



## Town Council/Board of Trustees Town of Westlake

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



**Thursday, June 25, 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 5:02 p.m. and announced a quorum present.**

#### **COUNCIL PRESENT:**

Mayor Kim Greaves  
Council Member Michael Yackira  
Council Member Kevin Smith

Council Member T.J. Duane (Present Virtually)  
Council Member Todd Gautier

#### **COUNCIL ABSENT:**

Mayor Pro Tem Tammy Reeves

#### **STAFF PRESENT:**

Town Manager Wade Carroll  
Deputy Town Manager Jason Alexander  
Town Attorney Matthew Boyle  
Finance Director Cayce Lay Lamas  
Town Secretary Dianna Buchanan  
Communications Director Jon Sasser  
Human Resources Director Sandy Garza  
Deputy IT Director Ray Workman  
Keller Police Chief Brad Fortune

Head of School Dr. Kelly Ritchie  
Director Innovation & Dev. Michelle Briggs  
School Attorney Janet Bubert  
Athletic Director Sarah Jones  
Campus Engagement Coordinator Beth Rehman  
Fire Chief John Ard  
Project Manager Jason Oliver  
IT Network Administrator Duston McCready

**B. INVOCATION AND PLEDGES OF ALLEGIANCE**

**Pastor Clayton Reed, Southlake Baptist Church, Southlake, provided the invocation. Mayor Greaves led the recitation of the Pledges of Allegiance.**

**By Town Council/Board of Trustees consensus, the following agenda items were deferred due to time constraints as requested by staff.**

- C.2. Building Safety Month Proclamation
- D.1. Items of Community Interest
- F.1. Update on progress for WA Arts & Sciences Building Expansion
- G.1. Discussion related to traffic & safety
- I.1. Discussion of amendments to the Town of Westlake Strategic Plan
- J.1. (a) Board and Commission appointments and  
(b) Town Manager annual performance evaluation
- L.1. Board and Commission appointments
- L.2. Appointment of P&Z Commission chair and vice-chair thru June 2027
- N.1. Update on the WA technology transition
- N.2. Update on the WA finance transition
- Q.3. Amendment to the WA FY 26 operating budget
- Q.4. Amendment to the WA Admission Policy

**C. PROCLAMATION, PRESENTATIONS AND RECOGNITIONS**

- C.1. Recognition of Westlake Academy Student Athlete Kate Roberts

**WA Athletic Director Sarah Jones recognized and congratulated WAs Student Athlete and graduate Kate Roberts for her many accomplishments as an outstanding volleyball player and wished her success at college.**

- C.2. Building Safety Month Proclamation

**This item was deferred due to time constraints.**

**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

**This item was deferred due to time constraints.**

**TOWN COUNCIL AGENDA ITEMS**

**E. 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 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. REPORTS AND UPDATES**

F.1. Informational update and progress report for the Westlake Academy Arts and Sciences Building Expansion Project.

**This item was deferred due to time constraints.**

## **G. DISCUSSION ITEM**

G.1. Discussion and receive direction regarding traffic concerns and potential mitigation measures – Ottinger Road, Dove Road, Davis Boulevard, Solana Boulevard, and Sidewalk/Trail Usage.

**This item was deferred due to time constraints.**

## **H. CONSENT AGENDA**

All items listed below are considered routine by the Town Council and will be enacted with one motion. There will be no separate discussion of items unless a Council 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.

H.1. Discuss, consider and act to approve the Town Council/Board of Trustees Meeting Minutes for the May 19, 2026 Regular Meeting and the May 19, 2026 WA Strategic Planning Workshop Meeting.

H.2. Discuss, consider and act regarding Resolution No. 26-17 designating the Director of Human Resources as the Americans with Disabilities Act ("ADA") Coordinator for the Town; providing for the administration of ADA Compliance Activities; and providing an effective date.

H.3. Discuss, consider and act on Resolution 26-21 accepting right-of-way donation from Hillwood Development Company on J.T. Ottinger Road within the Town of Westlake for bridge replacement and other improvements and authorizing the Town Manager or his designee to take all necessary administrative actions to acquire such right-of-way according to applicable law.

**Motion by Council Member Yackira and Motion Second by Council Member Gautier to approve the Consent Agenda. Mayor Greaves called for the vote. Motion approved. Mayor Pro Tem Reeves was absent.**

**Council Member Yackira expressed appreciation for the relationship with Hillwood Development Company, as did Mayor Greaves on behalf of the entire Town Council.**

***At this time, Mayor Greaves called Item L.3.***

## **I. REGULAR AGENDA ITEMS**

I.1. Discuss, consider and act to direct staff regarding amendments to the Town of Westlake Strategic Plan 2025-2032 adopted by Resolution 25-08.

