



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes

Monday, October 9, 2023

4:00 PM

Council Chamber

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

Absent: Council Member Tim Shiner

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

Mayor Kilbride called the meeting to order at 4:00 p.m.

A.1. 23-254 Initial discussion regarding a Strategic Plan for Westlake Academy and the Town of Westlake (Mayor Kilbride)

Town Manager Wade Carroll briefed Town Council regarding this item.

The Town Council discussed the 2017 strategic plan date and the need to renew every 3 years, approving by Ordinance, initial stage of internal completion, the need for breakout sessions and workshops to take a deeper dive, comprehensive plan, school size, and consideration of future growth with land north of 170.

Mayor Pro Tem Quint tasked the Town Manager with identifying gaps to help Council identify specific needs.

Mayor Kilbride recessed for a break at 4:15 p.m.

B. REGULAR MEETING – Call to Order (4:30 P.M.)

Mayor Kilbride called the meeting to order at 4:30 p.m.

C. PLEDGE OF ALLEGIANCE

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

D. CITIZEN/PARENT COMMENTS:

None

E. ITEMS OF COMMUNITY INTEREST:

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

F. REPORTS:**F.1. 23-262 Receive an Update from Hugo's Restaurant Representative (Wade Carroll, Town Manager)**

Director of Planning and Development Ron Ruthven introduced Mark Campbell with Hugo's Restaurant.

Mr. Campbell briefed the Town Council noting he is targeting a Feb 2024 opening and his plans have been submitted and are awaiting permit approval.

The Town Council discussed the Developer's experience with working with the Town of Westlake, the delay in moving forward (*Mr. Campbell noted kitchen and catering equipment incurred delays*), and valet parking.

Mr. Ruthven noted the applicant is requesting a change with the proposed breezeway enclosure which would add 4,000 sq. ft. of additional enclosed space. He asked for direction if this could be approved Administratively or if it needs to be reviewed by the Planning and Zoning Commission.

The Town Council discussed, effects of proposed changes, fire safety, building accessibility and parking.

After discussion, the consensus of the Town Council was to allow Mr. Ruthven to administratively approve these amendments.

F.2. 23-211 Receive a report on Westlake Academy parent and student survey results (Jon Sasser, Director of Communications)

Communications Director Jon Sasser briefed Town Council regarding this item.

The Town Council discussed group responses, need to ensure fact-based data, need to review attrition and percentage of families leaving, consider the creation of a Task Force to break this down the data to improve.

Council Member White recommended annual surveys in May or June of every year.

F.3. 23-253 Receive a Quarterly report from the Westlake Academy Foundation Board (Shelly Myers, Executive Director)

Mayor Kilbride noted the WAF Board Liaison was not in attendance this evening. The Town Council discussed the Foundation, benefits, affiliate relationships, need for better communication, financial component to the updates, communication style, partnership, and requirements for separate affiliate organizations on reporting.

Westlake Academy School Attorney Janet Bubert explained two items to consider: 1) the structure of the Foundation (support to Town), as a separate nonprofit organization, and 2) board members sit on the board at the will of the Council. She noted all these requirements are included within the bylaws. She further stated the Westlake Academy Foundation acts separately and exists as a nonprofit organization. Therefore, they must provide the public with access to financial information.

The Town Council discussed expectations and oversight, memorandum of understanding (*split position half time foundation and half time for the Westlake Academy as Director of Development*), Public Funds Investment Act operations, clear goals and partnership with the Board, and the need to clean up affiliate agreements identifying clear expectations.

G. CONSENT AGENDA:

Mayor Pro Tem Quint requested Item G.2 be pulled off Consent to allow for discussion. (See item G.2)

G.1. 23-268 Consider approval of Town Council Board of Trustees Meeting Minutes from the following meeting(s): September 25, 2023 (Regular Meeting); and take appropriate action (Amy Piukana, Town Secretary)

G.2. RES 23-62 Consider approving Resolution 23-62 authorizing an Engagement Letter with McCall Parkhurst & Horton for Public Improvement District Review; and take appropriate action (Wade Carroll, Town Manager)

Town Manager Wade Carroll briefed the Town Council regarding this item.

Mayor Pro Tem Quint asked that the scope of work be verified and include more description on payment for services.

The Town Council requested tabling this item to the November 6, 2023, Council meeting to allow more details on payment for services to be provided.

G.3. RES 23-63 Consider approving Resolution 23-63 authorizing an interlocal agreement with Tarrant County for a Public Health Program; and take appropriate action (Wade Carroll, Town Manager)

G.4. RES 23-59 Consider approving Resolution 23-59 designating the Commercial Record of Tarrant County as the Official Newspaper; and take appropriate action (Amy Piukana, Town Secretary)

After discussion, a motion was made by Council Member DQ to approve Consent G.1, G.3, G.4 and to table Item G.2 to the November 6, 2023, Town Council meeting. Motion seconded by Council Member White. Motion approved unanimously.

H. PUBLIC HEARING:

- H.1. ORD-982 Conduct a public hearing and consider approval of Ordinance 982 authorizing a zoning change on Lot 1R1-1, Block 2, Westlake/Southlake Park Addition Number One, from the PD1-1 zoning district to the PD10 zoning district in order to construct a single-family residential development. The subject property contains approximately 32.88 acres and is located between Sam School Road and State Highway 114 just north of the boundary with the city of Southlake; and take appropriate action (Ron Ruthven, Director of Planning and Development)**

Director of Planning and Development Ron Ruthven briefed Town Council regarding this item.

