



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Draft

Monday, March 24, 2025

4:00 PM

Council Chamber

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 p.m. and announced a quorum present.

PRESENT:

Mayor Kim Greaves
Mayor Pro Tem Tammy Reeves
Council Member Todd Gautier
Council Member Michael Yackira
Council Member Mike Asselta (virtually present)

ABSENT:

Council Member Anna White

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan
Finance Director Cayce Lay Lamas
Communications Director Jon Sasser
Town Attorney Stan Lowry
Academy Finance Manager Marlene Rutledge
Dir of Accountability Darcy McFarlane

Head of School Dr. Kelly Ritchie
Dir Innovation & Dev. Michelle Briggs
IT Director Jason Power
Human Resources Director Sandy Garza
Public Works Director Cheryl Taylor
School Attorney Janet Bubert
Fire Chief John Ard
Keller Police Chief Brad Fortune

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Ricky Franklin from New Day Church in Southlake provided the invocation. Mayor Greaves

and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Anikaa Sankaranarayanan-4th grade, Nico Morales-2nd grade, and Leo Morales-2nd grade, to assist with leading the pledges to the U.S. Flag and the Texas Flag. Pledges recited.

C. CITIZEN/PARENT COMMENTS

There was no one to speak at this time.

D. ITEMS OF COMMUNITY INTEREST

D.1. 25-59 Items of Community Interest (Communications Director Jon Sasser)

Director of Communications Jon Sasser provided an overview of items of community interest and upcoming events.

E. PROCLAMATION AND PRESENTATIONS

E.1. 25-58 Proclamation and Commendations Recognizing Actions Taken Saving the Life of Another (Mayor Greaves and Fire Chief John Ard)

Mayor Greaves read the proclamation into the record, honoring Dr. Matthew Evans and Keller Police Officer Davis for lifesaving efforts when Mr. Bill Parmelee suffered a cardiac arrest during a bike ride through Westlake. Chief Ard then presented Hometown Hero Life Saving Certificates of Recognition to Dr. Evans and Officer Davis. Commendations were awarded to Fire Captain Tommy Villines, FF/P Matthew McAdoo, FF/P Breck Thurston and FF/P Colin Carter for their contributions to assist Mr. Parmelee. Dr. Evans addressed Council and stressed the importance of providing first responders to the community. Mr. Parmelee addressed Council to express his gratitude.

E.2. WA 25-104 Westlake Academy International Baccalaureate (IB): Exploring Westlake Academy Through Our Podcast (Michelle Briggs, Westlake Academy Director of Innovation and Development)

Mayor Greaves announced that this item has been tabled at the request of staff and will be presented at a later date.

Mayor Greaves then announced that the Town Council would now recess to Executive Session as provided by Section 551.071 to seek legal advice from the Town Attorney regarding H.6., "Discuss, consider and act regarding Resolution 25-12 to approve and adopt a written decision regarding the application by Vertical Bridge for a Specific Use Permit to construct a cellular tower at 2000 Dove Road". Mayor Greaves recessed the regular meeting to Executive Session at 4:18 p.m.

Mayor Greaves reconvened the Regular Meeting from Executive Session at 4:51 p.m.

As a result of Executive Session, regarding Item H.6., Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve and adopt Resolution 25-12 Denying a Specific Use Permit sought by Vertical Bridge Development, LLC, to construct, install and operate a 130-foot tower at 2000 Dove Road, Westlake, Texas 76262 (Parcel No. 42447729), in a Governmental Use (GU) District to support one or more

new wireless communication facility(ies) and for all the reasons contained in the resolution. Mayor Greaves called for the vote. MOTION TO APPROVE AND ADOPT RESOLUTION 25-12 APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

E.3. [25-79](#)

Development Review Presentation (Deputy Town Manager Jason Alexander)

Presentation received from Deputy Town Manager Jason Alexander updating on development projects including Pinstack, 49 Arta Drive, B1 Bank Building, Hilton Garden Inn, La Cima de Entrada, Solana Hills, and Westlake Ventanas.

