



**Town Council/Board of Trustees
Town of Westlake**

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



**Tuesday, April 21, 2026, 4:00 PM
Meeting Minutes**

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 TOWN COUNCIL MEETING TO ORDER (4 P.M.) AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the meeting to order at 4 p.m. and announced a quorum present.

COUNCIL PRESENT:

Mayor Kim Greaves
Council Member Michael Yackira
Council Member Kevin Smith

Mayor Pro Tem Tammy Reeves
Council Member Todd Gautier

COUNCIL ABSENT:

Council Member T. J. Duane

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Attorney Alex Crowley
Deputy Director IT Ray Workman
Public Works Director Kyle Flanagan
IT Network Administrator Duston McCready
Town Planner Cole Davenport
Communications Director Jon Sasser
Town Secretary Dianna Buchanan

Head of School Dr. Kelly Ritchie
Director Innovation & Development Michelle Briggs
PYP Coordinator Alison Schneider
Athletic Director Sarah Jones
Human Resources Director Sandy Garza
Project Manager Jason Oliver
Finance Director Cayce Lay Lamas
Fire Chief John Ard

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 in attendance led the Pledges.

C. PROCLAMATION, PRESENTATIONS AND RECOGNITIONS

NOTE: Item C.2. preceded Item C.1.

C.1. Proclamation for the National Day of Prayer May 7, 2026

Mayor Greaves proclaimed May 7, 2026, as the National Day of Prayer in Westlake and presented the proclamation to Ms. Irma Thomas. The community is invited to attend a National Day of Prayer ceremony to be held at 12 noon on May 7th at the Church at Trophy Lakes in Trophy Club.

C.2. Presentation "The Westlake Academy IB Continuum Exhibition"

Ms. Alison Schneider, PYP Coordinator, shared information about the Westlake Academy Continuum Exhibition to be held on April 27, 2026 from 4 p.m. to 6 p.m. and introduced the following students that will participate in the continuum exhibition: Alec Villanueva, Carina Villanueva, Hunter Barnette, Liam Barnette, Drake Nieto and Mia Nieta. The students extended an invitation to the event and provided information about the IB program and projects for the event.

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 information about upcoming events, including the Town's first Spring Concert of the year on Thursday, April 23rd at 5:30 pm; the Ricardo Marriott ribbon cutting on Thursday, April 30th at 5 pm, and the General Election to be held Saturday, May 2nd and the Town's Annual Spring Cleanup is on the same date from 9 am to 12 pm. The Town's second Spring Concert will be held Thursday, May 7th at 5:30 pm. In addition several upcoming Westlake Academy events were mentioned, including the Senior Banquet on May 20th and Graduation on May 23rd.

TOWN COUNCIL AGENDA ITEMS

E. CITIZEN/PUBLIC COMMENTS

This is an opportunity for citizens/public to address the Town Council/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 Town Secretary prior to the start of the meeting. Individual comments are normally limited to three (3) minutes. The presiding officer may ask the speaker 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.

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 asked if there were any items to be removed from the Consent Agenda. There were none.

- F.1. Discuss, consider and act to approve the Town Council/Board of Trustees Meeting Minutes for the March 24, 2026 Regular Meeting.
- F.2. Discuss, consider and act to approve Resolution 26-09 to update the 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 - September 30, 2026.
- F.3. Discuss, consider and act to approve Resolution 26-12 to update the representatives for the Town of Westlake as the Contracting Party Representative and Alternate Representative for the Denton Creek Regional Wastewater System.
- F.4. Discuss, consider and act to adopt Ordinance 1046 approving amendments to Ordinance 1012 of the Town of Westlake, Texas establishing a master fee schedule by adopting a new fee schedule; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date.

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.

G. REGULAR AGENDA ITEMS

- G.1. Discuss, consider and act to approve Resolution 26-10 Accepting the Town of Westlake Annual Financial Report for Fiscal Year Ended September 30, 2025.

Finance Director Cayce Lay Lamas introduced David Bullock and Corbitt Nixon, MGO, the Town's third party auditors, who provided a presentation of the Audit Results for the Fiscal Year Ended September 30, 2025 and answered questions. Mayor Greaves directed staff to attend a Texas Student Housing Authority Board meeting in the near future to educate them about the Town's audit timeline, the effect on the Town's audit when the TSHA audit is received late, and provide them with a due date to submit the TSHA audit each year to the Town.

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to approve Resolution 26-10 Accepting the Town of Westlake Annual Financial Report for Fiscal Year Ended September 30, 2025. Mayor Greaves called for the vote. Motion approved unanimously.

