



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Draft

Tuesday, May 20, 2025

3:00 PM

Council Chamber

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 PM

I. CALL WORK SESSION TO ORDER

Mayor Greaves called the Work Session to order at 3:01 p.m. All of Town Council was present with Council Member Smith being present virtually.

II. WORK SESSION ITEMS

II.A. 25-67 Westlake Academy Budget Workshop (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas presented an overview of the Westlake Academy Fiscal Year 2026 proposed budget. The Shared Services model that was created to identify costs associated with the Academy was discussed as well as Academy funding requests and additional needs. The State Legislature is considering approval of an increase to school funding so the final proposed budget will be modified accordingly. The Board will take actions at the June 17th meeting after a public hearing is held to consider approval of the compensation plan for the Academy and the budget. A calendar showing the schedule for budget approval was presented and staff will be sure that information is made available to the public via the website.

II.B. 25-117 Discussion regarding Proposed Text Amendments to Various Land Development Regulations to Encourage Mixed-use Development (Jason Alexander, AICP, CECD, Deputy Town Manager)

Presentation by Deputy Town Manager Jason Alexander regarding upcoming proposed text amendments to PD, Planned Development District 1-2 (Entrada) and text amendments for a TC, Town Center Form-based Development District. The proposed text amendments for Entrada are intended to increase the number of rooftops and commercial spaces that are constructed and occupied. The proposed TC District is intended to establish predictable building regulations and rules creating attractive, walkable, and mixed-use environments capable of supporting local and regional needs. The proposed amendments will promote flexibility and nurture and sustain mixed-use development. The ordinance for Town Council's consideration to adopt the amendments appears on the agenda as item H.2.

- II.C. [WA 25-118](#)** Presentation regarding proposal from Brown Reynolds Waterford Architects for the Westlake Academy Arts and Science Building Addition and Renovations (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, addressed the Board regarding the Westlake Academy Arts and Science Building Addition and Renovations project and detailed that the funds for the project are through a gift from the Lee Family received over five years ago for this specific purpose to be matched by Town funds. Dr. Ritchie introduced Anne Hildenbrand with Brown Reynolds Waterford (BRW) Architects. Ms. Hildenbrand and her associate Chris Sano presented several renderings that have been prepared while visioning the project with academy staff. The project proposal includes schematic design, design development, construction documents, permitting, procurement, construction administration, closeout and post-occupancy services. The Board will consider approval of the professional services agreement with BRW Architects for this project as listed in Item H.4. of the agenda.

III. ADJOURN WORK SESSION

Mayor Greaves adjourned the Work Session at 4:14 p.m.

REGULAR MEETING 4 PM

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

Mayor Greaves called the meeting to order at 4:20 p.m., and announced a quorum present.

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

Head of School Dr. Kelly Ritchie
Dir Innovation & Dev. Michelle Briggs
IT Director Jason Power
Public Works Director Cheryl Taylor
Town Attorney Matthew Boyle

Keller Chief of Police Bradley Fortune	School Attorney Janet Bubert
Academy Finance Manager Marlene Rutledge	Fire Chief John Ard
Dir of Accountability Darcy McFarlane	Academic Accountant II Stacie Wrehe

B. INVOCATION AND PLEDGES OF ALLEGIANCE

The invocation was given by Pastor Randy Cox, Milestone Church, Keller, Texas. Mayor Greaves and Dr. Kelly Ritchie, Head of School, introduced Westlake Academy students--Malini Duane, 4th grade, Mira Duane, Kindergarten and Ivani Sharma, 3rd grade--who led the Pledges of Allegiance.

C. CITIZEN/PARENT COMMENTS

There was no one to speak at this time.

D. ITEMS OF COMMUNITY INTEREST**D.125-129** Items of Community Interest (Communications Director Jon Sasser)

Communications Director Jon Sasser provided a briefing of upcoming events including the closure of Town Hall and the Municipal Court on May 26th in observance of Memorial Day. He also went over several upcoming end-of-year events for Westlake Academy including graduation on May 24th and summarized recent events held including the Fire Station Open House, Spring Concert and Westlake Academy Foundation Gala.

