



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Final

Monday, August 5, 2024

4:00 PM

Council Chamber

A. CALL TO ORDER AND ANNOUNCE QUORUM PRESENT

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

PRESENT:

Mayor Kim Greaves
Mayor Pro Tem Tammy Reeves
Council Member Anna White
Council Member Todd Gautier

ABSENT:

Council Member Michael Asselta
Council Member David Quint

STAFF PRESENT:

Town Manager Wade Carroll	Communications Director Jon Sasser
Head of School Dr. Kelly Ritchie	Fire Chief John Ard
Town Attorney Stan Lowry	Deputy Fire Chief Kelly Clements
School Attorney Janet Bubert	Public Works Director Cheryl Taylor
Finance Director Cayce Lay Lamas	IT Director Jason Power
Human Resources Director Sandy Garza	Interim Town Secretary Dianna Buchanan
Academic Finance Manager Marlene Rutledge	
Assistant Public Works Director Kyle Flanagan	

B. INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Town Manager Wade Carroll. Mayor Greaves led the Pledges of Allegiance to the United States Flag and the Texas Flag.

C. CEREMONIAL ITEMS

C.1. Badge Pinning Ceremony for Westlake Fire-EMS Department Deputy Chief/Fire Marshal Kelly Clements (Fire Chief John Ard)

Fire Chief John Ard presented a brief overview of the esteemed career of Fire-EMS Deputy Chief/Fire Marshal Kelly Clements prior to his hire here at the Town of Westlake. Chief Ard expressed how lucky we are to have Deputy Chief Clements on staff. Mayor Greaves administered the Oath and the Badge Pinning Ceremony was conducted with Mrs. Clements participating.

C.2. Proclamation to Recognize Public Works Department Employees for providing emergency life-saving assistance (Mayor Greaves)

Mayor Greaves showed the Town's appreciation for Deputy Public Works Director Kyle Flanagan, in attendance, and Public Works Crew Leader Tim Hackrott, who could not be at the meeting, by presenting proclamations recognizing their efforts on July 24, 2024, to assist an unconscious driver involved in a vehicle accident until the Westlake Fire--EMS Department arrived on the scene.

D. WORK SESSION**D.1. Town of Westlake FY 24-25 Budget Work Session (Cayce Lay Lamas, Finance Director)**

Finance Director Cayce Lay Lamas presented an overview of the Town of Westlake Fiscal Year 24-25 Budget. The proposed budget will include the addition of three fire fighters and two public works employees. There is also proposed funding for a fire engine and for a vacuum truck and funding for an average 2% increase to employee salaries. Also \$1.5 million will be contributed to the general fund. Certified values from the Tarrant Appraisal District reflected an approximate 9% increase. Staff is proposing to keep the tax rate flat as a tax note was paid off in February. The proposed budget will be available on the Town's website. Council will hold public hearings for the tax rate and budget on September 16th and vote regarding both items.

E. REGULAR MEETING**F. CITIZEN/PARENT COMMENTS**

There was no one to speak at this time.

G. ITEMS OF COMMUNITY INTEREST

Communications Director Jon Sasser reviewed upcoming events and items of community interest.

At 4:18 p.m., Council Member White exited the Council Chamber and Mayor Greaves called a recess due to a lack of quorum. Council Member White returned to the Council Chamber and Mayor Greaves reconvened the meeting at 4:20 p.m.

H. PRESENTATION

Tarrant Appraisal District (TAD) Chief Appraiser Joe Don Bobbit addressed Town Council and provided an overview of activities at TAD since he began there in February 2024 including information about recovering from the March 21st ransomware attack, approval of a new software system for which TAD is currently receiving proposals for consideration, and the composition of the TAD Board.

I. CONSENT AGENDA

Item I.4. was removed from the consent agenda for individual discussion and consideration by Mayor Greaves.

CONSENT AGENDA ITEMS:

- I.1. Act to approve the Town Council/Board of Trustees Minutes for the July 13, 2024 Special Called Training Workshop Meeting and the July 15, 2024 Regular Meeting. (Dianna Buchanan, Interim Town Secretary)

