



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



**Tuesday, December 16, 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. **NOTE: To comply with Senate Bill 12, Westlake Academy items will begin no earlier than 5 p.m. but may start later depending on the progression of posted agenda items.** 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 to improve 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 video-conference 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, the Town Council/Board of Trustees may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney and/or School Attorney on any agenda item listed herein.

A. CALL REGULAR MEETING TO ORDER (4 P.M.) 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 T. J. Duane

Mayor Pro Tem Tammy Reeves
Council Member Kevin Smith
Council Member Todd Gautier

STAFF PRESENT:

Town Manager Wade Carroll
Town Attorney Alex Crowley
Deputy Town Manager Jason Alexander
Finance Director Cayce Lay Lamas
Human Resources Director Sandy Garza
Fire Chief John Ard
School Attorney Janet Bubert
Athletic Director Sarah Jones

Head of School Dr. Kelly Ritchie
Dir. of Innovation and Dev. Michelle Briggs
Town Secretary Dianna Buchanan
I.T. Director Jason Power
Communications Director Jon Sasser
Project Manager Jason Oliver
Town Planner Cole Davenport
Academy Finance Manager Marlene Rutledge

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Clayton Reed, Southlake Baptist Church, provided the invocation. Mayor Greaves, assisted by Dr. Kelly Ritchie, Head of School, and Westlake Academy students Benicio Briseño and Jonah Crawford, both 4th graders and both chess champions from this year's PYP chess tournament, led the Pledges.

C. CITIZEN/PUBLIC COMMENTS

This is an opportunity for citizens/public to address the Town Council on any matter, whether or not it is posted on the agenda. Anyone wishing to speak on action items must submit a speaker request form to the Town Secretary prior to the start of the meeting. Individual comments are normally limited to three (3) minutes. The presiding officer may ask the individual to hold their comment on an agenda item if the item is posted as a Public Hearing. The Town Council 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 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.

TOWN COUNCIL AGENDA ITEMS

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 overview of upcoming meetings and reported the success of the recent Westlake Together Christmas Event held December 3rd which had approximately 2,100 people present. Filing for the May 2, 2026 General Election for the Office of Mayor, Council Member Place 2 and Council Member Place 4 begins January 14, 2026, and ends February 13, 2026. The Municipal Court and Town Hall offices will be closed for the holidays December 24th and 25th as well as New Year's Day on January 1st. The Fire Department is conducting the annual Toy Drive and unwrapped toys can be dropped off at the Fire Station or Town Hall. Trash collection days are moving to Thursdays beginning January 8th. Mayor Greaves mentioned, if possible, it would be nice if the Fire Station could once again go to the academy during the holiday season and take Santa to visit the PYP as was done in the past.

E. 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 asked if there were any items to be removed from the consent agenda. There were none.

- E.1. Discuss, consider, and act to approve the Memorandum of Understanding (MOU) with the State of Texas Emergency Management Assistance Teams (TEMAT) program and the Town of Westlake.
- E.2. Discuss, consider and act to adopt Ordinance 1041 amending the Town of Westlake Annual Operating Budget for fiscal year ending September 30, 2025 (Cayce Lay Lamas, Director of Finance)
- E.3. Discuss, consider and act to approve the Town Council/Board of Trustees Meeting Minutes for the November 18, 2025 Regular Meeting. (Town Secretary Dianna Buchanan)

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

Motion to approve the Consent Agenda approved unanimously.

F. REGULAR AGENDA ITEMS

- F.1. Discuss, consider, and act on Resolution 25-54 regarding a zoning-related application prepared and submitted by BRW Architects for the Westlake Academy Arts and Sciences Building Expansion in accordance with the established provisions for the GU, governmental use district (Cole Davenport, Town Planner)

Town Planner Cole Davenport presented an overview of the application related to the expansion of the Arts and Sciences Building at Westlake Academy as submitted by BRW Architects. The Unified Development Code requires that all development-related applications within the GU-Governmental Use District be approved by Town Council. The Planning and Development Department recommends approval of the application as submitted. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to approve Resolution 25-54 approving the zoning-related application as presented. Mayor Greaves called for the vote.

Motion to approve Resolution 25-54 as presented approved unanimously.