The Town Council discussed designated park land space, developer fees paid to assist with park land (*need clear policy for fees paid to designate park land*), minimum lot size compared to the Knowles Development, density, total build out numbers, effects to Westlake Academy with enrollment, commercial development, and comprehensive plan (*needs updating*).

After discussion, Mayor Kilbride opened the public hearing. There being no one to speak, Mayor Kilbride closed the public hearing. Motion made by Council Member White to approve Ordinance 982. Motion seconded by Council Member Sansone. Motion approved unanimously.

I. REGULAR AGENDA ITEM(S)

- I.1. RES 23-41 Consider approving Resolution 23-41 approving the 2024 Town Council and Board of Trustees calendar; and take appropriate action (Amy Piukana, Town Secretary)**

Motion made by Mayor Pro Tem Quint to approve the FY2023-24 Fiscal Year Town Council meeting calendar, as presented. Motion seconded by Council Member White. Motion approved unanimously.

- I.2. RES 23-66 Consider approving Resolution 23-66, approving Town Financial Policies, Purchasing Authority Policy, Prohibited Activities Policy, Contract Authority Policy, and Procurement Policy; and take appropriate action (Cayce Lay Lamas)**

Director of Finance Cayce Lay Llamas briefed Town Council regarding this item.

After discussion, a motion was made by Mayor Pro Tem Quint to approve Resolution 23-66, as presented. Motion seconded by Council Member White. Motion approved unanimously.

I.3. RES 23-60 Consider approving Resolution 23-60 authorizing the expenditure of budgeted funds for Inspira Enterprises to conduct an Information Technology Security Assessment and develop an IT Security Strategy and Roadmap; and take appropriate action (Jason Power, Director of Information Technology)

Director of Information Services Jason Power introduced Mr. Tim Sanouvang Managing Director of INSPIRA Technologies, who briefed the Town Council regarding this item.

The Town Council discussed deliverables, costs, prioritization, and the number of years an audit should be conducted.

Mr. Savang noted every three years is typical.

After discussion, a motion was made by Mayor Pro Tem Quint to approve Resolution 23-60, seconded by Council Member White. Motion approved unanimously.

I.4. RES 23-55 Consider approving Resolution 23-55 authorizing the Town Manager to renew network security licensing, software, services, maintenance, and support for one year for a total amount of \$74,491.50, allowing continuity of services provided to Westlake academy students and staff, as well as municipal staff and Westlake citizens and stakeholders; and take appropriate action. (Jason Power, Director of Information Technology)

Director of Information Technology Jason Power briefed Town Council regarding this item.

The Town Council discussed timing to purchase and have technology in place, the option to do a 3 or 6 month extension, the option of utilizing our vendor to review and conduct a prioritization list on network security, and the option to renew at the November 6, 2023, meeting.

This item was tabled to the November 6, 2023, meeting to allow the vendor time to review and provide a recommendation.

I.5. RES 23-61 Consider approving expenditure of budgeted funds for the continuation of services from Arctic Wolf Managed Network Security Services for one year in the amount of \$63,064.62; and take appropriate action (Jason Power, Director of Information Technology)

Director of Information Technology Jason Power was present to answer questions.

Mayor Pro Tem Quint made a motion to approve, motion seconded by Council Member White. Motion approved unanimously.

- I.6. RES 23-65 Consider approving expenditure of budgeted funds in the amount of \$23,837.69 for Zoom Meeting and Telephone Services Licensing; and take appropriate action (Jason Power, Director of Information Technology)**

Director of Information Technology Jason Power briefed Town Council regarding this item.

After discussion, a motion was made by Mayor Pro Tem Quint to approve Resolution 23-65, as presented. Motion seconded by Council Member White. Motion approved unanimously.

- I.7. RES 23-64 Consider approving Resolution 23-64 approving a bid with Control Specialist; and take appropriate action (Kyle Flanagan, Deputy Director of Public Works)**

Town Manager Wade Carroll briefed Town Council regarding this item.

The Town Council discussed the interlocal agreement with City of Roanoke, the new reader efficiencies (*remote verses in person meter readings*), and integration with SCADA Software.

After discussion, Mayor Pro Tem Quint made a motion to approve Resolution 23-64, as presented. Motion seconded by Council Member White. Motion approved unanimously.

J. CLOSED EXECUTIVE SESSION

- J.1. 23-256 The Town Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:**
- a) Section 551.071(2): Consultation with Attorney to seek advice of counsel regarding (Trophy Club Municipal Utility Districts) and (Westlake Academy Affiliate Policies); and**
 - b) Section 551.074 (a)(1) Deliberation regarding personnel matters: To deliberate regarding Westlake Academy (Head of School) (Mayor Kilbride); and**
 - c) Section 551.071 Consultation with Attorney to seek advice of counsel on matters to which the duty of the Town Attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Texas Government Code (Builders Recovery Services BRS Litigation) (Stan Lowry)**

Mayor Kilbride recessed into closed executive session at 6:31 p.m. and adjourned from closed session at 7:30 p.m.

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

As a result of closed executive session, a motion was made by Council Member White to approve execution of an engagement letter with Diversified Search Firm for the Head of School. Motion seconded by Council Member Greaves. Motion approved unanimously.

L. COUNCIL RECAP/STAFF DIRECTION

Town Manager Wade Carroll stated he will bring forward the INSPIRA item to the November 6, 2023, meeting.

M. FUTURE AGENDA ITEMS:

Council Member White noted the strategic plan needs to be discussed in the near future.

N. ADJOURNMENT

Mayor Kilbride adjourned the meeting at 7:38 p.m.

Signed by: _____
Sean C. Kilbride, Mayor

Attested by: _____
Amy M. Piukana, Town Secretary