- I.2. Act to approve Resolution 24-50 ratifying the Interlocal Agreement between the Town of Westlake and Region 8 Education Service Center for cooperative purchasing services through The Interlocal Purchasing System (TIPS) Program (Cayce Lay Lamas, Finance Director)
- I.3. Act to approve an Electronic Recording Memorandum of Understanding with the Tarrant County Clerk for recording documents by electronic means (Dianna Buchanan, Interim Town Secretary)
- I.5. Act to approve Resolution 24-48 approving the agreement with Floyd Smith Concrete, Inc. for the replacement of culverts and driveway approaches on Thornton Street through a Master Interlocal Agreement with the City of Denton in an amount not to exceed \$35,000. (Cheryl Taylor, P.E., Public Works Director).
- I.6. Act to approve WA Resolution 24-31 awarding the contract for Westlake Academy Building Property Casualty Insurance Products and Services to Box Insurance Agency (Sandy Garza, Director of Human Resources)
- I.7. Act to approve Resolution 24-47 approving the agreement with Weatherproofing Services, LLC for roofing replacement and weatherproofing repairs for the Public Works Maintenance Building through a Master Interlocal Agreement with the City of Denton in an amount not to exceed \$35,000. (Cheryl Taylor, P.E., Public Works Director)
- I.8. Act to approve Resolution 24-54 re-establishing the Town Secretary Position as a full-time employee of the Town reporting to the Town Manager (Wade Carroll, Town Manager).

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 BY ALL PRESENT. COUNCIL MEMBERS ASSELTA AND QUINT WERE ABSENT.

ITEM REMOVED FROM CONSENT AGENDA:

- I.4. Act to approve WA Resolution 24-27 accepting the Westlake Academy Fiscal Year 2022-2023 Annual Audit Report from BrooksWatson & Co., PLLC (Cayce Lay Lamas, Finance Director)

This item was removed from the Consent Agenda for further discussion at the request of Mayor Greaves. Finance Director Cayce Lay Lamas advised that the audit was prepared by BrooksWatson & Co., PLLC and their representative is present to answer any questions. The audit covers the Westlake Academy Fiscal Year 2022-2023 and is a clean audit.

Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve Resolution 24-27 as presented. Mayor Greaves called for the vote.

MOTION TO APPROVE RESOLUTION 24-27 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBERS ASSELTA AND QUINT WERE ABSENT.

- J.1.** Discuss, consider and act to accept the resignation of Council Member David Quint from the Westlake Town Council (Town Manager Wade Carroll)

Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to accept the resignation of Council Member David Quint. Mayor Greaves called for the vote.

MOTION TO ACCEPT THE RESIGNATION OF COUNCIL MEMBER DAVID QUINT APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.2.** Discuss, consider and act to approve a Maximum Tax Rate to consider and advertise (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas presented the item. Council is approving a maximum tax rate to be considered during the budget process, not actually approving the tax rate.

Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve a maximum rate to consider of \$0.167880 per \$100 of value. Mayor Greaves called for the vote.

MOTION TO APPROVE 0.167880 PER \$100 OF VALUE AS THE MAXIMUM TAX RATE TO BE CONSIDERED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.3.** Discuss, consider and act regarding Resolution 24-52 to approve the expenditure and award a contract to Geo Surfaces for the Westlake Academy Field Renovation project in an amount not to exceed \$2,140,000 of which \$1,640,000 will be reimbursed to the Town by donations. (Wade Carroll).

Town Manager Wade Carroll presented the item. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve Resolution 24-52 approving the expenditure for the Westlake Academy Field Renovation Project in an amount not to exceed \$2,140,000, of which \$1,640,000 will be reimbursed to the Town by donations and awarding the contract to Geo Surfaces. Mayor Greaves called for the vote.

MOTION TO APPROVE RESOLUTION 24-52 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.4.** Discuss, consider and act regarding WA Resolution 24-28 approving repairs and improvements to the Westlake Academy Football and Soccer Fields and ratifying the award of a contract to Geo Surfaces in an amount not to exceed \$30,750 (Town Manager Wade Carroll).

Town Manager Wade Carroll presented this item and related item J.5. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 24-28 approving repairs and improvements to the Westlake Academy Football and Soccer Fields and ratifying the award of the project contract to Geo Surfaces in an amount not to exceed \$30,750. Mayor Greaves called the vote.

MOTION TO APPROVE WA RESOLUTION 24-28 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.5.** Discuss, consider and act regarding WA Resolution 24-26 authorizing improvements to Westlake Academy Football Field Lighting and ratifying an agreement with NEMA 3 Electric, Inc. for installation of permanent lighting and associated electrical work at the Westlake Academy Football field for a price not to exceed \$65,602 (Town Manager Wade Carroll).

Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 24-26 authorizing improvements to Westlake Academy Football Field Lighting in an amount not to exceed \$65,602 and ratifying an agreement for the project with NEMA 3 Electric, Inc. Mayor Greaves called for the vote.

