



## Town of Westlake

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



### Town Council/Board of Trustees

### Meeting Minutes - Draft

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**Tuesday, April 15, 2025**

**4:00 PM**

**Council Chamber**

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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  
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 Matthew Boyle  
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**

Reverend Alan Bentrup from St. Martin-in-the-Fields Episcopal Church, Southlake, provided the invocation. Mayor Greaves and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Victoria Sellers--Kindergarten; Spencer Yasar--11th grade; Darren Yasar-- 9th grade; and Ella Yasar--6th 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. 25-75** Items of Community Interest (Communications Director Jon Sasser)

Director of Communications Jon Sasser provided an overview of items of community interest and upcoming events. A recent Channel 11 segment was viewed that spotlighted Westlake Academy students working on a project to study the recent outbreak of measles and, to promote vaccinations to slow the spread of measles.

**E. PROCLAMATION AND PRESENTATION****E.1. 25-88** National Day of Prayer May 1, 2025 Proclamation (Mayor Kim Greaves)

Mayor Greaves proclaimed the National Day of Prayer May 1, 2025. He presented the proclamation to Ms. Irma Thomas, and welcomed guests Jim Thomas, Darren Davis and Trophy Club Mayor Jeannette Tiffany. There will be a community-wide observance ceremony on May 1, 2025 at 12 noon at The Church at Trophy Lakes, 800 Trophy Club Drive, Trophy Club, with participation by the mayors from Westlake, Trophy Club and Roanoke. All are invited to attend.

**E.2. WA 25-105** Westlake Academy International Baccalaureate (IB): How to get the IB Diploma? (Michelle Briggs, Westlake Academy Director of Innovation and Development)

Westlake Academy Director of Innovation and Development Michelle Briggs provided an introduction for this the latest video in a series about the Westlake Academy.

**F. WORK SESSION****F.1. 25-96** Impact Fee 101 and Growth Rates (Cheryl Taylor, P.E , Director of Public Works)

Director of Public Works Cheryl Taylor provided an introduction to the work session "Impact Fee 101 and Growth Rates" noting that establishing impact fees is a multi-step process which will be ongoing through October 2025. She then introduced Andrew Franko with Freese and Nichols, third party consultant for this project, who gave a presentation to further explain impact fees and the process to consider approval of same.

**G. CONSENT AGENDA**

- G.1. 25-87** Discuss, consider and act to approve the March 24, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)  
Motion by Council Member Yackira and Motion Second by Council Member Asselta 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. WA RES 25-07** Discuss, consider and act regarding WA Resolution 25-07 approving and adopting a policy requiring submittal of returning student registration forms within the designated time frame set by the school to guarantee continued enrollment at Westlake Academy (Director of Accountability Darcy McFarlane)

Director of Accountability Darcy McFarlane provided an overview of the proposed policy to establish a deadline for the submittal of returning student registration forms. Notification to parents includes robo-calls, robo-emails, text messages, and reminders in the Academy's Communique'. Several Board members asked that the process of notification to parents of the deadline to return the form include a final mailed letter, and Council Member Gautier also suggested the final letter be sent via registered mail. Mayor Greaves asked that the Board receive a list before the deadline each year of those students that have not yet provided the returning registration form. Council Member Asselta suggested that the actual process that will be followed to notify parents of the deadline be included in the policy--this many email reminders, this many calls, this final letter, etc. Council Member Gautier reiterated that the deadline be May 31st each year. The resolution WA RES 25-07 will be revised by staff as discussed during the meeting to provide a date certain for the annual deadline for submittal of the returning student registration form. By Council consensus, the item is tabled to the May 7, 2025 Special Meeting when it will again be considered for approval.

- H.2. WA RES 25-09** Discuss, consider and act to approve WA Resolution 25-09 ratifying the Certification of Provision of Instructional Materials Allotment Survey 2025-2026 (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, provided an overview of the item which provides the State an idea of what instruction materials will be purchased with the State funds provided by this program. Motion by Council Member White and Motion Second by Council Member Yackira to approve WA Resolution 25-09 as presented. Mayor Greaves called for the vote.

MOTION TO APPROVE WA RESOLUTION 25-09 TO RATIFY THE CERTIFICATION OF PROVISION OF INSTRUCTIONAL MATERIALS ALLOTMENT SURVEY 2025-2026 APPROVED UNANIMOUSLY.

- H.3. 25-103** Discuss, consider and act regarding Town Council/Board of Trustees meeting schedule for installation of new members, orientation, and mandatory training (Town Manager Wade Carroll)

Town Manager Wade Carroll discussed scheduling needs for upcoming meetings and training sessions for Town Council including May 7th at 4 p.m. to swear in new council members and show appreciation for outgoing council members. There will be a reception immediately after the meeting. Another scheduling concern is New Council Member Orientation and part of the required training for the school board which would be two to four hours long. The Board asked that the Town Secretary reach out to the Board to determine availability for training dates. Dr. Ritchie said staff is working to determine the best way to conduct the mandatory school board training. No action was taken on this item.

- H.4. 25-102** Consider and act to excuse Mayor and Council absence(s), if any.

Motion by Council Member Gautier and Motion second by Mayor Pro Tem Reeves to excuse Council Member White's absence from the March 24, 2025 Town Council/Board of Trustees meeting. Mayor Greaves called for the vote.  
MOTION TO EXCUSE COUNCIL MEMBER WHITE'S ABSENCE FROM THE MARCH 24, 2025 TOWN COUNCIL/BOARD OF TRUSTEES MEETING APPROVED UNANIMOUSLY.

## **I. EXECUTIVE SESSION**

Mayor Greaves announced Items I.1., I.2., and I.3. to be considered and discussed during Executive Session and recessed the Regular Meeting to Executive Session at 5:29 p.m.

- I.1. 25-98** Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Group: Westlake Academy Athletic Club (WAAC).
- I.2. 25-101** Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake
- I.3. 25-97** 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 6:47 p.m. Council Member Mike Asselta did not return to the Regular Meeting after Executive Session.

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

There was no action as a result of Executive Session.

## **K. FUTURE AGENDA ITEMS**

No future agenda items were mentioned.

**L.     STAFF RECAP OF COUNCIL DIRECTION**

Town Manager Wade Carroll recapped council direction as follows: 1) ensure that growth numbers for the population of Westlake are correct on the Town's website; 2) ensure the discussions surrounding our Water Master Plan and Impact Fees include our relevant Westlake averages; 3) bring back the resolution for student enrollment (WA RES 25-07) on May 7th and 4) the Town Secretary will send out an email to pinpoint dates to schedule upcoming trainings.

**M.     ADJOURNMENT**

Mayor Greaves announced there is a Special Meeting on May 7th at 4 p.m. and the next Regular Meeting will be on May 20th at 4 p.m. Mayor Greaves adjourned the meeting at 6:48 p.m.

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**Kim Greaves, Mayor****ATTEST:**

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**Town Secretary Dianna Buchanan**