



**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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**Tuesday, February 18, 2025**

**3:30 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.

#### **WORK SESSION 3:30 PM**

##### **I. CALL WORK SESSION TO ORDER**

Mayor Greaves called the Work Session to order at 3:30 pm. All of Town Council/Board of Trustees were present, with Council Member Asselta being present virtually.

##### **II. HOLD WORK SESSION AND DISCUSSION REGARDING WESTLAKE ACADEMY'S PROPOSAL TO ADD ONE ADDITIONAL SECTION OF 4TH GRADE CLASS FOR SCHOOL YEAR 2025-2026 (Dr. Kelly Ritchie, Head of School)**

Dr. Kelly Ritchie, Head of School, provided a presentation and facilitated the discussion regarding the proposed addition of one additional section of 4th grade class for the School Year of 2025-2026. The item is on the Regular Meeting Agenda for consideration of action by the Board of Trustees this evening. Academy Finance Director Marlene Rutledge also answered budgetary questions.

##### **III. ADJOURN THE WORK SESSION**

Mayor Greaves adjourned the Work Session at 4:01 pm.

#### **REGULAR MEETING 4 PM**

##### **A. CALL REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT**

Mayor Greaves called the Regular Meeting to order at 4:01:30 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 Mike Asselta (virtually present)

**STAFF PRESENT:**

Town Manager Wade Carroll	Head of School Dr. Kelly Ritchie
Deputy Town Manager Jason Alexander	Innovation & Dev. Director Michelle Briggs
Town Secretary Dianna Buchanan	IT Director Jason Power
Finance Director Cayce Lay Lamas	Human Resources Director Sandy Garza
Communications Director Jon Sasser	Assistant Public Works Director Kyle Flanagan
Town Attorney Stan Lowry	School Attorney Janet Bubert
Academy Finance Manager Marlene Rutledge	Fire Chief John Ard
Accountability Director Darcy McFarlane	

**B. INVOCATION AND PLEDGES OF ALLEGIANCE**

Pastor Clayton Reed from Southlake Baptist Church provided the invocation. Mayor Greaves and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Eegan Sanker-1st grade, Sawyer Tidden- 5th grade, Cassidy Tidden -7th grade, Joycelyn Tidden- 9th grade and Beckett Gobler-5th 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. 25-53 Items of Community Interest (Communications Director Jon Sasser)**

Communications Director Jon Sasser provided an overview of items of community interest. He then introduced Ms. Emily Mitchell, Development Specialist-Tarrant & Ellis County, Salvation Army. Then Ms. Mitchell along with Captain Armando Acosta of Salvation Army--Fort Worth Northside, presented Mayor Greaves the golden bell for being the top fundraiser during the 2024 Red Kettle Mayoral Challenge held during the holiday season. Mayor Greaves raised \$1,277.67 to benefit the Northside Community Corps.

**E. CONSENT AGENDA****E.1. 25-23 Discuss, consider and act to approve the February 3, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)**

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

**F. REGULAR AGENDA ITEMS**



- F.1. RES 25-08** Receive presentation and discuss, consider and act regarding Resolution 25-08 approving and adopting the Town of Westlake Strategic Plan 2025-2032 (Town Manager Wade Carroll)

Town Manager Wade Carroll introduced Managing Partner Carol Jacobs with Baker Tilly, who presented an overview of the final Strategic Plan 2025-2032 which was prepared after working with Town Council during strategic planning sessions and holding community meetings to receive input from Westlake residents, stakeholders, parents and staff. The process has resulted in several documents that provide a comprehensive outline for Westlake's future and sustainable community-driven growth, focusing on enhancing the quality of life, preserving the Town's unique identity and building strong partnerships with the business community and stakeholders. The Strategic Plan, Economic Development Plan and Fiscal Model and Sustainability Report will serve as the standard to develop a work and implementation plan to guide Town Council and staff over the next seven years. Motion by Council Member White and Motion Second by Council Member Yackira to approve Resolution 25-08 approving and adopting the Town of Westlake Strategic Plan 2025-2032. Mayor Greaves called for the vote. MOTION TO APPROVE RESOLUTION 25-08 APPROVED UNANIMOUSLY.

- F.2. WA RES 25-02 v2** Discuss, consider and act regarding WA Resolution 25-02 to add one additional section of 4th grade to Westlake Academy for School Year 2025-2026 (Dr. Kelly Ritchie, Head of School)

Motion by Council Member White and Motion Second by Council Member Yackira to approve WA Resolution 25-02 to add one additional section of 4th grade to Westlake Academy for School Year 2025-2026. Mayor Greaves called for the vote. MOTION TO APPROVE WA RESOLUTION 25-02 APPROVED UNANIMOUSLY.

