, and Westlake Academy received an A rating, scoring a total of 98 out of 100 points. Further, Westlake Academy has been recognized as the #1 Charter School in North Texas.

E. WORK SESSION ITEM

E.1. Town of Westlake FY 25-26 Budget Work Session

Finance Director Cayce Lay Lamas provided a presentation regarding the proposed Fiscal Year 2025-2026 Town budget, including projected revenues and expenditures. The proposed budget is based on a property tax rate of 18.5 cents per \$100 of assessed value, which is the maximum rate to be advertised but is not yet adopted. As proposed, the budget supports 55 full-time employees and a part-time judge position. Even with a property tax rate increase, the average homeowner tax bill will go down due to decreased assessed property values, and Westlake will still have the lowest property tax rate in the region. Town Council will hold the required public hearings to approve and levy the tax rate and approve the budget during the Town Council meeting on September 16th.

F. PRESENTATION WITH DISCUSSION

F.1. Presentation with discussion regarding the Town of Westlake's Stormwater Management Program (SWMP) and opportunity for public comments regarding the same.

Public Works Assistant Director Kyle Flanagan introduced Mandy Clark from Teague, Nall and Perkins, consultant to the Town, who presented the Town of Westlake's Stormwater Management Program (SWMP) and answered Town Council's questions. Mayor Greaves asked if anyone wanted to comment regarding the program. No one commented.

G. 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.

G.1. Act to approve the July 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes.

Motion by Council Member Yackira and Motion Second by Council Member Smith to approve the Consent Agenda. Mayor Greaves called for the vote.

Motion approved unanimously.

H. REGULAR AGENDA ITEMS

H.1. Discuss, consider and act to approve a Maximum Tax Rate to consider and advertise.

Finance Director Cayce Lay Lamas provided an overview of the item. Motion by Council Member Smith and Motion Second by Council Member Yackira to approve a Maximum Tax Rate to Consider of \$.18500 per \$100 of Value as presented. Mayor Greaves called for the vote.

Motion approved unanimously.

H.2. Discuss, consider, and act regarding Resolution 25-28 approving the First Amended Interlocal Agreement with the Northeast Fire Department Association (NEFDA) for mutual aid for fire and emergency medical services and authorizing execution by the Town Manager.

Presentation received from Fire Chief Ard. Motion by Council Member Yackira and Motion Second by Council Member Smith to approve Resolution 25-28 approving the First Amended Interlocal Agreement with the Northeast Fire Department Association (NEFDA) for mutual aid for fire and emergency medical services and authorizing execution by the Town Manager as presented. Mayor Greaves called for the vote.

Motion approved unanimously.

H.3. Discuss, consider and act to approve Resolution 25-30 authorizing contract with Driven Security to update Municipal Court Security.

Information Technology Director Jason Power provided a presentation regarding the item. Motion by Council Member Gautier and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-30 authorizing a contract with Driven Security to update Municipal Court Security as presented. Mayor Greaves called for the vote.

Motion approved unanimously.

H.4. Discuss, consider and act regarding WA Resolution 25-20 to approve an application for waiver for Staff Development Days for the 2025-2026 and 2026-2027 School Years.

Westlake Academy Director of Accountability Darcy McFarlane provided an overview of the request. Motion by Council Member Yackira and Motion Second by Council Member Smith to approve Resolution 25-20 approving an application for Staff Development Days for the 2025-2026 and 2026-2027 School Years as presented. Mayor Greaves called for the vote.

Motion approved unanimously.

H.5. Discuss, consider and act regarding WA Resolution 25-21 to approve the amended Westlake Academy Employee Compensation Plan for the 2025-2026 School Year.

Dr. Kelly Ritchie provided an overview of the item which will update the plan to meet the legislative requirements of the recently approved House Bill 2. Motion by Council Member Gautier and Motion Second by Council Member Smith to approve WA Resolution 25-21 approving the amended Westlake Academy Employee Compensation Plan for the 2025-2026 School Year. Mayor Greaves called for the vote.

Motion approved unanimously.

H.6. Discuss, consider, and act regarding WA Resolution 25-22 to approve the Westlake Academy Board of Trustees Policy 7.03 Personal Communications Devices Policy in compliance with Texas House Bill 1481.

Dr. Kelly Ritchie provided an overview of the item. House Bill 1481 approved by the Legislature requires all public school districts and open-enrollment charter schools to adopt a written policy prohibiting student use of personal communication devices during the instructional day no later than September 18, 2025. The timing of the mandated requirement did not provide staff with the opportunity to plan for a technology solution for older students. Staff is working to find short-term and long-term solutions and estimate the cost of any proposed solutions, and will report back to the Council. Motion by Council Member Gautier and Motion Second by Council Member Yackira to approve WA Resolution 25-22 to approve the Westlake Academy Board of Trustees Policy 7.03 Personal Communications Devices Policy in compliance with Texas House Bill 1481 with the condition that staff will bring back technology solutions for Council consideration as soon as possible. Mayor Greaves called for the vote.

