



## Town of Westlake

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



### Town Council/Board of Trustees Meeting Minutes - Final

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Monday, December 9, 2024

4:00 PM

Council Chamber

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**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

**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  
Director of Accountability Darcy McFarlane  
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  
Middle School Principal Maxwell Ituah  
High School Principal Dr. James Owen

**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 Cameron Flora (1st grade), Deker Flora (Kindergarten) and William Frazier (10th 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. [24-388](#) Items of Community Interest (Communications Director Jon Sasser)**

Communications Director Jon Sasser provided an overview of upcoming events and items of community interest. He reminded that Vacation Watch is available for residents traveling during the holiday and can be requested via the Town's website. He also provided a recap of the holiday event which was attended by over 1,500 people this year.

**E. PRESENTATION****E.1. [24-370](#) Exploring the International Baccalaureate (IB): Approaches to Teaching and Learning at Westlake Academy (Michelle Briggs, Westlake Academy Director of Innovation and Development)**

Michelle Briggs, Westlake Academy Director of Innovation and Development, presented a video presentation that was played called "Exploring the International Baccalaureate (IB): Approaches to Teaching and Learning at Westlake Academy".

**F. CONSENT AGENDA****F.1. [24-371](#) Discuss, consider and act to approve the Town Council/Board of Trustees Minutes for the November 7, 2024 Special Called Strategic Planning Work Session and the November 11, 2024 Regular Meeting (Dianna Buchanan, Town Secretary)****F.2. [WA RES 24-41](#) Discuss, consider and act to approve WA Resolution 24-41 authorizing payment of International Baccalaureate (IB) Exam Fees for the May 2025 Exam Session (DP Coordinator Brandon Llewellyn)**

Motion to approve the Consent Agenda by Council Member White and Motion Second by Council Member Yackira. Mayor Greaves called for the vote.

MOTION TO APPROVE THE CONSENT AGENDA APPROVED UNANIMOUSLY.

**G. REGULAR AGENDA ITEMS****G.1. [RES 24-78 C](#) (TABLED 11/11/2024) 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 White and Motion Second by Mayor Pro Tem Reeves to remove item G.1. from the Table for consideration. Mayor Greaves called for the vote. MOTION TO REMOVE THE ITEM FROM THE TABLE APPROVED UNANIMOUSLY.

Motion by Council Member Asselta and Motion Second by Mayor Pro Tem Reeves to cast the Town of Westlake's 4 votes for Mike Alfred for the Tarrant Appraisal District Board of Directors election. Mayor Greaves called for the vote.

MOTION TO CAST THE TOWN OF WESTLAKE'S 4 VOTES FOR MIKE ALFRED FOR THE TARRANT APPRAISAL DISTRICT BOARD OF DIRECTORS APPROVED UNANIMOUSLY.

- G.2. [RES 24-79 C](#)** (TABLED 11/11/2024) 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 White and Motion Second by Council Member Yackira to remove G.2. from the Table for consideration. Mayor Greaves called for the vote. MOTION TO REMOVE FROM THE TABLE APPROVED UNANIMOUSLY.

Motion by Council Member White and Motion Second by Council Member Yackira to take no action regarding the Denton Central Appraisal District Board of Directors election. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY TO TAKE NO ACTION REGARDING THE DENTON CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS ELECTION.

- G.3. [RES 24-84](#)** Discuss, consider and act to approve Resolution 24-84 approving a Development Agreement between the Town of Westlake, Texas and Fenway Development, Inc., for subdivision improvements for Solana Hills, a residential development to be designed and built in adjacency to Sam School Road. (Jason Alexander, AICP, CECD, Deputy Town Manager)