E. PROCLAMATION AND RECOGNITION**E.125-120** National Public Works Week May 18-24, 2025 Proclamation (Mayor Kim Greaves)

Mayor Greaves proclaimed May 18-24, 2025 as National Public Works Week and presented the proclamation to Public Works Director Cheryl Taylor, P.E. and other members of the department's staff that were present at the meeting.

E.2WA Gen
Item 25-15 Recognition of the 2024-2025 Westlake Academy Safety Squad Members (Dr. Kelly Ritchie, Head of School)

Certificates of recognition were presented to students by Dr. Kelly Ritchie acknowledging their service as members of the Safety Squad and a video about the Safety Squad was viewed.

F. PRESENTATION**F.1WA 25-123** Westlake Academy IB Programme Five Year Evaluation Report (Dr. Kelly Ritchie, Head of School)

Dr. Ritchie introduced Alison Schneider and Sarah Stack, IB Coordinators, to present an overview of the International Baccalaureate 5-Year Evaluation Report of Westlake Academy. Report received.

G. CONSENT AGENDA**G.125-115** Discuss, consider and act to approve the May 7, 2025 Town Council/Board of Trustees Special Meeting Minutes (Town Secretary Dianna Buchanan)

G.2[RES 25-15](#)

Discuss, consider and act to approve Resolution 25-15 authorizing the Town Manager to expend funds for Town-wide landscaping and tree trimming services by Smith Lawn and Tree in the amount not to exceed \$600,000.00 (Cheryl Taylor, P.E., Director of Public Works)

G.3[WA RES 25-11](#)

Discuss, consider and act to approve WA Resolution 25-11, amending the Westlake Academy Employee Facilities Salary Schedule for the 2024-2025 Fiscal Year previously approved by WA Resolution 24-22; and take appropriate action (Sandy Garza, Human Resources Director)

Motion by Council Member Yackira and Motion Second by Council Member Duane to approve the consent agenda. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H. REGULAR AGENDA ITEMS**H.1**[25-116](#)

Discuss, consider and act to Nominate and Elect the Mayor Pro Tem for May 2025- May 2026

Motion by Council Member Yackira and Motion Second by Council Member Todd Gautier to elect Council Member Tammy Reeves as Mayor Pro Tem for May 2025 thru May 2026. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.2[ORD-1022](#)

Discuss, consider and act to adopt Ordinance 1022 amending certain provisions within PD, Planned Development Zoning District 1-2 (PD 1-2) regulating the development of approximately 85.9 acres of land generally located between State Highway 114, Davis Boulevard, and Solana Boulevard, and commonly known as "Entrada" to include adding a definition and certain standards for stacked flats; removing the residential to non-residential development ratios; updating the schedule of permitted of uses; and updating the standards for building height.

Deputy Town Manager Jason Alexander addressed Town Council regarding this item which was discussed during the Work Session under Item II.B. The proposed TC District is intended to establish predictable building regulations and rules creating attractive, walkable, and mixed-use environments capable of supporting local and regional needs. The proposed amendments will promote flexibility and nurture and sustain mixed-use development. The Planning and Zoning Commission considered the item at their May 6, 2025 meeting, and recommended approval to Town Council with two conditions: (1) That the ratio for residential to non-residential development shall not apply to stacked flats and (2) That EXHIBIT "A-2", which depicts the Building Height Waiver Sub-Area, be revised to remove the surface parking lot adjacent to the Ventanas development.

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Gautier to Adopt Ordinance 1022 including the conditions recommended by the Planning And Zoning Commission, with the Amendment that the last sentence in Section 6 of Ordinance 1022 read as follows: "In addition, the minimum height for the first story shall be 16 feet as measured from the finished floor to the finished ceiling for all principal structures designed and construction to have stacked flats and the minimum height for all upper stories shall be 10 feet as measured

from the finished floor to the finished ceiling". Mayor Greaves called for the vote. MOTION TO ADOPT ORDINANCE 1022 AS AMENDED APPROVED UNANIMOUSLY.

