



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Draft

Monday, November 11, 2024

4:00 PM

Council Chamber

A. CALL REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the meeting to order at 4:00 pm and announced a quorum present.

PRESENT:

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

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Communications Director Jon Sasser
Town Attorney Stan Lowry
Finance Director Cayce Lay Lamas
Human Resources Director Sandy Garza
IT Director Jason Power
Asst. Public Works Director Kyle Flanagan
Keller Police Chief Brad Fortune

Head of School Dr. Kelly Ritchie
Dir. Innovation & Dev. Michelle Briggs
Town Secretary Dianna Buchanan
School Attorney Janet Bubert
Fire Chief John Ard
Public Works Director Cheryl Taylor
Academic Finance Manager Marlene Rutledge
Academic Accountant II Stacie Wrehe

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Clayton Reed, Southlake Baptist Church, provided the invocation. Mayor Greaves and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Aspen Douris (2nd grade), Asher Douris (8th grade) and Mays Rehman (6th grade), to assist with leading the pledges to the U.S. Flag and the Texas Flag. Pledges recited.

C. CITIZEN/PARENT COMMENTS

Mayor Greaves called for anyone that wished to speak.

Mr. Eric Crile, Candidate for the Tarrant Appraisal District Board of Directors, addressed the Town Council regarding item H.3.

Ms. Sayeda Bilquees Syed, Candidate for the Tarrant Appraisal District Board of Directors, addressed the Town Council regarding Item H.3.

There was no one else to speak at this time.

D. PROCLAMATION**D.1. 24-254** Veterans Day Proclamation (Mayor Kim Greaves)

Mayor Greaves read the Proclamation into the record and presented the Veterans Day Proclamation to representatives of the Metroport Veterans Organization that were present: Karl Monger and Milan Georgia.

E. ITEMS OF COMMUNITY INTEREST**E.1. 24-355** Items of Community Interest (Communications Director Jon Sasser)

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

F. PRESENTATIONS**F.1. 24-362** Exploring the International Baccalaureate (IB): Inquiry at Westlake Academy (Michelle Briggs, Westlake Academy Director of Innovation and Development)

Michelle Briggs, Westlake Academy Director of Innovation and Development, discussed the final View Book that has been sent out to all Westlake residents and handed out this evening to the Board. She also presented a video presentation that was played called "Exploring the International Baccalaureate (IB): Inquiry at Westlake Academy".

F.2. 24-364 Presentation regarding Water System Lead and Copper Testing (Cheryl Taylor, P.E., Public Works Director)

Public Works Director Cheryl Taylor, P.E., provided a presentation regarding the recent results of the Town's annual lead and copper sampling conducted as required by the Texas Commission on Environmental Quality (TCEQ). Two of the samples taken from residential sinks tested above the EPA action level for lead. Both of the homes were constructed prior to 1986, which is when the Safe Drinking Water Act was amended to prohibit the use of any pipes, solder or flux that were not "lead free". Samples tested on the Town's side of the water supply for these residences were within the accepted levels. Staff will work with the two property owners to abate the issues. Due to the samples exceeding the permitted lead levels, the TCEQ requires additional testing and this testing will be performed during two consecutive six-month monitoring periods in 2025. A notice as required by the TCEQ will be sent out to every Westlake water customer to notify of the sample results and to educate them regarding this matter. Staff will recommend some type of program at a future Council meeting for consideration of approval that will assist to cover expenses incurred by homeowners with unacceptable levels. One idea is that a program may assist by offering a rebate upon receipt of documentation that the issue has been abated at their location by a professional plumber.

G. CONSENT AGENDA

Mayor Greaves called the Consent Agenda. No items were removed for individual consideration.

G.1. 24-365 Discuss, consider and act to approve the Town Council/Board of Trustees Minutes for the October 21, 2024 Regular Meeting (Dianna Buchanan, Town Secretary)

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- G.2. RES 24-80** Discuss, consider and act regarding Resolution 24-80 to approve an amendment to the Interlocal Agreement for Vehicle Maintenance and Repairs with the City of Watauga (Town Manager Wade Carroll)
- G.3. Res 24-81** Discuss, consider and act to approve Resolution 24-81 authorizing the expenditure of funds for the purchase of a Ford F-450 flatbed truck from Silsbee Ford in an amount not to exceed \$108,578.75. (Cheryl Taylor, P.E., Director of Public Works).
- G.4. RES 24-82** Discuss, consider and act to approve regarding Resolution 24-82 authorizing a Master Interlocal Cooperative Purchasing Agreement between the Town of Westlake and the City of Southlake (Cheryl Taylor, P.E., Director of Public Works)
- G.5. WA RES 24-37** Discuss, consider and act to approve WA Resolution 24-37 adopting the revised 2024-2025 Westlake Academy Personnel Manual (Sandy Garza, Director of Human Resources)
- G.6. RES 24-77** Discuss, consider and act regarding Resolution 24-77 approving a Policy for Preventing Use of Prohibited Technology (Jason Power, IT Director)

Motion by Council Member Asselta and Motion Second by Council Member Yackira to approve the Consent Agenda. Mayor Greaves called for the vote. MOTION TO APPROVE THE CONSENT AGENDA APPROVED UNANIMOUSLY.