MOTION TO APPROVE WA RESOLUTION 24-26 AS PRESENTED APPROVED UNANIMOUSLY. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.6.** Discuss, consider and act regarding WA Resolution 24-25 to approve the commissioning of improvements to the Westlake Academy playgrounds by Playground Solution of Texas in an amount not to exceed \$141,212.00 (Wade Carroll, Town Manager)

Town Manager Wade Carroll presented the item. Motion by Mayor Pro Tem Tammy Reeves and Motion Second by Council Member Anna White to approve WA Resolution 24-25 approving and awarding the contract for improvements to the Westlake Academy playgrounds to Playground Solution of Texas in an amount not to exceed \$141,212.00. Mayor Greaves called the vote.

MOTION TO APPROVE WA RESOLUTION 24-25 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.7.** Discuss, consider and act regarding WA Resolution 24-29 approving the purchase and installation of new camera system and access controls for Westlake Academy utilizing security systems grants from the State of Texas in an amount not to exceed \$284,500.00 (Town Manager Wade Carroll).

Town Manager Wade Carroll presented the item. This project will replaced or repair 84 cameras at the academy and provide a new access system that has a 5-year warranty. The majority of the cost will be paid for with security system grant funds from the State of Texas. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 24-29 approving the purchase and installation of a new camera system and access controls at Westlake Academy in an amount not to exceed \$284,500. Mayor Greaves called for the vote.

MOTION TO APPROVE WA RESOLUTION 24-29 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.8.** Discuss, consider and act regarding WA Resolution 24-30 approving the Second Amended and Restated Bylaws of the Westlake Academy Foundation (Town Manager Wade Carroll)

Town Manager Wade Carroll presented the item. Ms. Christine Ross and Ms. Shelly Myers were present representing the Westlake Academy Foundation (WAF). The primary proposed change to the WAF Bylaws will not require Town Council approval of new board members which will allow the WAF to be an independent entity as are other organizations that support Westlake Academy. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 24-30 approving the Second Amended and Restated Bylaws of the Westlake Academy Foundation. Mayor Greaves called for the vote.

MOTION TO APPROVE WA RESOLUTION 24-30 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.9.** Discuss, consider and act to approve Ordinance No. 1000 designating Town Council Places as Place Numbers 1 through 5; requiring each Town Council Candidate to designate place number at time of ballot application; providing no person shall be a candidate for more than one place; providing procedures to fill Town Council vacancies for unexpired terms; and providing procedures for the official canvass of elections (Dianna Buchanan, Interim Town Secretary)

Item presented by Town Manager Wade Carroll. Motion by Council Member Anna White and Motion Second by Mayor Pro Tem Reeves to adopt Ordinance No. 1000 designating Town Council Places as Place Number 1 through 5; requiring each Town Council Candidate to designate place number at time of ballot application; providing no person shall be a candidate for more than one place; providing procedures to fill Town Council vacancies for unexpired terms; and providing procedures for the official canvass of elections. Mayor Greaves called the vote.

MOTION TO ADOPT ORDINANCE NO. 1000 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.10. Discuss, consider and act regarding Resolution 24-53 approving the addition of "Section V, Violations of This Policy" to the Town of Westlake Town Council Member (Board of Trustee), Governance and Ethics Policy (Mayor Kim Greaves)

Mayor Greaves presented the item. The resolution will amend the Town Council (Board of Trustees) Governance and Ethics Policy to add a process to address any violations of the policy that may occur. This was discussed during the recent governance training attended by Town Council. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve Resolution 24-53 as presented. Mayor Greaves called for the vote. MOTION TO APPROVE RESOLUTION 24-53 AS PRESENTED APPROVED UNANIMOUSLY BY ALL PRESENT. COUNCIL MEMBER ASSELTA WAS ABSENT.

- J.11. Discuss, consider and act to excuse Mayor and Council absence(s), if any.

This item was considered after Future Agenda Items and Staff Recap of Council Direction. Motion by Council Member Gautier and Motion Second by Council Member White to excuse the absence of Council Member Asselta from today's meeting.

Mayor Greaves called for the vote.

MOTION TO EXCUSE COUNCIL MEMBER ASSELTA'S ABSENCE FROM THE 8/5/2024 MEETING APPROVED BY ALL PRESENT.

K. FUTURE AGENDA ITEMS

Town Manager Wade Carroll stated that many of the Future Agenda Items appeared on tonight's agenda and upcoming items include the Strategic Plan and related items.

L. STAFF RECAP OF COUNCIL DIRECTION

There was no mention of directions at this time.

M. ADJOURNMENT

Mayor Greaves adjourned the meeting at 5:10 p.m.



ATTEST:

Dianna Buchanan
Town Secretary Dianna Buchanan

Kim Greaves
Kim Greaves, Mayor