Deputy Town Manager Jason Alexander provided an overview of the item which is a development agreement for a residential development named Solana Hills, to be built adjacent to Sam School Road. The Town's ordinances require an approved development agreement for all planned developments and that the agreement address cost sharing for public improvements, timing of improvements and open space. The Town will share in costs to improve Sam School Road that will include reconstructing and repaving the road in concrete and the addition of sidewalks. The developer will escrow funds for their portion of the improvement costs and contribute \$15,000 per residential lot to Westlake Academy. All internal streets are private and will be owned and maintained by the homeowner's association. Architectural standards for the development must still be approved by Town Council. Staff recommends approval of the development agreement. The applicant's representative was present and addressed Council in support of the agreement. Motion by Council Member White and Motion Second by Council Member Yackira to approve Resolution 24-84 a Development Agreement between the Town and Fenway Development, Inc. for Solana Hills, with the conditions that the developer is 1) to conduct a study to determine best location for and to provide a crosswalk, 2) to ensure that the developer provide connectivity between the subdivision, the Town's sidewalk and trail systems; and 3) to develop a bridge over the creek for pedestrian use. Mayor Greaves called for the vote.

MOTION TO APPROVE RESOLUTION 24-84 WITH CONDITIONS AS STATED APPROVED UNANIMOUSLY.

- G.4. [WA RES 24-42](#)** Discuss, consider and act regarding WA Resolution 24-42 approving amendments to the Westlake Academy Admissions Policy to eliminate the Notice of Intent to Return form currently sent to enrolled students each year and setting a defined closing date for accepting waitlist applications from secondary boundary students applying to grades Kindergarten through Grade 8. (Darcy McFarlane, Director of Accountability)

Darcy McFarlane, Director of Accountability, provided an overview of the item which if approved will eliminate the Notice of Intent to Return Form and will set a defined closing date for accepting wait list applications from secondary boundary students applying to kindergarten thru Grade 8 and close January 31st each year. Discussion was held. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 24-42 approving amendments to the terms of the Charter issued by the Texas Education Agency for Operation of Westlake Academy as an open-enrollment charter school to include changes to the limit on class size and changes to the secondary boundary from which applications for admission are accepted. Mayor Greaves called for the vote. MOTION TO APPROVE WA RESOLUTION 24-42 APPROVED UNANIMOUSLY.

- G.5. [WA RES 24-43](#)** Discuss, consider and act regarding WA Resolution 24-43 to approve amendments to the terms of the Charter issued by the Texas Education Agency for the Operation of Westlake Academy as an open-enrollment charter school to include changes to the limit on class size and changes to the secondary boundary from which applications for admission are accepted (Dr. Kelly Ritchie, Head of School)

Head of School Dr. Kelly Ritchie provided a presentation regarding this item which will bring Westlake Academy into compliance with what the charter requires for class sizes and reduce the number of school districts in Westlake Academy's secondary boundaries. Motion by Council Member Anna White and Motion Second by Mayor Pro Tem Tammy Reeves to approve WA Resolution 24-43 approving amendments to the terms of the Charter issued by the Texas Education Agency for the operation of Westlake Academy as an open-enrollment charter school to include changes to the limit on class size and changes to the secondary boundary from which applications for admission are accepted. Mayor Greaves called for the vote. MOTION TO APPROVE WA RESOLUTION 24-43 AS PRESENTED APPROVED UNANIMOUSLY.

At this time, Mayor Greaves noted that Town Council would recess to Executive Session to consult with counsel regarding Agenda Items G.6 and G.7. as well as Executive Session items H.1. thru H.6. as shown on the agenda. He called out all the captions and then recessed the Regular Meeting to Executive Session at 5:00 p.m.

Mayor Greaves reconvened the Regular Meeting from Executive Session at 6:59 p.m. and directed the agenda to Item G.5. Council Members Asselta and Yackira did not return to the Regular Meeting after Executive Session.