H.3 RES 25-14

Discuss, consider and act to approve Resolution 25-14 Scheduling a Public Hearing to be held on July 15, 2025 at 4 p.m. to consider adoption of Land Use Assumptions and a Capital Improvements Plan under which an Impact Fee may be imposed for water, wastewater, and roadway facilities within the town; directing the town secretary to publish notice of said Public Hearing; And directing the Capital Improvements Advisory Committee to consider and make recommendations on the Land Use Assumptions and Capital Improvements Plan (Cheryl Taylor, P.E., Director of Public Works).

Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-14 to schedule a public hearing on July 15, 2025 at 4 p.m. to consider adoption of Land Use Assumptions and a Capital Improvements Plan under which an Impact Fee may be imposed for water, wastewater and roadway facilities within the Town as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.4 WA RES 25-10

Discuss, consider and act to approve WA Resolution 25-10 approving a Professional Services Agreement with Brown Reynolds Watford Architects (BRW) for additions and renovations to the Westlake Academy Arts and Science Building (Dr. Kelly Ritchie, Head of School)

This item was discussed during the Work Session earlier in the meeting. The project proposal from Brown Reynolds Watford Architects includes schematic design, design development, construction documents, permitting, procurement, construction administration, closeout and post-occupancy services for additions and renovations to Westlake Academy. Motion by Council Member Duane and Motion Second by Council Member Yackira to approve WA Resolution 25-10 approving a Professional Services Agreement with Brown Reynolds Watford Architects as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.5 WA RES 25-08

Discuss, consider and act regarding WA Resolution 25-08 approving updates to and adopting the Westlake Academy Attendance Policy (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, provided an overview of the proposed updates to the Westlake Academy Attendance Policy. The revised policy outlines specific consequences for pervasive attendance issues which may include a fee for students who are not picked up on time, a court referral for truancy, and administrative withdrawal for persistent late arrivals or pick-ups within any consecutive 30-day period. Registration by May 31 is required for all returning students for the subsequent school year. Darcy McFarlane, Director of Accountability, also addressed the Board regarding the current contact efforts by staff to complete the registration of returning students. Motion by Council Member Duane and Motion Second by Council Member Yackira to approve WA Resolution 25-08 as presented. Mayor Greaves called for the vote. MOTION

APPROVED UNANIMOUSLY.

H.6WA RES
25-12

Discuss, consider and act regarding WA Resolution 25-12 approving an amendment to the Westlake Academy Admissions Policy (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, presented an overview of the item. The purpose of the policy amendment is to ensure that primary boundary students continue to have access to priority enrollment at the Academy and is in response to population growth in the area. Beginning next school year, a student who was admitted as a primary boundary resident but no longer resides within same, may enroll un the Academy the following school year only if the student has attended Westlake Academy for (5) consecutive years as a Primary Boundary resident and the student's current residence is located within the Secondary Boundary. The policy will also be updated to reflect that a student that obtain admission to the Academy as the child of a full-time Town of Westlake employee retains the right to re-enrollment only if the parent continues to be a full-time town of Westlake employee and lastly that neither of these conditions on continued enrollment prevent a student from applying for admission as a Secondary Boundary resident. Darcy McFarlane, Director of Accountability, also answered questions from the Board Motion by Council Member Duane and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 25-12 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.7RES 25-16

Discussion and consideration of all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation, including the adoption of Resolution 25-16 pertaining thereto (Wade Carroll, Town Manager)

Mayor Greaves announced H.7. and deferred consideration of the item until after Executive Session.

H.8WA RES
25-13

Discuss, consider and act to approve WA Resolution 25-13, authorizing the Head of School to enter into a 3-year \$1 buy-out lease agreement with Apple Financial Services for the acquisition of hardware, software licensing, and services to support the Westlake Academy One-to-One technology device initiative (Jason Power, Director of Information Technology)

Mayor Greaves announced items H.8. and H.9. at the same time so they could be presented together. Jason Power, Director of Information Technology provided a presentation for the items which will approve leases to provide hardware including laptops and iPads, Apple TVs, software licensing, and support services for the Westlake Academy One-to-One technology device initiative for students and staff. Item H.8. is to consider approving and authorizing a lease with Apple Financial for electronic devices including iPads, servers, and networking equipment for \$788,541.45 over 3-years with a cost savings of approximately \$50,000 per year over the lease term providing 0% interest and offering a \$1 purchase option of the equipment at the end of the lease or the ability to trade the equipment in for credit or cash through Apple's Trade-In Program for education.

