



## 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, June 17, 2025**

**4:00 PM**

**Council Chamber**

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The Town Council of the Town of Westlake serves as the governing board for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. In an effort of transparency, this meeting will be viewable to the public via Live Stream and also available for viewing after the meeting. In an effort of meeting efficiency, any residents wishing to speak on action items 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 4:12 p.m. All of Town Council was present with Council Member Smith being present virtually.

#### **PRESENT:**

Mayor Kim Greaves  
Mayor Pro Tem Tammy Reeves  
Council Member Todd Gautier  
Council Member Michael Yackira  
Council Member T. J. Duane  
Council Member Kevin Smith (virtually present)

#### **STAFF PRESENT:**

Town Manager Wade Carroll  
Deputy Town Manager Jason Alexander  
Town Secretary Dianna Buchanan  
Finance Director Cayce Lay Lamas  
Communications Director Jon Sasser  
School Attorney Janet Bubert  
Academy Finance Manager Marlene Rutledge  
WA Communications Manager Joe Durdin

Head of School Dr. Kelly Ritchie  
WA Dir Innovation & Dev. Michelle Briggs  
IT Director Jason Power  
Public Works Director Cheryl Taylor  
Town Attorney Matthew Boyle  
Human Resources Director Sandy Garza  
Deputy Fire Chief Kelly Clements  
Town Planner Christopher Pham

**B. INVOCATION AND PLEDGES OF ALLEGIANCE**

The invocation was given by Pastor Clayton Reed, Southlake Baptist Church, Southlake, Texas. Mayor Greaves led the Pledges of Allegiance.

**C. CITIZEN/PARENT COMMENTS**

There was no one to speak at this time.

**D. ITEMS OF COMMUNITY INTEREST****D.1. [25-168](#) Items of Community Interest (Communications Director Jon Sasser)**

Jon Sasser, Director of Communications provided an overview of items of community interest and upcoming events including the Town Hall July 4th holiday closure and the opportunity to volunteer to help "plant flags" for the "Flag the Town" campaign.

**E. PRESENTATIONS WITH DISCUSSION****E.1. [WA 25-127](#) Westlake Academy Branding Update, Community Partner RSW (Dr. Kelly Ritchie, Head of School)**

Dr. Kelly Ritchie, Head of School, Westlake Academy Communications Manager Joe Durdin and Mr. Douris, owner of RSW Creative, provided a presentation showcasing the updated branding for Westlake Academy. Mr. Douris volunteered his time and staff for this project and said the updated branding condenses and strengthens the Westlake Academy brand.

**E.2. [25-167](#) Presentation regarding the results and recommendations of the Town of Westlake Water Master Plan study, including population and water demand projections, hydraulic modeling analyses, and the Capital Improvement Plan (Cheryl Taylor, P.E., Director of Public Works)**

Public Works Director Cheryl Taylor, P.E. introduced Andrew Franko with Freese and Nichols to provide an overview of the Water Master Plan Process which includes conducting a condition assessment of the current water system and infrastructure, determining future needs using projections for population growth and new development, and analyzing the information to provide recommendations to achieve greater system reliability, provide consistent service levels and to recommend a comprehensive prioritized water system capital improvement plan.

**F. CONSENT AGENDA****F.1. [25-138](#) Approve the May 20, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)****F.2. [RES 25-18](#) Discuss, consider and act to approve Resolution 25-18 authorizing the purchase of a John Deere 325G Compact Track Loader from RDO Equipment Company through a Sourcewell Cooperative Purchasing Agreement in the amount of \$88,358.67. (Cheryl Taylor, P.E., Director of Public Works).****F.3. [25-136](#) Approve Agreement for Collection of Taxes with the Tarrant County Tax Assessor Collector and Tarrant County for the assessment of and collection**

services for ad valorem taxes levied by the Town of Westlake for tax years 2025, 2026, and 2027 (Cayce Lay Lamas, Finance Director)

