



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes

Monday, September 25, 2023

4:00 PM

Council Chamber

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

A. REGULAR MEETING – Call to Order (4:00 P.M.)

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

B. PLEDGE OF ALLEGIANCE

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

C. CEREMONIAL ITEM(S):

C.1. 23-251 Presentation of a Proclamation recognizing October 5, 2023 as World Teachers' Day in the Town of Westlake (Mayor Kilbride)

Mayor Kilbride presented a proclamation recognizing October 5, 2023 as World Teachers Day to Interim Head of School Carolyn Anderson.

C.2. 23-228 Presentation and recognition of Westlake Academy's 2023 AP scholars, 2023 recipients of the College Board National Recognition Program, and 2023-24 National Merit Semi-Finalists (Dr. Ownes/Carl Tippen)

Dr. James Owen, High School Principal and Mr. Carl Tippens Counselor recognized the following students.

College Board Nationally Recognized Program Students - Students who perform at a high level in either PSAT or AP Exams, and identify as Latino, Hispanic, Black, African American, Native, Indigenous, or attend high school in a rural area.

- Braxton, Bella Hispanic, African-American
- Harnan, Anthony Hispanic

- Novacheck, Grace Indigenous
- Ayad, Ava Rural
- Barnard, Gunnar Rural
- Kilgore, Benjamin Rural
- LoFrisco, Leo Rural
- McKinney, Austin Rural
- Nguyen; Keoni Rural

AP Scholars

Granted to students who receive scores of 3 or higher on three or more AP Exams

- Bauer; Jack K. AP Scholar
- Gautier; Allie AP Scholar
- Green; Hunter E. AP Scholar
- Jangam; Samraat R. AP Scholar
- Khan; Danish A. AP Scholar
- Murway; Mia G. AP Scholar
- Nathan; Mario AP Scholar
- Page; Joshua C. AP Scholar
- Rogel; Vitali R. AP Scholar
- Spicer; Natalia G. AP Scholar
- Venkataramaiah; Anjani T. AP Scholar

AP Scholars with National Recognition Program

- Milby; Eva G. AP Scholar, Hispanic
- Xotlanihua; Alejandro J. AP Scholar, Hispanic
- Bassett; Elizabeth G. AP Scholar, Rural
- Bhatia; Neal AP Scholar, Rural
- Boedecker; Jason AP Scholar, Rural
- Castle; Eva A. AP Scholar, Rural
- Chin; Edward Y. AP Scholar, Rural
- Dasgupta; Aryan AP Scholar, Rural
- Didarali; Faiz AP Scholar, Rural
- Duggireddy; Harisrimanth R. AP Scholar, Rural
- Fennen; Carson T. AP Scholar, Rural
- Foley; Cathryn C. AP Scholar, Rural
- Huynh; Athena A. AP Scholar, Rural
- Kakani; Shreya AP Scholar, Rural
- Kazarian; Joseph E. AP Scholar, Rural
- Lulla; Avni R. AP Scholar, Rural
- Malik; Kishwar M. AP Scholar, Rural
- Mallavarapu; Nithya S. AP Scholar, Rural
- Manchac; Harris J. AP Scholar, Rural
- Narra; Vennela AP Scholar, Rural
- Nguyen; Luc D. AP Scholar, Rural
- Rajpal; Kertan P. AP Scholar, Rural
- Flight; Megan V. AP Scholar, Rural, Hispanic
- Patel; Siya A. AP Scholar. Rural

AP Scholars with Honors, and National Recognition Programme

Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.

- Flowers; Grant A. AP Scholar with Honor, African-American, Rural
- Hernandez; Joseph E. AP Scholar with Honor, Hispanic
- Didarali; Aliza AP Scholar with Honor, Rural
- Page; Jacob C. AP Scholar with Honor, Rural
- Rowe; Macy M. AP Scholar with Honor, Rural
- Tseng; Vincent AP Scholar with Honor, Rural

AP Scholars with Distinction

Granted to students who receive an average score of at least 3.5 on all AP Exams taken, **and** scores of 3 or higher on five or more of these exams.