E.4. [25-45](#)

Presentation of Annual Report from the Keller Police Department relative to Police Services and the Racial Profiling Report for the Town of Westlake (Keller Police Chief Brad Fortune)

Presentation of Annual Report for Policing Services and Racial Profiling received from Keller Police Chief Bradley Fortune.

Regarding Item E.2., Dr. Ritchie advised that the item will be on the April 15th meeting agenda. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to Table "Westlake Academy International Baccalaureate (IB): Exploring Westlake Academy Through Our Podcast" to the April 15, 2025 Meeting. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

F. CONSENT AGENDA

F.1. [25-57](#)

Discuss, consider and act to approve the February 18, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)

F.2. [ORD-1021](#)

Discuss, consider and act to adopt Ordinance 1021 to reappoint Presiding Judge Brad Bradley and Alternate Judge Alan Wayland for the Town of Westlake Municipal Court of Record No. 1 (Martha Solis, Court Administrator)

F.3. [WA Res 24-45](#)

Discuss, consider and act to approve WA Resolution 25-06 approving the Interlocal Agreement with Educational Services Center Region 11 for the Employee Benefits Cooperative Program for Academic Staff and authorizing the Superintendent to Execute the Interlocal Agreement (Sandy Garza, Director of Human Resources)

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Gautier to approve the Consent Agenda. Mayor Greaves called for the vote. MOTION TO APPROVE THE CONSENT AGENDA APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

G. PUBLIC HEARING AND CORRESPONDING ACTION ITEM

G.1. [WA RES 25-05](#)

Conduct a Public Hearing and consider approving WA Resolution 25-05 accepting the Texas Academic Performance Report (TAPR) for 2023-2024; and take appropriate action (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, presented the 2023-2024 Texas Academic Performance Report to the Board. Mayor Greaves opened the public hearing.

There was no one to speak regarding the report. Mayor Greaves closed the public hearing. Motion by Council Member Yackira and Motion Second by Council Member Gautier to approve WA Resolution 25-05 accepting the Texas Academic Performance Report (TAPR) for 2023-2024. Mayor Greaves called for the vote. MOTION TO APPROVE WA RESOLUTION 25-05 APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

H. REGULAR AGENDA ITEMS

- H.1. ORD-1019** Discuss, consider and act to accept the Certification of Unopposed Candidates for the May 3, 2025 General and Special Election; to act regarding Ordinance 1019 Declaring Unopposed Candidates in the May 3, 2025 General and Special Municipal Election for the Offices of Council Member Places 1, 2, 3 and 5, Declaring Each Unopposed Candidate Elected to Office; and to approve the Order of Cancellation canceling the May 3, 2025 General and Special Election (Town Secretary Dianna Buchanan)

Town Secretary Dianna Buchanan commented the item will complete several items required to cancel the May 3, 2025 election and declare the unopposed candidates elected. Mayor Greaves reviewed that there are no opposed candidates for the May 3, 2025 General and Special Election and the item officially cancels the election. He announced and congratulated the Council Members to begin (or continue) service after the May 3, 2025 election date-- Council Member Place 1 T.J. Duane, Council Member Place 2 Michael Yackira, Council Member Place 3 Kevin Smith and Council Member Place 5 Todd Gautier. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Gautier to accept the Certification of Unopposed Candidates for the May 3, 2025 General and Special Election; adopt Ordinance 1019 to declare unopposed candidates for the May 3, 2025 General and Special Election and to declare them elected to office for Places 1, 2, 3 and 5; and approve the Order of Cancellation for the May 3, 2025 General and Special Election. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

- H.2. ORD-1020** Discuss, consider and act to adopt Ordinance 1020 approving text amendments to PD, Planned Development District No. 3-5A generally located at the intersection of and along State Highway 114 and State Highway 170 (Jason Alexander, AICP, CECD, Deputy Town Manager)