- F.5.**     [RES 25-21](#)     Discuss, consider and act regarding Resolution 25-21 to repeal, replace and approve the Bylaws of the Westlake Development Corporation, Inc. (EDC 4B) and to resolve related matters. (Town Manager Wade Carroll)
- F.4.**     [RES 25-19](#)     Consider and act to approve Resolution 25-19 to Designate an Official to Calculate the Tax Rate (Finance Director Cayce Lay Lamas)

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

## **G.     PUBLIC HEARINGS AND ASSOCIATED ACTION ITEMS**

- G.1.**     [25-148](#)     Conduct Public Hearing to receive public input regarding the Westlake Academy FY 2025-2026 School Budget (Cayce Lay Lamas, Finance Director)
- Finance Director Cayce Lay Lamas provided an overview of the proposed budget and answered questions. PUBLIC HEARING HELD. Mayor Greaves opened the public hearing at 5:02 p.m. and asked if there was anyone to speak regarding the item. There was no one to speak. Mayor Greaves closed the public hearing at 5:02:30 p.m. Action will be considered later in the meeting to approve the budget (item H.1.).
- G.2.**     [ORD-1024](#)     Hold public hearing, discuss, consider and act to recommend to the Town Council to adopt Ordinance 1024 amending Chapter 102, entitled "Zoning", and establishing Article IX, entitled "TC, Town Center Form-Based Development District", providing new regulations and rules for development within the Town of Westlake, Texas; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date (Jason Alexander, AICP, CECD, Deputy Town Manager).
- Deputy Town Manager Jason Alexander provided an overview of the proposed ordinance to establish "TC-Town Center Form-Based Development District". The purpose of the TC, Town Center Form-Based Development District is to provide predictable building regulations and building rules that support space in the Town of Westlake that is attractive; that is walkable; and that provides an appropriate mix of residential experiences, commercial experiences, and civic experiences. PUBLIC HEARING HELD. Mayor Greaves opened the public hearing at 5:25 p.m. There was no one to speak regarding the item. Mayor Greaves closed the public hearing at 5:25:30 p.m. Motion by Council Member Yackira and Motion Second by Council Member Gautier to adopt Ordinance 1024 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

## **H.     REGULAR AGENDA ITEMS**

- H.1.**     [WA RES 25-15](#)     Consider and act to approve WA Resolution 25-15 adopting the Proposed Budget for Fiscal Year Ending June 30, 2026, including Committed and

Assigned Fund Balances (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas was available to answer any questions for the item (public hearing held as item G.1. on the agenda). Dr. Ritchie addressed the Board regarding the budget. Council Member Yackira recommended that Dr. Ritchie present the WA budget next year. Mayor Greaves agreed with that recommendation and expressed his appreciation for all staff involved in preparing the budget.

Motion by Council Member Duane and Motion Second by Council Member Yackira to approve WA Resolution 25-15 adopting the proposed Westlake Academy Budget for Fiscal Year ending June 30, 2026. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

**H.2. [WA RES 25-17](#)**

Consider approving WA Resolution 25-17 adopting the Employee Compensation Plan for the 2025-2026 Fiscal Year; and take appropriate action (Sandy Garza, Human Resources Director)

Director of Human Resources Sandy Garza provided an overview of the proposed compensation plan and advised that there would be a future amendment after TEA direction is received for implementing increases approved by the Texas Legislature for teacher salary increases.

Motion by Council Member Yackira and Motion Second by Council Member Duane to approve WA Resolution 25-17 adopting the Employee Compensation Plan for the 2025-2026 Fiscal Year as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

**H.3. [ORD-1025](#)**

Discuss, consider and act to adopt Ordinance 1025 approving architectural standards for the Solana Hills Residential Development; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date (Jason Alexander, AICP, CECD, Deputy Town Manager).

Presentation by Deputy Town Manager Jason Alexander of the architectural standards for the Solana Hills Residential Development. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to adopt Ordinance 1025 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

**H.4. [WA RES 25-18](#)**

Consider approving WA Resolution 25-18 for Westlake Academy Building Property Casualty Insurance Products and Services to Box Insurance Agency for the period of July 1, 2025 to June 30, 2026; and take appropriate action.