- Aguirre; Sofia A. AP Scholar with Distinction
- Arayilakath; Rayhan N. AP Scholar with Distinction
- Azim; Ali A. AP Scholar with Distinction
- Maskey; Niva AP Scholar with Distinction
- Singh; Anhad AP Scholar with Distinction
- Wandrisco; Kate M. AP Scholar with Distinction

AP Scholars with Distinction, and National Recognition Programme

- Cooke; Tyler N. AP Scholar with Distinction, Hispanic
- Seymour; Marisabel N. AP Scholar with Distinction, Hispanic, Rural
- Allison; Eden AP Scholar with Distinction, Rural
- Heredero; Silvia AP Scholar with Distinction, Rural
- Jackson; Juliana M. AP Scholar with Distinction, Rural
- Kumar; Aleesha P. AP Scholar with Distinction, Rural
- McKeon; Kyle D. AP Scholar with Distinction, Rural
- Roberts; Maxwell AP Scholar with Distinction, Rural
- Ye; Dilong AP Scholar with Distinction, Rural

AP International Scholar with Distinction

In addition to being an AP Scholar with Distinction; two AP world language and exams in a different language, an AP exam offering a global perspective, AP exam from either Math or Science, one additional AP exam, and has sent AP scores to a university outside of the US.

- Gougov; Christian P. AP International Diploma, Distinction
- National Merit Commended Students
- Rayhan Arayilakath
- Kate Wandrisco
- Maxwell Roberts
- Christian Gougov
- Anhad Singh
- National Merit Semi Finalists
- Christian Gougov
- Anhad Singh

C.3. 23-230 Ceremonial item recognizing John Ard as the new Fire Chief (Wade Carroll).

Town Manager Wade Carroll and Mayor Sean Kilbride conducted a ceremonial item acknowledging Jon Ard as the the new Fire Chief. Mayor Kilbride provided the Oath of Office.

D. CITIZEN/PARENT COMMENTS:

No comments were provided.

E. ITEMS OF COMMUNITY INTEREST:

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

F. REPORTS AND PRESENTATIONS:

F.1. 23-202 Receive a Quarterly Financial Update (Cayce Lay Lamas)

Director of Finance Cayce Lay Lamas provided a quarterly financial update.

The Town Council discussed deficit, surplus, tax exemptions, projected use of fund balance, expenditures, true surplus on consolidation, and contract staffing.

F.2. 23-240 Presentation and discussion of State Assessment Results for 2023 (Maxwell Ituah/Rod Harding)

Mr. Maxwell Ituah MYP Principal and Rod Harding PYP Principal briefed Town Council regarding this item.

The Town Council reviewed and discussed test scores, state requirements, plan of action to increase scores, vertical alignment, Math and Science and applied knowledge to help student performance.

After discussion, Mayor Kilbride recessed for a short break.

F.3. 23-232 Presentation and discussion regarding International Trips for High School Students (Beth Hughes)

Ms. Beth Hughes Asst Principal High School provided an overview of the Spanish Immersion trip.

The Town Council discussed student participation and capacity to accommodate.

F.4. 23-244 Consider approving the Texas Teacher Evaluation Support System (TTESS) Appraisal Handbook; and take appropriate action (Jennifer Phillips)

Assistant Middle School Principal Jennifer Phillips briefed the Town Council regarding this item.

The Town Council discussed optional verses required participation, (Optional), past process, data sharing, teacher feedback, effects to future employment and any costs associated with utilizing the new system.

G. CONSENT AGENDA:

Mayor Pro Tem Quint pulled Items G.2 and G.3 off Consent to allow for discussion.