- F.2. Discuss, consider and act to approve Resolution 25-52 accepting the Town of Westlake FY 2024 Audit Report (Finance Director Cayce Lay Lamas)

Finance Director Cayce Lay Lamas provided an overview of the item and introduced Louis Breedlove, Brooks Watson CPAs, (joining meeting virtually), to provide a presentation and summary of the Town of Westlake audit for FY 2024. Mr. Breedlove advised that the audit rendered an "Unmodified/Clean" result which is the highest level of assurance that can be attained from an audit. Motion by Council Member Yackira and Motion Second by Council Member Smith to approve Resolution 25-52 accepting the Town of Westlake Fiscal Year 2024 Audit Report. Mayor Greaves called for the vote.

Motion to approve Resolution 25-52 as presented approved unanimously.

- F.3. Discuss, consider and act regarding Resolution 25-53 creating an Ad Hoc Committee, composed of two Council Members and a number of citizens to be determined by Council, to assist the Town of Westlake in studying the feasibility of a Public/Private Partnership with Hillwood for the receipt and distribution of reuse water in Westlake. (Town Manager Wade Carroll)

Town Manager Wade Carroll summarized that approval of the Resolution will form an Ad Hoc Committee, composed of Council Members and Citizens, for the purpose of

investigating the feasibility of adding a water reuse program in partnership with the Trinity River Authority and Hillwood. Utilizing reuse water for irrigation purposes in Westlake would ensure we have the freshwater we need for residents, corporate partners and guests well into the future, reduce the need for greater amounts of stored water, and increase the continuity of our water system. Several capable citizens will be appointed by the Mayor to participate. The process will also include utilizing a consulting engineer to assist in the analysis. The timeline for the analysis is estimated to be by the end of February.

Motion by Council Member Duane and Motion Second by Council Member Gautier to appoint Council Member Yackira and Mayor Pro Tem Reeves to the Ad Hoc Committee for the purpose of investigating a possible future Water Reuse Program. Mayor Greaves called for the vote.

Motion to approve Resolution 25-53 appointing Council Member Yackira and Mayor Pro Tem Reeves to the Ad Hoc Committee for the purpose of investigating a possible future Water Reuse Program approved unanimously.

At 4:35 p.m. Mayor Greaves recessed the meeting until 5 p.m.

WESTLAKE ACADEMY BOARD OF TRUSTEES AGENDA ITEMS

G. CALL REGULAR WESTLAKE ACADEMY BOARD OF TRUSTEES MEETING TO ORDER (5 P.M. OR LATER) AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the Westlake Academy Board of Trustees Meeting to Order at 5 p.m. and announced a quorum with all members present.

H. PARENT/PUBLIC COMMENTS

This is an opportunity for parents/public to address the Board of Trustees on any matter, whether or not it is posted on the agenda. Anyone wishing to speak on action items must submit a speaker request form to the Board Secretary prior to the start of the meeting. Individual comments are normally limited to three (3) minutes. The presiding officer may ask the individual to hold their comment on an agenda item if the item is posted as a Public Hearing. The 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 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. Now we have the portion of the meeting for parent/public comments relating to Westlake Academy. Do we have anyone that wishes to speak at this time? If so, please come to the podium and state your name and address for the record.

Mayor Greaves recognized the following individuals that addressed the Board:

Mr. Spencer Thurman, Westlake Academy parent and Fort Worth resident, expressing concerns that included the direction of Westlake Academy, implementation of changes without input regarding traditions and school culture and asking for the Board's support of Westlake Academy teachers.

Ms. Susan Thurman, Westlake Academy parent and Fort Worth resident, expressing appreciation for the recent change in wording on the ID violation notices and also several other concerns including lack of communication, her recent removal as a substitute teacher, lack of transparency and compassion at the Academy.

I. PRESENTATIONS AND RECOGNITIONS

I.1. Recognition of TIAO State Championship Athletes for Fall 2025.

Dr. Ritchie introduced Athletic Director Sarah Jones and she provided an overview of the accomplishments of student athletes to-date this school year. Ms. Jones introduced Coach Amanda Cawthra and she recognized and introduced the TAAO Cross Country State Champion Athletes for Fall 2025.

J. CONSENT AGENDA

Mayor Greaves asked if there were items to be considered individually and Mayor Pro Tem Reeves asked for J.2. to be removed from the consent agenda.

Mayor Greaves asked for a motion to approve the remainder of the Consent Agenda. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to approve Items J.1. and J.3. of the Consent Agenda. Mayor Greaves called for the vote.
Motion to approve Items J.1. and J.3. of the Consent Agenda approved unanimously.

