



-Town of Westlake

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



Town Council/Board of Trustees

Meeting Minutes

Monday, November 6, 2023

4:00 PM

Council Chamber

AMENDED AGENDA

Present: Mayor Sean Kilbride, Mayor Pro Tem David Quint, Council Member Kim Greaves, Council Member Tim Shiner, Council Member Anna White, and Victor Sansone III

A. CLOSED EXECUTIVE SESSION (4:00 P.M.)

Mayor Kilbride called the meeting to order and recessed into closed session at 4 p.m.

- A.1. 23-217** **The Town Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:**
- a) Section 551.071(2): Consultation with Attorney to seek advice of counsel regarding the Entrada Public Improvement District (PID);(Westlake Academy Special Education Procedures); and (Builders Recovery Services BRS Litigation); and Compliance with Governance Roles**
 - b) Section 551.072: Deliberation regarding the Purchase, Exchange, Lease, or Value of Real Property (I.O.O.F. Westlake Cemetery); and**
 - c) Section 551.074 (a)(1) Deliberation regarding personnel matters: To deliberate regarding Westlake Academy (Head of School)**

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

As a result of closed executive session, Council Member White made a motion to approve a settlement agreement which was reached at mediation on October 18, 2023 and authorize the Town Manager and Town Attorney to execute any necessary documents. Motion seconded by Council Member Sansone. Motion approved unanimously.

C. REGULAR MEETING – Call to Order (6:15 P.M.)

Mayor Kilbride called the regular meeting to order. *(Council Member Shiner departed at 6:15 p.m., Mayor Kilbride excused the absence.)*

D. PLEDGE OF ALLEGIANCE

Mayor Kilbride took a brief moment of silence in honor of Bill Greenwood who recently passed away. Mayor Kilbride led the Pledge of Allegiance and Pledge to the Texas Flag.

E. CITIZEN/PARENT COMMENTS:

Resident Wayne Stoltenberg spoke expressing his concerns with Library book materials and offered to donate books.

Mayor Kilbride read an email from Veronica Huff regarding crosswalk public safety concerns.

F. ITEMS OF COMMUNITY INTEREST:

Director of Communications Jon Sasser provided an update on items of community interests.

G. CEREMONIAL ITEMS:**G.1. 23-275 Ceremonial item recognizing Travis Livingston for his promotion to Lieutenant for the Westlake Fire Department (John Ard, Fire Chief)**

Chief Ard recognized Travis Livingston for his promotion to Fire Lieutenant. Mayor Kilbride provided the oath of office.

H. REPORTS:**H.1. 23-257 Receive a report from Texas House of Representatives Giovanni Capriglione (Sean Kilbride, Mayor)**

There was no discussion on this item.

H.2. 23-239 Receive a Quarterly Report from the Texas Student Housing Authority (Cayce Lay Llamas, Finance Director)

Mayor Kilbride noted this is a quarterly report, and the report would be accepted.

I. CONSENT AGENDA:

Mayor Pro Tem Quint requested further discussion on Consent Items I.3 (Engagement Letter) and I.4 (Interlocal Agreement City of Denton)

I.1. 23-274 Consider approval of Town Council Board of Trustees Meeting Minutes from the following meeting(s): October 9, 2023 (Regular Meeting); and take appropriate action (Amy Piukana, Town Secretary)**I.2. 23-280 Consider approval of changes to compensation plan for special education position(s); and take appropriate action (Caryolyn Anderson, Interim Head of School)****I.3. RES 23-62 Consider approving Resolution 23-62 authorizing an Engagement Letter with McCall Parkhurst & Horton for Public Improvement District Review; and take appropriate action (Wade Carroll, Town Manager)**

Town Manager Wade Carroll provided an update on this item.

I.4. 23-273 Consider approving an Interlocal Agreement with the City of Denton; and take appropriate action (Kyle Flanagan, Deputy Director of Public Works)

Town Manager Wade Carroll briefed Council regarding this item.

The Town Council discussed the bid process and expiration date.

After discussion, a motion was made by Mayor Pro Tem Quint to approve Consent Items I.1 through I.4, as presented. Motion seconded by Council Member White. Motion approved unanimously.