**This item was deferred due to time constraints.**

**J. EXECUTIVE SESSION**

The Town Council 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 for the following:

**Executive Session was held after Item Q.5. Mayor Greaves recessed the Regular Meeting to Executive Session at 6:19 p.m. and Items J.2. and O.1. were called. Item J.1. was not called, as it was deferred due to time constraints.**

J.1. Section 551.074(1) Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:

- (a) Board and Commission Appointments and Reappointments
- (b) Annual Performance Evaluation: Town Manager

J.2. Section 551.071: Consultation with Academy Attorney to receive legal advice regarding a Westlake Academy Affiliate Group: Westlake Academy Foundation.

**K. TAKE ACTION, IF NEEDED, FROM EXECUTIVE SESSION**

**Mayor Greaves reconvened the Regular Session from Executive Session at 7:18 p.m.**

**As a result of Executive Session, regarding Item J.2., Motion by Council Member Smith and Motion Second by Council Member Yackira directing that a Working Group be formed to update the Memorandum of Understanding with the Westlake Academy Foundation. Mayor Greaves called for the vote. Motion approved. Mayor Pro Tem Reeves was absent.**

**Regarding Item O.1., there was a Motion by Council Member Gautier and Motion Second by Council Member Yackira to approve Resolution 26-14 revised as follows: the third "Whereas" to read *"Whereas, the Board of Trustees has determined that it is in the best interest of the Academy to reject all proposals received; and"*; and, Section 3 of the resolution shall be eliminated. Mayor Greaves called for the vote. Motion approved. Mayor Pro Tem Reeves was absent.**

**Mayor Greaves directed the meeting to Item R. Future Agenda Items.**

**L. BOARDS AND COMMISSIONS**

L.1. Discuss, consider and act regarding Resolution 26-22 to appoint and reappoint applicants to serve as board members of the Planning and Zoning Commission and the Texas Student Housing Authority.

**This item was deferred due to time constraints.**

L.2. Discuss, consider and act to Appoint the Planning and Zoning Commission Chair and Vice-Chair thru June 2027.

**This item was deferred due to time constraints.**

- L.3. Discuss, consider and act to create a Town Council Subcommittee to review and make recommendations regarding police service proposals from the Keller Police Department and the Roanoke Police Department.

**Mayor Greaves asked for council volunteers to serve on this subcommittee. Council Members Gautier and Duane volunteered. Motion by Council Member Yackira and Motion Second by Council Member Smith to appoint Council Member Gautier and Council Member Duane to the Police Service Proposals Review Subcommittee. Mayor Greaves called for the vote. Motion approved. Mayor Pro Tem Reeves was absent.**

**Mayor Greaves directed the meeting to Item N.3.**

#### **WESTLAKE ACADEMY BOARD OF TRUSTEES AGENDA ITEMS**

##### **M. 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.**

##### **N. REPORTS AND UPDATES**

- N.1. Update on the WA technology transition to Technology Lab.

**This item was deferred due to time constraints.**

- N.2. Update on the WA finance transition to Charter Impact.

**This item was deferred due to time constraints.**

- N.3. Report regarding Westlake Academy's after-school programs and the newly instituted summer experience, Camp Forge.

**Report provided by WA Campus Engagement Coordinator Beth Rehman regarding the successful newly instituted summer experience, Camp Forge. Dr. Ritchie provided comments regarding the Camp Forge program and recognized Ms. Rehman for her efforts to get this program running.**

##### **O. CONSENT AGENDA**

All items listed below are considered routine by the Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a 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.

- O.1. Discuss, consider and act regarding WA Resolution 26-14 rejecting all proposals received in response to Request for Proposals No. WA RFP 2026-02 for Unmanned Aircraft Emergency Response & Security Services and authorizing the reissuance of the Request for Proposals.

**This item was acted on after Executive Session.**

- O.2. Discuss, consider and act regarding WA Resolution 26-13 awarding to and approving the agreement with Box Insurance for Westlake Academy Building Property Casualty Insurance Products and Services.