Mayor Greaves directed the meeting to discussion of Item J.2. at this time.

- J.1. Discuss, consider and act to approve all library materials proposed to be purchased or donated to the Westlake Academy school library in an open meeting in compliance with SB 13. (Dr. Kelly Ritchie, Head of School)
(Approved as part of the Consent Agenda).
- J.2. Discuss, consider and act to approve WA Resolution 25-29 adopting the Westlake Academy Personnel Manual as amended (Sandy Garza, Human Resources Director)

Item J.2. was removed from the consent agenda and considered separately at the request of Mayor Pro Tem Reeves. Mayor Pro Tem Reeves referred to page 40 and the language regarding recording devices as she would like to have more clarification of the wording. School Attorney Janet Bubert confirmed that Mayor Pro Tem Reeves wants the wording to limit it so that it is clear that it is not infringing on an employee's right to record outside of the school any duty related to their role as an employee.

Motion by Council Member Yackira and Motion Second by Council Member Duane to approve WA Resolution 25-29 adopting the Westlake Academy Staff Handbook as amended with the stipulation to include wording on page 40 that clarifies the limitation on recording is limited to those scenarios where it directly relates to their role as an employee for school business or purposes. Mayor Greaves called for the vote.

Motion to approve WA Resolution 25-29 with conditional wording to clarify the limitation on recording applies to employee's roles for school business or purposes was approved unanimously.

- J.3. Discuss, consider and act to approve WA Resolution 25-30 adopting amendments to the Westlake Academy Admissions Policy. (Dr. Kelly Ritchie, Head of School)
(Approved as part of the Consent Agenda).

K. REGULAR BOARD OF TRUSTEES AGENDA ITEMS

Mayor Greaves directed the meeting to Executive Session.

- K.1. Discuss, consider and act on accepting donations from private donors to fund the Campus Guardian Angel Program (Dr. Kelly Ritchie, Head of School)

This item was announced for discussion in Executive Session. After Executive Session, Mayor Greaves announced this item is being Tabled until the Town Council/Board of Trustees can further discuss the details until the next meeting.

L. 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 L.1. and L.2. and K.1 for discussion in Executive Session. He adjourned the Regular Meeting to Executive Session at 5:19 p.m.

- L.1. Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake.
- L.2. Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee: Bi-Annual Update and Review for 1) Head of School and 2) Town Manager

Mayor Greaves reconvened the Regular Meeting from Executive Session at 8:19 p.m.

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

Mayor Greaves announced that as a result of Executive Session, Item K.1. will be Tabled until the next meeting.

As a formality, Council later returned to this item prior to the end of the meeting. Motion made by Council Member Yackira and Motion Second by Council Member Gautier to Table Item K.1. until the next meeting. Mayor Greaves called for the vote.

Motion to Table K.1. to the next meeting approved unanimously.

N. FUTURE AGENDA ITEMS

- N.1. Town Council Future Agenda Items

Motion by Council Member Gautier and Motion Second by Council Member Duane to remove from the Table consideration of Ordinance 1038 approve a request from Marquis Group to rezone approximately 25 acres of land located at 4110 and 4120 Aspen Lane and currently zoned as R-5, country residential district to the TC, town center form-based development off the table for discussion at the next council meeting. Mayor Greaves called for the vote.

Motion approved unanimously to remove Ordinance 1038 from the table to be considered at the next regular meeting approved unanimously.

- N.2. Board of Trustees Future Agenda Items-See Item O.

O. STAFF RECAP OF TOWN COUNCIL/BOARD DIRECTION

Town Manager Wade Carroll mentioned that there are two items. Consideration of the rezoning for Aspen estates to be on the next meeting agenda as well as Item K.1. (regarding the Campus Guardian Angel Program).

P. ADJOURNMENT

Mayor Greaves adjourned the meeting at 8:21 p.m. and wished everyone Happy Holidays and Merry Christmas.

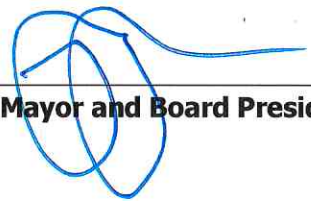
Approved by the Town Council/Board of Trustees at the Meeting held January 20, 2026.



ATTEST:

Dianna Buchanan

Dianna Buchanan, Town/Board Secretary



Kim Greaves, Mayor and Board President