Motion approved unanimously.

At this time, Mayor Greaves recessed the Regular Meeting for a 5-minute break. Mayor Greaves reconvened the Regular Meeting at 5:39 p.m.

H.7. Discuss, consider, and act regarding WA Resolution 25-23 to amend Westlake Academy Board of Trustees Policy 6.07: Student Athletic/Extracurricular Program Eligibility in response to SB 401.

Dr. Ritchie provided an overview of the item which will modify the policy as required by the recently approved Texas Senate Bill 401. The wording for eligibility was discussed, and School Attorney Bubert provided alternative language for the same. Motion by Council Member Gautier and Motion Second by Council Member Yackira to approve WA Resolution 25-23 amending the Westlake Academy Board of Trustees Policy 6.07: Student Athletic/Extracurricular Program Eligibility in response to SB 401 with the amendment to change the proposed wording under **Policy Description**, second paragraph to read, "*Eligibility for participation in curricular or extracurricular activities managed or offered by Westlake Academy is available exclusively to students enrolled in Westlake Academy*". Mayor Greaves called for the vote.

Motion approved unanimously.

At this time, Mayor Greaves directed the meeting to Item H.10.

H.8. Discuss, consider and act to approve WA Resolution 25-24 revising the Westlake Academy (WA) Board of Trustees Policy 5.09: *Westlake Academy Affiliate Groups* to

officially name the current recognized affiliate groups and to define the established guidelines for the relationship between WA and nonprofit organizations that work with WA.

This item was considered immediately following Executive Session. Motion by Mayor Pro Tem and Motion Second by Council Member Gautier to approve WA Resolution 25-24 revising the Westlake Academy Board of Trustees Policy 5.09: Westlake Academy Affiliate Groups to officially name the current recognized affiliate groups to define the established guidelines for the relationship between Westlake Academy and nonprofit organizations that work with Westlake Academy as presented.

Motion approved unanimously.

- H.9. Discuss, consider and act to authorize legal counsel to take necessary action to depose Westlake Academy Athletic Club (WAAC) representatives and/or to report noncompliance by the WAAC in an effort to obtain financial information related to funds collected on the behalf of Westlake Academy.

Motion by Council Member Duane and Motion Second by Council Member Smith to authorize legal counsel to take necessary action to depose Westlake Academy Athletic Club (WAAC) representatives and/or to report noncompliance by the WAAC in an effort to obtain financial information related to funds collected on behalf of Westlake Academy. Mayor Greaves called for the vote.

Motion approved unanimously.

Mayor Greaves directed the meeting to Future Agenda Items.

- H.10. Discuss, consider and act to excuse Mayor and Council absences, if any.

This item was considered immediately following Item H.7. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to excuse the absence of Council Member Gautier from the Regular Meeting held July 15, 2025. Mayor Greaves called for the vote.

Motion approved unanimously.

Mayor Greaves announced that consideration of Items H.8. and H.9. will be deferred until after Executive Session is held.

Mayor Greaves recessed the Regular Meeting to Executive Session at 5:50 p.m.

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 City Attorney/Westlake Academy Attorney for the following:

- I.1. Section 551.071: Consultation with and legal advice from Town Attorney regarding the expansion of Westlake Academy Arts and Science building.
- I.2. Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Group: Westlake Academy Athletic Club (WAAC).
- I.3. Section 551.071(2): Consultation with Attorney: To receive legal advice from bond counsel regarding review of recent bond issuance.

- I.4. Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee: Head of School Annual Evaluation.

Mayor Greaves reconvened the Regular Session from Executive Session at 8:21 p.m. and directed the meeting to Item H.8.

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

K. FUTURE AGENDA ITEMS

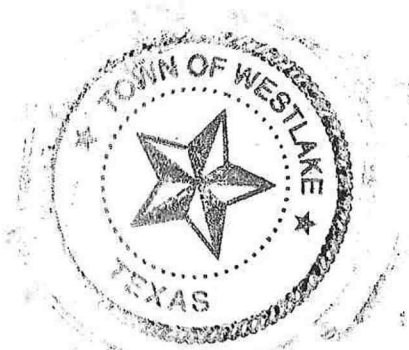
None were mentioned.

L. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Carroll noted Dr. Ritchie and I.T. staff will report at the next meeting regarding the use of personal devices and I.T. solutions for Westlake Academy students.

M. ADJOURNMENT

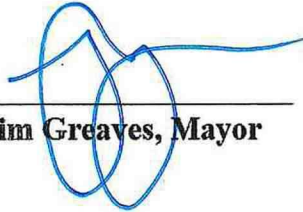
Mayor Greaves adjourned the meeting at 8:23 p.m.



ATTEST:

Dianna Buchanan

Town Secretary Dianna Buchanan



Kim Greaves, Mayor