**Council Member Yackira asked that Item O.1. be removed from the Consent Agenda for individual discussion and consideration.**

**Motion by Council Member Gautier and Motion Second by Council Member Smith to approve the remainder of the Consent Agenda (being Item O.2.). Mayor Greaves called for the vote. Motion approved. Mayor Pro Tem Reeves was absent.**

**Mayor Greaves then directed the meeting back to O.1. for individual discussion. Council Member Yackira then requested the item be called for Executive Session for legal consultation.**

#### **P. PUBLIC HEARING**

- P.1. Conduct Public Hearing to receive public input regarding the Westlake Academy FY 2026-2027 School Budget.

**Mayor Greaves opened the public hearing and asked if there was anyone present to speak regarding this item. There was no one to speak. Mayor Greaves closed the public hearing.**

#### **Q. REGULAR AGENDA ITEMS**

- Q.1. Discuss, consider and act regarding WA Resolution 26-12 approving and adopting the proposed Westlake Academy budget for Fiscal Year Ending June 30, 2027, including Committed and Assigned Fund Balances.

**Dr. Ritchie introduced Mr. J.W. Bentley and Ms. Cathy Cohen, Charter Impact, to provide a presentation regarding the FY27 WA proposed budget and to answer questions.**

**Following the presentation, Mayor Greaves called Item P.1. to conduct the required public hearing for the Westlake Academy FY 2026-2027 School Budget. There was no one to speak.**

**Following the public hearing, Mayor Greaves called Q.1. Motion by Council Member Gautier and Motion Second by Yackira to approve WA Resolution 26-12 to approve and adopt the proposed Westlake Academy budget for Fiscal Year ending June 30, 2027. Mayor Greaves called for the vote. Motion approved. Mayor Pro Tem Reeves was absent.**

- Q.2. Discuss, consider and act regarding WA Resolution 26-16 approving the SY 26-27 Compensation Schedule.

**Human Resources Director Sandy Garza provided an overview of the proposed Compensation Schedule. As the approved WA 26-27 Budget includes a two percent (2%) salary increase, staff will bring forward an item to amend the compensation schedule with this change at the next regular meeting. The Compensation Schedule has to be approved to meet TEA requirements by June 30th each year. Mayor Greaves said from now on, when discussing compensation, he wants staff to provide attrition schedules, both for the town and the school.**

**Motion by Council Member Gautier and Motion Second by Council Member Yackira to approve WA Resolution 26-16. Mayor Greaves called for the vote. Motion approved. Mayor Pro Tem Reeves was absent.**

- Q.3. Consider and act to approve WA Resolution 26-15 approving the Westlake Academy Amended Operating Budget for Fiscal Year Ending June 30, 2026.

**This item was deferred due to time constraints.**

- Q.4. Discuss, consider and act regarding WA Resolution 26-18 to approve and adopt WA Admission Policy updates.

**Dr. Ritchie requested this item be deferred due to time constraints.**

- Q.5. Discuss, consider and act regarding WA Resolution 26-17 to adopt Westlake Academy Financial Policies effective July 1, 2026 for the fiscal year transition to Charter Impact.

**Dr. Ritchie provided an overview of the proposed resolution that will establish the academy's financial policies separate from those of the town. The policies are charter-school specific, align with campus practices and comply with mandated requirements. Motion by Council Member Yackira and Motion Second by Council Member Smith to approve WA Resolution 26-17. Mayor Greaves called for the vote. Motion approved.**

**At this time, Mayor Greaves announced Executive Session.**

- Q.6. Discuss, consider and act regarding governance of the Westlake Academy Foundation.

**After Executive Session, Mayor Greaves announced this item is being Tabled.**

- Q.7. Discuss, consider and act regarding Westlake Academy positions to support Westlake Academy Foundation.

**After Executive Session, Mayor Greaves announced this item is being Tabled.**

## **R. FUTURE AGENDA ITEMS**

**Town Manager Carroll reported no items were mentioned for future agendas.**

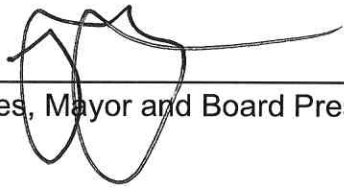
## **S. STAFF RECAP OF TOWN COUNCIL/BOARD DIRECTIONS RECEIVED**

**None were mentioned.**

**T. ADJOURNMENT**

**Mayor Greaves adjourned the meeting at 7:20 p.m.**

As approved by the Town Council/Board of Trustees at the Regular Meeting held on July 21, 2026.

  
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Kim Greaves, Mayor and Board President

**ATTEST:**

  
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Town Secretary Dianna Buchanan, CMC