Presentation by Human Resources Director Sandy Garza to provide an overview of the item. Motion by Council Member Duane and Motion Second by Council Member Yackira to approve WA Resolution 25-18 to award the contract for Westlake Academy Building Property Casualty Insurance Products and Services to Box Insurance Agency for July 1, 2025 thru June 30, 2026 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

**H.5. [RES 25-20](#)**

Discuss, consider and act regarding Resolution 25-20 to continue and expand the Town's partnership with OneDigital for employee benefits consulting, wellness strategies, analytics support, and administrative services (Sandy Garza, Director of Human Resources).

Presentation by Human Resources Director Sandy Garza provided an item

overview. Motion by Council Member Gautier and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-20 to contract with OneDigital for the Town's employee benefits and related services. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

## **I. EXECUTIVE SESSION**

Mayor Greaves called Items I.1. through I.5. and recessed the Regular Meeting to Executive Session at 5:56 p.m.

- I.1. [25-161](#)** Section 551.071(2): Consultation with Attorney: To receive legal advice from bond counsel regarding contemplated issuance of municipal bonds and related legal matters.
- I.2. [25-152](#)** Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Groups.
- I.3. [25-154](#)** Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake.
- I.4. [25-158](#)** Section 551.072: Deliberation regarding the Purchase, Exchange, Lease or Value of Real Property:  
1) 48 and 52 Girona and 34 Cortez, Westlake Entrada and  
2) Town Hall Lease.
- I.5. [25-166](#)** Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:  
Board and Commission Appointments and Reappointments
- Mayor Greaves reconvened the Regular Meeting from Executive Session at 7:05 p.m. Council Member Smith did not return to the meeting. Town Attorney Matthew Boyle did not return to the meeting. Attorney Alex Crowley finishing the meeting as Town Attorney.

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

There was no action as a result of Executive Session.

## **K. BOARDS AND COMMISSIONS**

- K.1. [RES 25-17](#)** Discuss, consider and act to approve Resolution 25-17 to appoint and reappoint applicants to serve as members on the Town of Westlake Planning and Zoning Commission and the Westlake Development Corporation, Inc.
- Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to approve Resolution 25-17 to make reappointments to the Planning and Zoning Commission for two year terms being June 2025 thru June 2027 as follows:  
Terry Wilkinson Place 2, David Ricci Place 4 and Jennifer Konz-Alt Place 6;  
and  
to make appointments to the Westlake Development Corporation Inc. Board of Directors for two-year terms being June 2025 thru June 2027 as follows:  
Kim Greaves, Tammy Reeves, Todd Gautier, Jim Lentz, John Nestor, Mike Asselta, and Matt Rose.
- Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.  
Council Member Smith was not present.

**K.2. [25-137](#)** Appoint Planning and Zoning Commission Chair and Vice-Chair  
Mayor Greaves appointed Adam Coffey as Chair and Terry Wilkinson as Vice Chair of the Planning and Zoning Commission for June 2025 thru June 2026.

**K.3. [25-159](#)** Discuss, consider and act to make appointments to the Finance Subcommittee of Town Council  
Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Guatier to appoint Mayor Greaves, Council Member Duane and Council Member Yackira to the Finance Subcommittee. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Smith was not present.

#### **L. FUTURE AGENDA ITEMS**

Mayor Greaves directed staff to move forward on the public art project so a volunteer can be appointed to assist with the Entrada fountain project.

#### **M. STAFF RECAP OF COUNCIL DIRECTION**

Town Manager Wade Carroll recapped council direction to staff as follows:

- 1) to have the public art project on the next agenda;
- 2) to provide a sign up for volunteers to assist with planting flags along Solana and Davis Boulevards and to include any equipment or routing needs;
- 3) request to have Dr. Ritchie to present the Westlake Academy budget next year; and
- 4) to send out the salary comparisons from the compensation presentation to the Westlake Academy staff.

#### **N. ADJOURNMENT**

Mayor Greaves adjourned the meeting at 7:09 p.m.

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**Kim Greaves, Mayor**

**ATTEST:**

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