J. REGULAR AGENDA ITEM(S)

J.1. ORD-983 Discuss and consider approving the suggested intersection change submitted by Teague Nall and Perkins Engineering firm and adopt Ordinance 983 to add stop signs at Randol Mill and Dove intersection replacing current yield signs, approve quotes from Stripe-A-Zone for restriping and Smith Lawn and Tree for tree removal and the associated budget amendment for unbudgeted work; and take appropriate action

Town Manager Wade Carroll briefed Town Council regarding this item.

After discussion, a motion was made by Mayor Pro Tem Quint to approve Ordinance 983, as presented. Motion seconded by Council Member White. Motion approved unanimously.

J.2. 23-278 Discuss intersection safety and possible intersection improvements for the intersection of Solana Blvd and Granada/Cortez; and take appropriate action (Wade Carroll, Town Manager)

Town Manager Wade Carroll briefed Town Council regarding this item.

The Town Council discussed the funding contribution provided by the Developer, stop sign locations, and traffic count requirement for lighting installation.

The Town Manager noted staff's recommendation is to approve an amount not to exceed \$20,000 for the installation of 4 solar powered, LED lit stop lights at the intersection of Solana Blvd and Granada/Cortez with the recommendation that the traffic signal be scheduled for installation as part of the requirements met to approve the development of the Core Logic property and the light be fully installed and operational before the approval of the last 25% of building permits be issued for the same property.

Motion made by Mayor Pro Tem Quint to approve this item, as presented. Motion seconded by Council Member White. Motion approved unanimously.

J.3. 23-279 Discuss and give staff direction on possible improvements to the crosswalk crossing at Ottinger Road near Westlake Academy; and take appropriate action (Wade Carroll, Town Manager)

Town Manager Wade Carroll briefed Council regarding this item.

The Town Manager provided several options for Council's consideration. The Town Council discussed cost of improvements at the current location which included restriping the crosswalk with florescent paint, installing lighting in the street surface along the crosswalk edge, adding spot lighting to the crosswalk warning lights that would light up the crosswalk area at night, adding rumble strips in the pavement leading up to the crosswalk from both the north and the south, and finally moving the initial warning signs further away from the crosswalk (before the beginning of the "S" curve to the north and further south to give drivers plenty of early warning that the crosswalk is in use. Another consideration was to move the crosswalk further south away from the curve and south of the Deloitte campus commercial entrance.

Council Member White explained there are additional areas within town that she has safety concerns with, such as Terra Bell and Dove Court and Roanoke Road at Stage Coach Hills. She explained bad lighting exists with no crosswalks.

After discussion, the consensus from Council was to utilize Teague, Nall, and Perkins recommendations to enhance the current crosswalk location.

J.4. 23-288 Consider approving expenditure of funds to Wildstone Construction LLC in an amount not to exceed \$75,000 for emergency repairs to a public water line at Westlake Academy and the 20-inch supply line from the City of Ft. Worth; and take appropriate action (Wade Carroll, Town Manager)

Town Manager Wade Carroll briefed the Town Council. Deputy Public Works Director Kyle Flanagan was present to answer questions.

The Town Council discussed the water line size, location of main break, Westlake Academy portion of the repair cost, duration of the leak, metrics associated with loss, Utility Fund Account and budgeting for these types of situations.

After discussion, a motion was made by Mayor Pro Tem Quint to authorize the expenditure in an amount not to exceed \$75,000, for water line repairs. Motion seconded by Council Member White. Motion approved unanimously.

J.5. RES 23-55 Consider approving Resolution 23-55 authorizing the Town Manager to extend the licensing of the current network security hardware for two additional months at a total cost of \$11,467.94; and to lease network security equipment, licensing, software, services, maintenance, and support in an amount not to exceed \$80,000 per year for 3 years; and take appropriate action. (Jason Power, Director of Information Technology)

Director of Information Technology Jason Power briefed Town Council regarding this item.

The Town Council discussed extending the current contract as recommended by the consultant.

Motion made by Council Member Sansone to approve extension of the current licensing for two additional months; and the lease of the network security hardware, software, and services with a 3-year lease agreement. Motion seconded by Council Member White. Motion approved unanimously.