Deputy Town Manager Jason Alexander provided an overview of the item. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to adopt Ordinance 1020 approving text amendments to PD, Planned Development District No. 3-5A generally located at the intersection of and along State Highway 114 and State Highway 170. Mayor Greaves called for the vote. MOTION TO ADOPT ORDINANCE 1020 APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

- H.3. RES 25-11** Discuss, consider and act regarding Resolution 25-11 appointing a Capital Improvement Advisory Committee for the purposes of advising the Town Council on the adoption of Impact Fees for Water, Wastewater and Roadway Facilities under Chapter 395 of the Texas Local Government Code and declaring an effective date (Cheryl Taylor, P.E., Director of Public Works)

Public Works Director Cheryl Taylor provided an overview of the item. Motion by Council Member Gautier and Motion Second by Mayor Pro Tem

Reeves to approve Resolution 25-11 appointing a Capital Improvement Advisory Committee for the purpose of advising the Town Council on the adoption of Impact Fees for Water, Wastewater and Roadway Facilities under Chapter 395 of the Texas Local Government Code. Mayor Greaves called for a vote. MOTION TO APPROVE RESOLUTION 25-11 APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

H.4. WA RES 25-04

Discuss, consider and act regarding WA Resolution 25-04 approving and adopting a policy that allows for staff to be paid during emergency school closures. (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, provided an overview of the item. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 25-04 approving and adopting a policy that allows for staff to be paid during emergency school closures. Mayor Greaves called for the vote. MOTION TO APPROVE WA RESOLUTION 25-04 APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

H.5. RES 25-07

Discuss, consider and act regarding Resolution 25-07 approving the Investment Policy (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas presented the item and detailed that an approved Broker List will be added to the policy with the approval. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-07 approving the Investment Policy. Mayor Greaves called the vote. MOTION TO APPROVE RESOLUTION 25-07 APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

H.6. RES 25-12

Discuss, consider and act regarding Resolution 25-12 to approve and adopt a written decision regarding the application by Vertical Bridge for a Specific Use Permit to construct a cellular tower at 2000 Dove Road (Town Attorney Stan Lowry)

NOTE: This item was considered earlier in the meeting, immediately following an Executive Session and the action is documented in the minutes after Item E.2. but repeated here for convenience.

Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve and adopt Resolution 25-12 Denying a Specific Use Permit sought by Vertical Bridge Development, LLC, to construct, install and operate a 130-foot tower at 2000 Dove Road, Westlake, Texas 76262 (Parcel No. 42447729), in a Governmental Use (GU) District to support one or more new wireless communication facility(ies) and for all reasons contained in the resolution. Mayor Greaves called for the vote.

MOTION TO APPROVE AND ADOPT RESOLUTION 25-12 APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

I. EXECUTIVE SESSION

Mayor Greaves announced Items I.2. and I.3. to be considered and discussed during Executive Session and recessed the Regular Meeting to the second Executive Session at 6:11 p.m.

I.1. 25-52

Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake

I.2. 25-54

Section 551.087: Deliberation regarding Economic Development Negotiations to deliberate the offer of a financial or other incentive to a business prospect: Project ED 25-02.

- I.3. 25-35** Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:
Town Manager Annual Evaluation

Mayor Greaves reconvened the Regular Meeting from Executive Session at 7 p.m. Council Member Asselta did not rejoin the Regular Meeting via remote connection.

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

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

K. FUTURE AGENDA ITEMS

There were no items mentioned at this time.

L. STAFF RECAP OF COUNCIL DIRECTION

Staff noted that during the meeting Mayor Greaves asked the Communications Department to get out a message to public about the "Hide, Lock and Take" initiative to reduce thefts from unattended parked vehicles at parks and other public parking area that was mentioned by Police Chief Fortune during his presentation.

M. ADJOURNMENT

Mayor Greaves adjourned the Regular Meeting at 7:01 p.m.

Kim Greaves, Mayor

ATTEST:

Town Secretary Dianna Buchanan