- G.2. Discuss, consider and act to adopt Ordinance 1045 approving amendments to the provisions in Chapter 10 of the Town of Westlake, Texas Code of Ordinances by renaming Chapter 10 as "Special Events and Mass Gathering Events"; introducing

regulations for First Amendment activity; clarifying and introducing new definitions for certain terms; clarifying and amending standards for reviewing and approving special event permits; introducing new provisions, including definitions for mass gathering events; providing for a penalty clause; providing for a severability clause; providing for a savings clause; and establishing an effective date.

Deputy Town Manager Jason Alexander presented an overview of the proposed amendments to Chapter 10 of the Code of Ordinances related to special events and mass gathering events. **Motion by Council Member Gautier and Motion Second by Council Member Yackira to adopt Ordinance 1045 as presented. Mayor Greaves called for the vote. Motion approved unanimously.**

At this time Mayor Greaves called for a brief recess after which the Town Council will convene J. Executive Session. Mayor Greaves announced Items J.2. and J.3. and recessed the Regular Meeting at 4:37 p.m.

WESTLAKE ACADEMY BOARD OF TRUSTEES AGENDA ITEMS

Mayor Greaves reconvened the Regular Meeting from Executive Session and called the Westlake Academy Board of Trustees Meeting to order at 5:00 p.m. announcing a quorum 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 Town Secretary prior to the start of the meeting. Individual comments are normally limited to three (3) minutes. The presiding officer may ask the speaker 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.

There was no one to speak at this time.

I. REGULAR AGENDA ITEMS

- I.1. Discuss, consider and act regarding WA Resolution 26-08 Approving the expenditure of funds not to exceed \$157,205.42 for the Westlake Academy Sports Court Renovation Project in cooperation with the Westlake Academy Foundation and Awarding the Contract for the Project to 365 Custom Courts.

Director of Innovation and Development Michelle Briggs provided an overview of the request to contract with 365 Custom Courts for the Sports Court Renovation Project to be funded by donations received by the Westlake Academy Foundation. **Motion by Council Member Yackira and Motion Second by Council Member Smith to approve WA Resolution 26-08 as presented. Mayor Greaves called for the vote. Motion approved unanimously.**

- I.2. Discuss, consider and act regarding WA Resolution 26-09 approving a Field Usage Agreement with Dallas Surf Soccer Club, LLC and authorizing the Head of School to execute the agreement to carry out the intent of the resolution.

Athletic Director Sarah Jones provided an overview of the proposed Field Use Agreement with Dallas Surf Soccer Club and a representative of Dallas Surf Soccer Club was present to answer questions. Council Member Gautier expressed concerns about the wear and tear on the field and the possibility of scheduling conflicts. Dr. Ritchie spoke to those concerns. **Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve the addition of one full-time counselor position for the 2026-2027 school year. Mayor Greaves called for the vote. Motion approved unanimously.**

- I.3. Discuss, consider and act to approve the addition of one full-time counselor position for the 2026–2027 school year.

Dr. Ritchie presented an overview of the need for an additional counselor position. **Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve the addition of one full-time counselor position for the 2026-2027 school year. Mayor Greaves called for the vote. Motion approved unanimously.**

J. 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:

Executive Session was held earlier in the meeting.

- J.1. Section 551.071: Consultation with Academy Attorney to receive legal advice regarding a Westlake Academy Affiliate Group: Westlake Academy Athletic Club (WAAC).
- J.2. Section 551.071: Consultation with Town Attorney--To receive legal advice regarding pending or contemplated litigation and/or settlement offers associated with the Entrada Public Improvement District.
- J.3. Section 551.074(a)(1): Deliberation Regarding Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee: Planning and Zoning Commission.

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

There was no action as a result of Executive Session.

L. FUTURE AGENDA ITEMS

Mayor Greaves would like to establish a process that before the audit is performed the auditors sit down with the Board to go through a review and ask questions before the audit is issued. Council Member Yackira added that would also include in Executive Session without management. Town Manager Carroll commented that he needs the Town Attorney to confirm that conversation could be held in Executive Session and also confirmed this is for the entire Council, not just the Finance subcommittee.

M. STAFF RECAP OF TOWN COUNCIL/BOARD DIRECTIONS RECEIVED

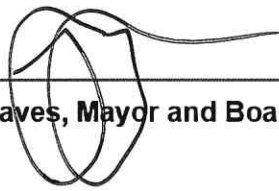
Town Manager Carroll noted that staff received direction from the Town Council during Executive Session regarding the two items discussed.

N. ADJOURNMENT

Mayor Greaves adjourned the meeting at 5:24 p.m.


Approved by the Town Council at the Regular Meeting held on May 19, 2026.





Kim Greaves, Mayor and Board President

ATTEST:



Dianna Buchanan, Town/Board Secretary