- G.6. [WA RES 24-44](#)** Discuss, consider and act regarding Resolution 24-44 to approve the terms of a Memorandum of Understanding between Westlake Academy and the House of Commons (Dr. Kelly Ritchie, Head of School)
- Motion by Mayor Pro Tem Reeves and Motion Second by Council Member White to approve WA Resolution 24-44 approving the terms of the Memorandum of Understanding between Westlake Academy and the House of Commons. Mayor Greaves called for the vote.  
MOTION TO APPROVE RESOLUTION 24-44 APPROVED UNANIMOUSLY. COUNCIL MEMBERS YACKIRA AND ASSELTA WERE NOT PRESENT FOR THIS VOTE.
- G.7. [24-398](#)** Discuss, consider and act regarding WA Resolution 24-45 to approve the terms of a Memorandum of Understanding between Westlake Academy and the Westlake Academy Booster Club (Dr. Kelly Ritchie, Head of School)
- Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 24-45 approving the terms of the Memorandum of Understanding between Westlake Academy and the Westlake Academy Booster Club. Mayor Greaves called for the vote.  
MOTION TO APPROVE WA RESOLUTION 24-45 APPROVED UNANIMOUSLY. COUNCIL MEMBERS YACKIRA AND ASSELTA WERE NOT PRESENT FOR THIS VOTE.
- H. [EXECUTIVE SESSION](#)**
- H.1. [24-379](#)** Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Groups.
- H.2. [24-391](#)** Section 551.071: Consultation with and legal advice from Academy Attorney regarding compliance with donor restricted gifts related to Westlake Academy facilities
- H.3. [24-392](#)** Section 551.073: Deliberation regarding prospective gifts related to Westlake Academy facilities.
- H.4. [24-373](#)** Section 551.087: Deliberation regarding Economic Development Negotiations to deliberate the offer of a financial or other incentive to a business prospect.
- H.5. [24-380](#)** Section 551.074(1): Deliberation Regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee: Westlake Development Corporation, Inc. Board (EDC Type 4B)
- H.6. [24-389](#)** Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake

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

MOTION BY COUNCIL MEMBER WHITE AND MOTION SECOND BY MAYOR PRO TEM REEVES TO APPROVE AND RATIFY THE ENGAGEMENT OF SPECIAL LEGAL COUNSEL, THE TELECOM FIRM P.C., TO ASSIST THE TOWN IN THE VERTICAL BRIDGE LITIGATION. Mayor Greaves called for the vote.

MOTION APPROVED UNANIMOUSLY. COUNCIL MEMBERS ASSELTA AND YACKIRA WERE NOT PRESENT FOR THIS VOTE.

MOTION BY MAYOR PRO TEM REEVES AND MOTION SECOND BY COUNCIL MEMBER WHITE TO APPROVE RESOLUTION 24-83 TO MAKE THE FOLLOWING APPOINTMENTS, ASSIGN PLACE NUMBERS, AND TERMS TO THE WESTLAKE DEVELOPMENT CORPORATION, INC. (EDC 4B) BOARD OF DIRECTORS AS FOLLOWS: PLACE 1 TODD GAUTIER THRU JUNE 2025; PLACE 2 TAMMY REEVES THROUGH JUNE 2026; PLACE 3 MICHAEL YACKIRA THRU JUNE 2025; PLACE 4 KIM GREAVES THRU JUNE 2026; PLACE 5 JOHN NESTOR THRU JUNE 2025; PLACE 6 JIM LENTZ THRU JUNE 2026. Mayor Greaves called for the vote.

MOTION APPROVED UNANIMOUSLY. COUNCIL MEMBERS ASSELTA AND YACKIRA WERE NOT PRESENT FOR THIS VOTE.

**J. FUTURE AGENDA ITEMS**

There were not future agenda items mentioned at this time.

**K. STAFF RECAP OF COUNCIL DIRECTION**

Town Manager Wade Carroll recapped council direction received by staff including a study for a crosswalk, a pedestrian bridge over the creek, and sidewalk and trail connectivity for the future Solana Hills development..

**L. ADJOURNMENT**

Mayor Greaves reminded that the next Regular Meeting of the Town Council/Board of Trustees will be Monday, January 6, 2025, at 4 p.m.

Mayor Greaves adjourned the meeting at 7:02 p.m.

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**Kim Greaves, Mayor**

**ATTEST:**

**/s/ Dianna Buchanan**  
**Town Secretary Dianna Buchanan**