Item H.9. is to consider approving and authorizing a 3-year lease with CSI Leasing to retain 125 MacBook Air laptops to use as replacements for aging devices currently used in student carts and retaining 75 Apple TVs used on the campus. Staff recommends renewing the lease with CSI Leasing for these items which will be an expense of \$55,702.80 over three years.

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Duane to approve WA Resolution 25-13 as presented. Mayor Greaves called for the vote on Item H.8. MOTION APPROVED UNANIMOUSLY.

**H.9 WA RES
25-14**

Discuss, consider and act to approve WA Resolution 25-14, authorizing the Head of School to enter into a 3-year lease agreement with CSI Leasing for the acquisition of hardware to support the Westlake Academy One-to-One technology device initiative (Jason Power, Director of Information Technology)

This item was presented together with Item H.8. by Information Technology Director Jason Power and discussed. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 25-14 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.10 WA 25-124

Discuss, review and acknowledge receipt of the Intruder Detection Audit Report submitted by the Texas School Safety Center and approve related corrective actions to enhance safety and security measures at Westlake Academy (Head of School Dr. Kelly Ritchie)

Mayor Greaves announced H.10. and deferred consideration of the item until after Executive Session.

I. EXECUTIVE SESSION

Mayor Greaves announced Items I.1., I.2., and I.3. and Items H.7. and H.10. to be discussed during Executive Session. Mayor Greaves recessed the Regular Meeting to Executive Session at 5:36 p.m.

I.1. 25-128

Section 551.076 Deliberation Regarding Security Devices or Security Audits Related to Summary of Findings of an Intruder Detection Audit for Westlake Academy

I.2. 25-114

Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake

I.3. 25-131

Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Attendance Policy and Admissions Policy.

Mayor Greaves reconvened the Regular Meeting from Executive Session at 6:26 p.m.

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

Mayor Greaves announced Item H.7. "Discussion and consideration of all matters incident and related to approving an authorizing publication of notice of intention to issue certificates of obligation, including the adoption of Resolution 25-16 pertaining thereto". Finance Director

Cayce Lay Lamas gave a brief overview of the item which will approve publishing the Notice of Intent to issue Certificates of Obligation (COs). At the June meeting staff will update Town Council on any legislative actions that affect the issuance, any updates to Capital Improvement Projects to be funded by the issuance, and final approval to issue the COs will be considered at the July meeting. Motion by Council Member Gautier and Motion Second by Mayor Pro Tem Reeves to Approve Resolution 25-16 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

Mayor Greaves announced Item H.10. "Discuss, review and acknowledge receipt of the Intruder Detection Audit Report submitted by the Texas School Safety Center and approve related corrective actions to enhance safety and security measures at Westlake Academy".

MAYOR GREAVES ANNOUNCED THAT THE BOARD RECEIVED THE INTRUDER DETECTION AUDIT REPORT FROM WESTLAKE ACADEMY HEAD OF SCHOOL DR. KELLY RITCHIE AND DISCUSSED THE FINDINGS OF THE REPORT DURING EXECUTIVE SESSION AND DIRECTED STAFF ACCORDINGLY.

K. FUTURE AGENDA ITEMS

Mayor Greaves noted that future meetings of the Town Council/Board of Trustees should not be scheduled during the last week of school.

L. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Wade Carroll noted that staff received direction from Council regarding several items including the direction of Shared Services in the budget,; ensuring the schedule for budget approval is published so everyone can be a part of the process; assuring that adequate parking and sidewalk widths are properly worded in the TC - Town Center zoning designation; and that the Communications Department include a notice in tonight's meeting recap to remind parents of the re-enrollment deadline for Westlake Academy returning students which is May 31st.

M. ADJOURNMENT

Mayor Greaves adjourned the meeting at 6:30 p.m.

Kim Greaves, Mayor

ATTEST:

Town Secretary Dianna Buchanan