G.1. 23-242 Consider approval of Town Council Board of Trustees Meeting Minutes from the following meeting(s): August 30, 2023 (Special Called Meeting), and September 11, 2023 (Regular Meeting); and take appropriate action (Amy Piukana)

G.2. ORD-980 Consider adopting Ordinance 980 approving a negotiated settlement between the Atmos Cities Steering Committee (“ACSC”) and Atmos Energy Corp., Mid-Tex Division regarding the company’s 2023 Rate Review Mechanism filing, declaring existing rates to be unreasonable, adopting tariff’s that reflect rate adjustments consistent with the negotiated settlement, finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest, approving an attachment establishing a benchmark for pensions and retiree medical benefits, requiring the company to reimburse ACSC’s reasonable ratemaking expenses, determining that this ordinance was passed in accordance with the requirements of the Texas Open Meetings Act; and take appropriate action (Wade Carroll)

Town Manager Wade Carroll briefed Council regarding this item.

The Town Council discussed the settlement, net total impact to residents and the percentage increase. (3-5% increase).

G.3. RES 23-58 Consider approval of Resolution 23-58 approving an economic development and development agreement for subdivision improvements with Westlake RE Development Partners, Inc. for the Villaggio residential development located at the southwest corner of Pearson Lane and Dove Road; and take appropriate action (Ron Ruthven)

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

The Town Council discussed development agreement, negotiated dollar amount of \$15k for number of lots, exemption of three lots, number of lots to be sold (14), east side trail, and dedication of green space.

Mr. Eason Makus spoke regarding this item, explaining his knowledge was \$15k for each lot with only 14 lots being sold.

Mayor Kilbride took a short recess and reconvened at 6:20 p.m.

After discussion, a motion was made by Council Member Shiner to approve G.1, G.2, as presented and to approve G.3 with the stipulation that the Developer provide the Town with \$15,000 for 17 lots within the agreement. Motion seconded by Mayor Pro Tem Quint. Motion approved unanimously.

H. PUBLIC HEARING:

- H.1. ORD 979 Conduct a Public Hearing and consider approving Ordinance 979 adopting the FY 24 Town of Westlake Municipal Budget; and take appropriate action (Tabled from September 11, 2023 Town Council Meeting) (Cayce Lay Lamas)**

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

Town Council discussed Public Works positions proposed, Police and Fire budgets (noted Fire is 4 times larger than Police budget), real cost and need for detailed descriptive slides, proposed Capital Expenditures and need for discussion, lack of details, difficulty understanding where monies are spent, gap with pie chart, spending authority, transfer process of funds, need for financial policies, outside contractors, list of contracts and options if the budget doesn't pass tonight.

After discussion, Mayor Kilbride opened the public hearing. There were no citizens that wished to speak. Mayor Kilbride closed the public hearing.

Council Member Greaves made a motion to approve Ordinance 979 with the stipulation that the Town Manager provide a list of contractors, list of software and redline version of the proposed Financial Policy to Council by Friday, September 29, 2023. Motion seconded by Council Member White. Motion approved unanimously.

- H.2. ORD-975 Receive a Report on the Proposed Tax Rate; Conduct a Public Hearing; Consider Adopting Ordinance 975 Approving an Ad Valorem Tax Rate; and take appropriate action (Tabled from the September 11, 2023 Town Council Meeting) (Cayce Lay Lamas)**

Ms. Cayce Lay Lamas was present to answer questions. Mayor Kilbride opened the public hearing. There were no citizens present. Mayor Kilbride closed the public hearing.

Motion made by Mayor Pro Tem Quint to approve Ordinance 975, that the property tax rate be increased by the adoption of the tax rate of 0.16788 dollars which is effectively a 7.59% increase in tax rate which is the exact same as last year. Motion seconded by Council Member White. Motion approved unanimously.

I. REGULAR AGENDA ITEM(S)

- I.1. RES 23-54 Consider a Resolution to Ratify the Property Tax Increase as Reflected in the FY 2024 Annual Operating and Capital Budget; and take appropriate action (Tabled from the September 11, 2023 Council Meeting) (Cayce Lay Lamas)**
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Motion made by Council Member White to approve Resolution 23-54, as presented. Motion seconded by Council Member Shiner. Motion approved unanimously.