- F.3. RES 25-05** Discuss, consider and act regarding Resolution 25-05 approving and authorizing the Town Manager to enter into a contract with Holt Power Systems - Caterpillar for procurement of a 700kw on-site backup diesel generator set for the Town's water pump station in the amount of \$342,481.28 utilizing Sourcewell Cooperative Purchasing Contract #092222-CAT (Cheryl Taylor, P.E., Director of Public Works).

Assistant Public Works Director Kyle Flanagan provided an overview of this request to approve the purchase of a replacement emergency backup generator for the pump station that supplies the entire Town with water. The existing equipment was damaged beyond repair during a storm and to remain in compliance with the Emergency Preparedness Plan approved by the Texas Commission on Environmental Quality, it must be replaced. In addition, the generator must be upsized to meet the demands of the system as it has grown since the original backup generator was installed in 2001. Staff received bids for the equipment and installation services and as recommended by consultant Freese & Nichols, presents a request to contract with Holt Power Systems-Caterpillar for the generator, installation of replacement, one set of filters, and one year service maintenance. The cost will be \$342,481.28 and will be funded through American Rescue Plan Act (ARPA) funds. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve



Resolution 25-05 authorizing the Town Manager to contract with Holt Power Systems-Caterpillar for procurement of a 700 kw diesel generator set for the Town's water pump station in the amount of \$342,481.28 as presented. Mayor Greaves called for the vote. MOTION TO APPROVE RESOLUTION 25-05 APPROVED UNANIMOUSLY.

- F.4. RES 25-09** Discuss, consider and act regarding Resolution 25-09 approving and authorizing the Town Manager to enter into a contract with Global Pump Solutions for emergency repairs and installation services for water and wastewater infrastructure throughout the town in an amount not to exceed \$450,765.20 utilizing BuyBoard Cooperative Purchasing Contract #672-22 (Cheryl Taylor, P.E., Director of Public Works)

Assistant Public Works Director Kyle Flanagan gave an overview of the request to approve emergency repairs and installation services for water and wastewater infrastructure throughout the Town in an amount not to exceed \$450,765.20. The emergency repairs will be to the pump station fill control valves and pump control valves for pumps 3 and 4 for water infrastructure and to the lift stations for wastewater infrastructure including the pumps used at Deloitte and Fidelity. This amount includes a 10% contingency as well as previously approved lift station electrical repairs. A budget amendment will be required and presented for approval in the future for the FY 24-25 Public Works Utility Fund operating budget. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-09 authorizing a contract with Global Pump Solutions for emergency repair and installation services for water and wastewater infrastructure throughout the Town in an amount not to exceed \$450,765.20. Mayor Greaves called for the vote. MOTION TO APPROVE RESOLUTION 25-09 APPROVED UNANIMOUSLY.

- F.5. RES 25-01** Discuss, consider and act to approve Resolution 25-01 amending the established dates for Regular Meetings of the Town Council | Board of Trustees through September 30, 2025 (Town Manager Wade Carroll)

Town Manager Wade Carroll reviewed the proposed change to the Town Council/Board of Trustees meetings to shift from two meetings each month to one meeting each month. The proposed calendar for April thru September 2025 provides for meetings to be moved to the 3rd Tuesday each month. In the event a meeting is needed in addition to the once each month meeting a Special Meeting can be scheduled. Motion by Council Member White and Motion Second by Council Member Yackira to approve Resolution 25-01 as presented. Mayor Greaves called for the vote. MOTION TO APPROVE RESOLUTION 25-01 APPROVED UNANIMOUSLY.

## **G. DISCUSSION ITEM**

Westlake Academy Director of Innovation and Development Michelle Briggs gave a presentation regarding a recent trip to Austin made by representatives from Westlake Academy and the Town of Westlake to speak with State Legislators regarding funding for Westlake Academy and other issues pending during this Legislative Session. Mayor Greaves also provided commentary about the trip and the meetings with various legislators, and he hopes to meet with the Lieutenant Governor in the near future. Academy and Town representatives will also be making the trip back to Austin in April for "Denton County Days" to again meet regarding funding for the academy and other pending matters.

**H. FUTURE AGENDA ITEMS**

Town Manager Wade Carroll advised that all candidates for the May 3, 2025 General and Special Election are unopposed and the Town will be able to cancel the election at the next meeting.

**I. STAFF RECAP OF COUNCIL DIRECTION**

There was nothing to report at this time.

**J. ADJOURNMENT**

Mayor Greaves adjourned the meeting at 5:27 pm.

  
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Kim Greaves, Mayor

ATTEST:



Town Secretary Dianna Buchanan

