



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Draft

Tuesday, January 21, 2025

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 Michael Yackira
Council Member Anna White
Council Member Asselta (virtually present, joined at 4:09 pm)

STAFF PRESENT:

Town Manager Wade Carroll	Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan	IT Director Jason Power
Communications Director Jon Sasser	Town Attorney Stan Lowry
School Attorney Janet Bubert	Fire Chief John Ard
Finance Director Cayce Lay Lamas	Public Works Director Cheryl Taylor
Assistant Public Works Director Kyle Flanagan	Human Resources Director Sandy Garza
Academy Finance Manager Marlene Rutledge	Development Coordinator Kiana Pennywell
WA Middle School Principal Maxwell Ituah	

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Nick Billardello, Abiding Grace Lutheran Church, Southlake, provided the invocation. Mayor Greaves and Westlake Academy Middle School Principal Maxwell Ituah introduced Westlake Academy students Cecilia Bugarin, 5th grade and Isaiah Bugarin, 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 comment at this time.

D. ITEMS OF COMMUNITY INTEREST

D.1. 25-29 Items of Community Interest (Communications Director Jon Sasser)

Communications Director Jon Sasser reported upcoming items of community interest.

E. PRESENTATION

The Texas Student Housing Authority Annual Report was presented by Ms. Tracy Harrow, Executive Director, TSHA. Mayor Greaves would like to schedule a work session to include the TSHA and Town Council in the near future.

F. CONSENT AGENDA

F.1. 25-20 Discuss, consider and act to approve the Town Council/Board of Trustees Minutes for the January 6, 2025 Regular Meeting (Dianna Buchanan, Town Secretary)

F.2. 25-27 Discuss, consider and act to approve corrected April 1, 2024 Joint Town Council and Planning & Zoning Commission Meeting Minutes (Town Secretary Dianna Buchanan)

F.3. WARES 25-01 Discuss, consider and act to approve WA Resolution 25-01 to approve amended 2024-2025 Athletic Stipend Schedule. (Sandy Garza, Human Resources Director)

Motion by Council Member White 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.

G. REGULAR AGENDA ITEMS

G.1. ORD-1018 Discuss, consider and act to adopt Ordinance 1018 approving architectural standards and an architectural pattern book for the Villaggio Residential Development.

Deputy Town Manager Jason Alexander presented the item. The applicant's representative was present to answer questions. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to Adopt Ordinance 1018 approving architectural standards and an architectural pattern book for the Villaggio Residential Development as presented. Mayor Greaves called for the vote.

MOTION TO ADOPT ORDINANCE 1018 AS PRESENTED APPROVED
UNANIMOUSLY.

G.2. RES 25-04 Discuss, consider and act to approve Resolution 25-04 approving a Development Agreement between the Town of Westlake, Texas and Otter Partners, LP, for subdivision improvements for Westlake Ventanas, a residential development to be designed and built in adjacency to Solana Boulevard. (Jason Alexander, AICP, CEcD, Deputy Town Manager)

Deputy Town Manager Jason Alexander presented the item. Developer for the project, Frank Bonilla, addressed Council regarding the proposed Development Agreement and provided Council with handouts regarding the developer's agreement, the proposed gate, queuing of traffic from Solana Boulevard and visibility triangles. Town Council wants the developer to update the development agreement as discussed. Motion by Council Member Asselta and Motion Second by Council Member White to table the item to the next Town Council meeting which is scheduled for February 3, 2025. Mayor Greaves called for the vote.

MOTION TO TABLE RESOLUTION 25-04 TO THE FEBRUARY 3, 2025 TOWN COUNCIL MEETING APPROVED UNANIMOUSLY.

- G.3. [25-25](#)** Discuss, consider and act to approve the purchase of a new fire engine not to exceed \$1.3 million dollars (Fire Chief John Ard)
- Mayor Greaves announced that at the request of staff, this item is being moved to the February 3rd meeting agenda.
- G.4. [RES 25-02](#)** Consider approving Resolution 25-02 authorizing the Town Manager to contract with inCon-Trol Water Systems to repair and update the existing well system at Glenwyck Park through a Master Interlocal Agreement with the City of Southlake in an amount not to exceed \$71,000. (Cheryl Taylor, Director of Public Works)
- Public Works Director Cheryl Taylor presented the item. Motion by Council Member White and Motion Second by Council Member Yackira to approve Resolution 25-02 authorizing the Town Manager to contract with inCon-Trol Water Systems to repair and update the existing well system at Glenwyck Park in an amount not to exceed \$71,000 through a Master Interlocal Agreement with the City of Southlake. Mayor Greaves called for the vote. MOTION TO APPROVE RESOLUTION 25-02 AS PRESENTED APPROVED UNANIMOUSLY.
- G.5. [25-26](#)** Consider and act to excuse Mayor and Council absence(s), if any.
- Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to excuse Council Member Asselta's absence from the January 6, 2025 Town Council Regular Meeting. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.
- At 5:38 pm, Mayor Greaves announced that the Regular Meeting would be recessed to hold a Joint Town Council and Planning and Zoning Commission Workshop following a short break.

At 6:45 pm, Mayor Greaves reconvened the Regular Meeting from the Joint Town Council and Planning and Zoning Commission Workshop.

H. EXECUTIVE SESSION

Mayor Greaves announced the items for Executive Session and recessed the Regular Meeting to Executive Session at 6:46 pm.

- H.1. [25-17](#)** Section 551.087: Deliberation regarding Economic Development Negotiations to deliberate the offer of a financial or other incentive to a business prospect: Project ED 25-01.
- H.2. [25-21](#)** Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:
- a) Planning and Zoning Commission
 - b) Westlake Development Corporation, Inc. Board (EDC Type 4B)
- H.3. [25-22](#)** Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake

- H.4. [25-30](#) Section 551.071: Consultation with and legal advice from the Academy Attorney regarding special education due process complaint

Mayor Greaves reconvened the Regular Meeting from Executive Session at 7:39 pm.

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

Mayor Greaves asked if there was any action from Executive Session and there was.

Motion by Council Member Yackira and Motion Second by Council Member White to remove Ms. Linda Bjorn from Place 6 of the Planning and Zoning Commission. Mayor Greaves called for the vote.

MOTION TO REMOVE LINDA BJORN FROM PLACE 6 OF THE PLANNING AND ZONING COMMISSION APPROVED UNANIMOUSLY.

Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to appoint Ms. Jennifer Konz-Alt to Place 6 of the Planning and Zoning Commission term through June 2025. Mayor Greaves called for the vote.

MOTION TO APPOINT JENNIFER KONZ-ALT TO PLACE 6 OF THE PLANNING AND ZONING COMMISSION APPROVED UNANIMOUSLY.

J. FUTURE AGENDA ITEMS

These items were mentioned together with the Staff Recap of Council Direction.

K. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Wade Carroll summarized direction received from Town Council. Town Council would like to schedule a workshop with the Texas Student Housing Authority soon, have the redlined development agreement for Ventanas on the next agenda, and ask Dr. Ritchie to report about special education challenges in the near future.

L. ADJOURNMENT

Mayor Greaves adjourned the meeting at 7:41 pm.

Kim Greaves, Mayor

ATTEST:

Town Secretary Dianna Buchanan