



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes

Monday, March 27, 2023

4:00 PM

Council Chamber

Present: Mayor Sean Kilbride, Mayor Pro Tem David Quint, Council Member Kim Greaves, and Council Member Anna White

Absent: Council Member Chandrika Dasgupta, and Council Member Tim Shiner

A. WORK SESSION – Call to Order (4:00 P.M.)

Mayor Kilbride called the meeting to order at 4 p.m.

A.1. RES 23-20 Discuss and review first draft of Resolution 23-20 amending the Town of Westlake's Employee Personnel Manual

Director of Human Resources Sandy Garza briefed Town Council regarding this item.

Council Member Greaves suggested holding a separate work session to discuss in more detail.

Mayor Pro Tem Quint recommended a briefing be provided to better understand proposed amendments.

After discussion, Council Member White requested researching surrounding city vacation and accrual days to identify the current market.

Mayor Pro Tem Quint requested staff evaluations be provided to all employees. Council Member Greaves recommended implementing the use of evaluation software similar to the Fire Department.

Mayor Kilbride recessed the meeting at 4:48 p.m. for a break.

B. REGULAR MEETING – Call to Order (5:00 P.M.)

Mayor Kilbride called the meeting to order at 5:01 p.m.

C. PLEDGE OF ALLEGIANCE

Mayor Kilbride led the Pledge of Allegiance and Pledge to the Texas Flag.

D. ITEMS OF COMMUNITY INTEREST:

Director of Communications Jon Sasser provided a report on items of community interest.

E. REPORTS:**E.1. 23-103 Receive a Westlake Academy First Quarter Financial Report**

Westlake Academy Finance Manager Marlene Rutledge briefed Town Council regarding this item.

Ms. Rutledge explained quarterly updates would be beneficial to identify budget amendments.

This was a report discussion item, no action was taken.

E.2. 23-100 Receive a report of Westlake Academy PYP Enrollment and Expansion for 2023 to 2027

Westlake Academy PYP Principal Rod Harding and Head of School Dr. Sean Wilson briefed Town Council regarding this item.

Mayor Kilbride noted a follow up discussion on this item will be necessary.

This was a report item, no official action was taken.

E.3. 23-101 Receive a Quarterly Report from the Texas Student Housing Authority

Executive Director and Financial Manager Tracy Harrow and former Mayor Scott Bradley (President) provided a Quarterly update on the Texas Student Housing Authority.

There was no official action taken on this item.

F. CITIZEN/PARENT COMMENTS:

None

G. CONSENT AGENDA:**G.1. 23-104 Consider approval of Town Council Board of Trustee Meeting Minutes from the following meeting(s): February 27, 2023, March 6, 2023 and March 20, 2023; and take appropriate action**

G.2. ORD-966 Consider adopting Ordinance 966 canceling the May 6, 2023 General Election and declaring each unopposed candidate elected to office; and take appropriate action

G.3. RES 23-23 Consider approving Resolution 23-23 authorizing the purchase of network equipment necessary for the modular buildings at Westlake Academy, in an amount not to exceed \$80,000, and amending the adopted FY 22-23 budget to allocate the necessary funding; and take

Mayor Pro Tem Quint requested clarification on Consent Item G.3 regarding network equipment.

Director of Information Technology Jason Power briefed Town Council regarding this item noting this approval is specific to network switches and wireless points.

After discussion, a motion was made by Mayor Quint, seconded by Council Member White to approve Consent Items G.1 through G.3, as presented. Motion approved unanimously.

H. PUBLIC HEARING:

H.1. ORD-964 Conduct a public hearing and consider adopting Ordinance 964 approving a zoning change request from O-Office Park District to Planned Development District Number 8 (PD8), including a concept plan, to allow for a hotel to be located on the portion of Lot 1, C.M. Throop No. 1510 Addition that is located within the Town of Westlake. The subject property is located at 3300 T.W. King Road at the northwest corner of T.W. King Road and State Highway 114; and take appropriate action (Continued from the March 27, 2023 Town Council meeting)

Planning Director Ron Ruthven briefed Town Council regarding this item. Mr. Ruthven noted applicant requested tabling this item to the April 24, 2023 Town Council meeting.

Motion made by Council Member Greaves to continue the public hearing to the April 24, 2023, Town Council meeting. Motion seconded by Council Member White. Motion approved unanimously.

H.2. ORD-967 Conduct a public hearing and consider adopting Ordinance 967 approving proposed amendments to Ordinance 693, approving the zoning and concept plan for the PD1-3 zoning district (Granada), to construct a guard house at the main entry gate; and take appropriate action

Planning Director Ron Ruthven briefed Town Council regarding this item.

Mayor Kilbride opened the public hearing. There being no one present, Mayor Kilbride closed the public hearing.

Motion was made by Mayor Pro Tem Quint to approve Ordinance 967, as presented. Motion seconded by Council Member White. Motion approved unanimously.

I. REGULAR AGENDA ITEM(S)

I.1. WA RES 23-08 Consider approving WA Resolution 23-08 amending the Proof of Residency Policy for Westlake Academy; and take appropriate action

Head of School Dr. Sean Wilson and Accountability Director and Registrar Darcy McFarlane briefed Town Council/Board of Trustees regarding this item.

After discussion, Council Member Greaves made a motion to approve WA Resolution 23-08, as presented. Motion seconded by Mayor Pro Tem Quint. Motion approved unanimously.

I.2. WA RES 23-09 Consider approving WA Resolution 23-09 amending the Admission Policy 1.02 at Westlake Academy; and take appropriate action

Head of School Dr. Sean Wilson and Accountability Director and Registrar Darcy McFarlane briefed Town Council/Board of Trustees regarding this item.

After discussion, a motion was made by Mayor Pro Tem Quint to approve WA Resolution 23-09, as presented. Motion seconded by Council Member White. Motion approved unanimously.

I.3. RES 23-21 Consider approving Resolution 23-21 authorizing the Mayor to amend the agreement between the Town of Westlake and Steele & Freeman for the guaranteed maximum price (GMP) of \$1,087,968.00 to \$1,236,844.00 to make improvements to the downstairs public restrooms in the Gym building and authorize town staff to make funding changes not to exceed \$25,000.00 on this project; and take appropriate action

Procurement Manager Oliver Duff briefed Town Council regarding this item.

After discussion, a motion was made by Council Member Greaves to approve Resolution 23-21, as presented. Motion seconded by Council Member White. Motion approved unanimously.

J. CLOSED EXECUTIVE SESSION

- J.1. 23-99** The Town Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551 for the following:
(a) Section 551.071(2): Consultation with Town Attorney to seek advice of counsel on matters in which the duty of the Town Attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. (FM 1938 access for proposed Southlake Development)

Mayor Kilbride recessed into closed executive session at 6:52 p.m. and adjourned at 7:35 p.m.

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

No action.

L. FUTURE AGENDA ITEMS:

No action

M. ADJOURNMENT

There being no further business, Mayor Kilbride adjourned the meeting at 7:37 p.m.



Signed by: _____
Mayor Sean C. Kilbride



Attested by: _____
Amy M. Piukana, TRMC, CMC