I.2. 23-234 Discussion Regarding Town Financial Policies (Cayce Lay Lamas)

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

The Town Council discussed the need to review these policies annually, Head of School review and feedback, Council notification of any changes, Council approval on any amendments, budget adjustments and conflicts with purchasing authority, identifying budgeted vs. non budgeted purchases, debt service, Town Manager spending reduction to \$19,999 similar to Head of School, penalties for over spending budgeted funds, list of current contracts and vendors.

Mayor Pro Tem Quint requested a redline policy for Council to review and provide feedback. He also requested a clear definition of emergency purchases, review of contract authority language (not all require a contract), administration of contracts (proper authorization), procurement card (creation of form to have staff execute their compliance.)

I.3. 23-237 Discussion regarding Cell Tower Coverage (Wade Carroll)

Town Manager Wade Carroll and Mr. Bobby Wells (via Zoom) representing AT&T briefed Town Council.

The Town Council discussed the proposed cell tower request at the Fire Department (Council hasn't reviewed), areas needing cellular coverage, mapping focused areas, eastern and southern areas requesting coverage, size height of cell tower and schematics.

I.4. 23-248 Consider approving repairs to Back Flow Preventor Devices; and take appropriate action (Wade Carroll)

Town Manager Wade Carroll briefed Town Council regarding this item.

The Town Council discussed Local Government Code 252.022 (procurement exceptions and restrictions for emergency items), age and wear of backflow preventor device, purchasing policy, and funding.

After discussion, a motion was made by Mayor Pro Tem Quint to approve funding (\$14,214) for back flow preventor device repairs. Motion seconded by Council Member White. Motion approved unanimously.

- I.5. RES 23-55 Consider approving Resolution 23-55 authorizing the Town Manager to purchase network security equipment, licensing, software, services, maintenance, and support in an amount not to exceed \$240,000; or lease the same in an amount not to exceed \$85,000 per year for 3 years; and take appropriate action.**

Information Technologies Director Jason Power briefed Town Council regarding this item.

The Town Council discussed the need for a penetration test (offered to town), lifespan of hardware and software, current licensing agreement, options to extend, vendors, the need to consult with cyber/network security needs, and the need for an independent audit.

After discussion, a motion was made by Council Member Shiner to table this item to the October 9, 2023, Town Council meeting. Motion seconded by Council Member White. Motion approved unanimously.

J. CLOSED EXECUTIVE SESSION

Mayor Kilbride recessed into closed executive session at 7:41 p.m.

- J.1. 23-224 The Town Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:**
(a) Section 551.074 (a)(1) Deliberation regarding personnel matters: To deliberate regarding Westlake Academy (Head of School) (Mayor Kilbride)
(b) Section 551.071 (2) Consultation with Attorney to seek advice of council regarding Admissions Policy for Westlake Academy

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

No action, as a result of closed session.

- K.1. 23-241 Consider and discuss executing an agreement with Diversified Search Group for recruitment of the Westlake Academy Head of School; and take appropriate action (Mayor Kilbride)**

This item was tabled to the October 9, 2023, Town Council meeting.

L. FUTURE AGENDA ITEMS:

Council Member Shiner requested a future item to discuss License Plate Readers (Flock Warrant Cameras) and an update by Hugo's (Restaurant) at the next Town Council meeting. This future agenda item request was supported by Council Member White.

Mayor Kilbride requested a safety review be conducted at the crosswalk next to the school to ensure a permanent solution is provided. This future agenda item request was supported by Council Member White.


M. COUNCIL RECAP/STAFF DIRECTION


Mr. Carroll provided a Council recap noting the school crosswalk discussion, Hugo's at next meeting, Flock Warrant Camera's bid and location review, tabled the network security equipment to October 9, 2023, and he will provide the financial policies redline version to Council this week, and will provide a list of contractors and software by the end of the week.

Mayor Pro Tem Quint stated that any new purchases of software, consultants or hires shall be reviewed by the Town Council until the policy is approved.

N. ADJOURNMENT

Mayor Kilbride adjourned the meeting at 9:17 p.m.

Signed by: 
Sean C. Kilbride, Mayor

Attested by: 
Amy M. Piukana, Town Secretary