H. REGULAR AGENDA ITEMS

- H.1. Res 24-74** Discuss, consider and act to approve Resolution 24-74 accepting the Town of Westlake 2023 Audit Report; and take appropriate action (Cayce Lay Lamas, Director of Finance)
- Finance Director Cayce Lay Lamas presented an overview of the item. Motion by Council Member Gautier and Motion Second by Council Member Michael Yackira to conditionally approve Resolution 24-74 accepting the Town of Westlake 2023 Audit Report pending receipt of the Final Audit Letter from the auditor. Mayor Greaves called for the vote. MOTION TO APPROVE RESOLUTION 24-74 PENDING RECEIPT OF FINAL AUDIT LETTER APPROVED UNANIMOUSLY.
- H.2. WA RES 24-40** Discuss, consider and act to approve WA Resolution 24-40 Approving the FY 2023-2024 Annual Financial Report for Westlake Academy from BrooksWatson & Co., PLLC, CPAs (Cayce Lay Lamas, Finance Director)
- Finance Director Cayce Lay Lamas provided an overview of the item. Motion by Council Member Gautier and Motion Second by Council Member Yackira to approve WA Resolution 24-40 approving the FY 2023-2024 Annual Financial Report for Westlake Academy. Mayor Greaves called for the vote. MOTION TO APPROVE WA RESOLUTION 24-40 APPROVED UNANIMOUSLY.
- H.3. RES 24-78** Discuss, consider and act to cast the Town of Westlake's allocated votes for appointment to the Tarrant Appraisal District Board of Directors (Wade Carroll, Town Manager)

Motion by Council Member Asselta and Motion Second by Mayor Pro Tem Reeves to Table Item H.3. to consider approval of Resolution 24-78 to cast the Town of Westlake's allocated votes for appointment to the Tarrant Appraisal District Board of Directors to the December 9, 2024 Town Council/Board of Trustees Meeting. Mayor Greaves called for the vote. MOTION TO TABLE RESOLUTION 24-78 TO THE DECEMBER 9, 2024 TOWN COUNCIL/BOARD OF TRUSTEES MEETING APPROVED UNANIMOUSLY.

- H.4. RES 24-79** Discuss, consider and act to cast the Town of Westlake's allocated vote for appointment to the Denton Central Appraisal District Board of Directors (Wade Carroll, Town Manager)

Motion by Council Member Yackira and Motion Second by Council Member Gautier to Table Item H.4. to consider approval of Resolution 24-79 to cast the Town of Westlake's allocated vote for appointment to the Denton Central Appraisal District Board of Directors to the December 9, 2024 Town Council/Board of Trustees Meeting. Mayor Greaves called for the vote. MOTION TO TABLE RESOLUTION 24-79 TO THE DECEMBER 9, 2024 TOWN COUNCIL/BOARD OF TRUSTEES MEETING APPROVED UNANIMOUSLY.

- H.5. ORD 1012** Discuss, consider and act to adopt Ordinance 1012, Amending the Master Fee Schedule (Cayce Lay Lamas, Director of Finance)

Director of Finance Cayce Lay Lamas provided an overview of the item. Motion by Council Member Asselta and Motion Second by Council Member Gautier to adopt Ordinance 1012 Amending the Master Fee Schedule effective January 1, 2025. Mayor Greaves called for the vote. MOTION TO ADOPT ORDINANCE 1012 AMENDING THE MASTER FEE SCHEDULE EFFECTIVE JANUARY 1, 2025 APPROVED UNANIMOUSLY.

- H.6. ORD 1014** Discuss, consider and act to adopt Ordinance 1014, Amending the Water and Sewer Rates (Cayce Lay Lamas, Finance Director)

Director of Finance Cayce Lay Lamas provided an overview of the item. Motion by Council Member Gautier and Motion Second by Council Member Yackira to adopt Ordinance 1014 Amending the Water and Sewer Rates effective January 1, 2025. Mayor Greaves called for the vote. MOTION TO ADOPT ORDINANCE 1014 AMENDING THE WATER AND SEWER RATES EFFECTIVE JANUARY 1, 2025 APPROVED UNANIMOUSLY.

- H.7. 24-368** Discuss, consider and act to excuse Mayor and Council absence(s), if any.

There were no absences to discuss or excuse at this time.

I. EXECUTIVE SESSION

- I.1. 24-363** Section 551.087: Deliberation regarding Economic Development Negotiations to deliberate the offer of a financial or other incentive to a business prospect.
- I.2. 24-367** Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake

Mayor Greaves called the items to be considered in Executive Session as shown on the agenda and then recessed the Regular Meeting to Executive Session at 4:57 p.m.

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

Mayor Greaves reconvened the Regular Meeting from Executive Session at 5:50 p.m. No action was taken as a result of Executive Session.

K. FUTURE AGENDA ITEMS

There were no new future agenda items mentioned.

L. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Wade Carroll provided the staff recap of council direction.

- Items H.3. and H.4, to cast votes for the Tarrant Appraisal District and Denton Central Appraisal District are tabled until the December 9th Town Council/Board of Trustees meeting.
- Mr. Carroll will coordinate a meeting(s) between HOAs in Westlake and the Code Enforcement/Inspectors for Westlake.
- When Council revisits impact fees, staff will assure that the discussion includes both pass through impact fees from the City of Fort Worth and the Town's impact fees and include an explanation of the purpose of both.
- Mayor Greaves asked that staff keep the Council up to date on the lead remediation progress for the impacted properties. Mr. Carroll affirmed and will have staff present an item at the December 9th meeting to outline a program that will provide assistance and/or a rebate to homeowners that have the lead levels that require replacement of fixtures and the guidelines for the program for Council's consideration of approval.

M. ADJOURNMENT

Mayor Greaves adjourned the meeting at 5:52 p.m.

Kim Greaves, Mayor

ATTEST:

Town Secretary Dianna Buchanan