J.6. 23-287 Consider approving purchase of Supervisory Control and Data Acquisition (SCADA) System for a price not to exceed \$319,000.00; and take appropriate action (Kyle Flanagan, Deputy Director of Public

Town Manager Wade Carroll briefed Council regarding this item.

The Town Council discussed the expected life of the new system, bid process, Enterprise Fund, budgeting, rental option, water model and future plan of Public Works.

Mr. Carroll stated he would review and work towards a vision plan for Public Works and provide a five year plan. He noted water rates could be reviewed once a water model and rate study is completed.

Council Member White made a motion to approve the purchase of the SCADA system for a price not to exceed \$319,000.00. Motion seconded by Council Member Sansone. Motion approved unanimously.

J.7. WA RES 23-24 Consider approving WA Resolution 23-24 for an Alternate Attendance Time on Late Start Wednesdays; and take appropriate action (Darcy McFarlane, Accountability Director)

Accountability Director Darcy McFarland briefed Town Council regarding this item.

Mayor Pro Tem Quint asked for clarification of the request. Ms. McFarland explained she is requesting designating 10:45 a.m., as an Alternate Official Attendance Period for DP Students with Off Campus blocks for periods 1 & 5 on Late Start Wednesday. (11th and 12th grade students) to allow for attendance funding.

Council Member White made a motion to approve WA Resolution 23-24, as presented. Motion seconded by Mayor Pro Tem Quint. Motion approved unanimously.

J.8. WA RES 23-25 Consider approving WA Resolution 23-25 to authorize payment to Counselor for services rendered in 2022-23 AP Testing and amend the fiscal year 2023-24 employee compensation plan; and take appropriate action (Dr. James Owen, High School Principal)

Dr. Owen briefed Town Council regarding this item.

Motion made by Mayor Pro Tem Quint to approve authorize \$750 be made available from the 2023-24 DP employee travel allocation for payment to Counselor for services rendered in 2022-23 for AP Coordination and amend the fiscal year 2032-24 Employee Compensation Plan. Motion seconded by Council Member White. Motion approved unanimously.

**J.9. WA RES
23-26**

Consider approving WA Resolution 23-26 to authorize payment to Theory of Knowledge teacher for CAS duties in school year 2023-24 and amend the fiscal year 2023-24 compensation plan; and take appropriate action (Dr. Owen, High School Principal)

High School Principal Dr. Owens was present to answer any questions.

Council Member Greaves made a motion to allocate \$750 from the 2023-24 DP employee travel allocation to create a stipend for the Theory of Knowledge teacher to carry out duties as a CAS adviser and amends the adopted fiscal year 2023-24 Employee Compensation Plan. Motion seconded by Council Member White. Motion approved unanimously.

J.10. 23-285

Discussion regarding Westlake Academy Affiliate Policies (Janet Bubert, School Attorney)

School Attorney Janet Bubert briefed Town Council regarding this item.

Ms. Bubert distributed a draft policy for Council's review.

The Town Council discussed the need for an adopted policy, criminal background checks, and volunteer access in regard to campus security.

The consensus from Council was to review the drafted policy and provide feedback by email to the Town Attorney Janet Bubert.

**J.11. WA RES
23-22**

Consider approving WA Resolution 23-22 approving the second year of a two-year contract with Dickson Educational Services for PEIMS support; and take appropriate action (Darcy McFarlane, Accountability

Accountability Director Darcy McFarland briefed Town Council regarding this item.

The Town Council discussed the length of the contract, funding, total cost per year and the possibility of eliminating this once the contract ends.

Ms. McFarland agreed this could be eliminated in the future.

Mayor Pro Tem Quint made a motion to approve WA Resolution 23-22, as presented. Motion seconded by Council Member White. Motion approved unanimously.

K. COUNCIL RECAP/STAFF DIRECTION

Town Manager Wade Carroll provided a recap of staff direction.

L. FUTURE AGENDA ITEMS:

Council Member White requested adding a second Monday to every month for the 2024 Council calendar in order to work towards a strategy and comprehensive plan. Council Member Sansone agreed, noting if the meeting is not necessary, it could be cancelled.

M. ADJOURNMENT

There being no further business, Mayor Kilbride adjourned the meeting at 8:01 p.m.


Signed by: _____
Mayor Sean C. Kilbride


Attested by: _____
Amy M. Piukana, Town Secretary