



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Final

Monday, June 3, 2024

4:00 PM

Council Chamber

A. CALL TO ORDER AND ANNOUNCE QUORUM

Mayor Kim Greaves called the meeting to order at 4:01 p.m. and announced a quorum present.

PRESENT:

Mayor Kim Greaves
Mayor Pro Tem Tammy Reeves
Council Member David Quint
Council Member Anna White
Council Member Mike Asselta

STAFF PRESENT:

Town Manager Wade Carroll
Town Attorney Stan Lowery
IT Director Jason Power
Finance Director Cayce Lay Lamas
Human Resources Director Sandy Garza
Communications Manager Ana Enriquez
Interim Town Secretary Dianna Buchanan
Marlene Rutledge, Academic Finance Manager
Elementary Assistant Principal Carolyn Anderson
Alison Schneider, PYP Coordinator

B. INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Pastor Mike Banus of Milestone Church. Mayor Greaves led the Pledges of Allegiance to the United States Flag and the Texas Flag.

C. WORK SESSION

Discussion regarding the Westlake Academy Fiscal Year 2024-2025 Budget, FY 2024-2025 Service Level Adjustment (SLA) requests and Compensation for Westlake Academy and for Town of Westlake (Director of Finance Cayce Lay Lamas and Director of Human Resources Sandy Garza)

Finance Director Cayce Lay Lamas presented FY24-25 Westlake Academy Budget information that included programmatic, technology, training/travel and personnel requests. Town requests were also presented. Human Resources Director Sandy Garza also addressed Town Council and answered questions regarding compensation considerations for both

Westlake Academy and the Town. A public hearing is scheduled for the proposed budget on June 17th and consideration of approval will be the same date.

D. REGULAR MEETING

Mayor Greaves announced the Regular Meeting.

E. CITIZEN/PARENT COMMENTS

Mayor Greaves recognized the following individuals to speak:

Mr. Yogesh Kumar, resident, 1109 Post Oak Place, Westlake, posed several questions to Town Council regarding school privacy, changes to make school better with new leadership, and qualification of council candidates. Council is not able to address questions during this part of the meeting.

Ms. Loi Lin, resident, 13239 Roanoke Road, Westlake, addressed Town Council regarding her application for appointment to the current Town Council Vacancy and her qualifications for the position.

F. ITEMS OF COMMUNITY INTEREST

Communications Manager Ana Enriquez reviewed upcoming items of Community Interest.

G. CONSENT AGENDA

The following items were removed from the Consent Agenda for individual consideration: G.2. and G.3.

CONSENT AGENDA ITEMS

- G.1.** Consider approving Town Council Board of Trustees Meeting Minutes from the following meeting(s): May 15, 2024 (Special Meeting-Cavass Election); and May 20, 2024 Regular Meeting; and take appropriate action (Dianna Buchanan, Interim Town Secretary)
- G.4.** Consider and act to ratify the appointment of Council Member Tammy Reeves as Mayor Pro Tem for the period of May 2024 thru May 2025 (Dianna Buchanan, Interim Town Secretary)

Motion by Council Member White to approve the Consent Agenda. Motion Second by Mayor Pro Tem Reeves. Mayor Greaves called for the vote.
MOTION TO APPROVE CONSENT AGENDA (ITEMS G.1. AND G.4.)
APPROVED UNANIMOUSLY.

ITEMS REMOVED FROM CONSENT AGENDA

- G.2.** Consider approving Resolution 24-112 to support the nomination of Euless City Councilmember Jeremy Tompkins to continue to serve as the Regional Transportation Council (RTC) primary representative for the cities of Euless, Hurst, Bedford, Grapevine, Southlake, Roanoke, Colleyville, Trophy Club and Westlake (Wade Carroll, Town Manager)

Town Manager Wade Carroll presented this item. Discussion was held.
Motion by Council Member White to Approve Resolution 24-112. Motion Failed For Lack of Second.
NO ACTION TAKEN.

- G.3.** Consider and take appropriate action regarding Resolution 24-36 to approve entering into an Interlocal Agreement (ILS) with Education Service Center Region 10 to utilize all purchasing cooperatives entered into by ESC Region 10 through lawful means. (Wade

Carroll, Town Manager)

Town Manager Wade Carroll presented this item. Motion by Council Member Asselta and Motion Second by Council Member Anna White. Mayor Greaves called for the vote.

MOTION TO APPROVE RESOLUTION 24-36 AS PRESENTED
APPROVED UNANIMOUSLY.

H. REGULAR AGENDA ITEMS

Mayor Greaves directed the meeting to the Regular Agenda Items.

- H.1.** (TABLED 05/20/2024) Consider approving WA Resolution 24-12 authorizing the expenditure of funds to Accelerate Learning Inc. in the amount of \$29,146.00 for Westlake Academy grades K-5 Science Resources (Rod Harding, PYP Principal - Grades KG-5 - Westlake Academy)

Town Manager Wade Carroll noted that the item was Tabled at the May 20th meeting to allow input from the new Head of School. Dr. Ritchie has reviewed the item and approved the request. Alison Schneider, PYP Coordinator, and Marlene Rutledge, Academic Finance Manager, addressed Town Council and answered questions. Motion by Council Member David Quint and Motion Second by Mayor Pro Tem Tammy Reeves to approve WA Resolution 24-12 as presented. Mayor Greaves called the vote.

MOTION TO APPROVE WA RESOLUTION 24-12 AS PRESENTED
APPROVED UNANIMOUSLY.

- H.2.** Consideration of Approval of Resolution WA 24-14 for Staff Development Waiver Days for the 2023-2024 & 2024-2025 school years.

Elementary Assistant Principal Carolyn Anderson presented the item. Motion by Mayor Pro Tem Tammy Reeves and Motion Second by Council Member Mike Asselta to approve Resolution WA 24-14 as presented. Mayor Greaves called for the vote.

MOTION TO APPROVE RESOLUTION WA 24-14 AS PRESENTED
APPROVED UNANIMOUSLY.

- H.3.** Discuss and consider approving deliberation of a Motion to Amend the previously adopted Ordinance 997 approving amendments to Ordinance 720, as amended (which includes the development plan for the PD1-2 [Westlake Entrada] zoning district) and take action (Wade Carroll, Town Manager)

Town Manager Wade Carroll advised Town Council that this item was considered and action taken thereon at the last Council meeting. In the aftermath, he was contacted by several council members that requested the item be reconsidered. Town Council must vote to approve deliberation of the item before it can be revisited. Motion by Council Member Mike Asselta and Motion Second by Mayor Pro Tem Tammy Reeves to Approve Deliberation of a Motion to Amend the previously adopted Ordinance 997. Mayor Greaves called for the vote.

MOTION TO APPROVE DELIBERATION OF A MOTION TO AMEND THE PREVIOUSLY ADOPTED ORDINANCE 997 APPROVED UNANIMOUSLY.

- H.4.** Discuss and consider a Motion to Amend the previously adopted Ordinance 997, approving amendments to Ordinance 720, as amended (which includes the development plan for the PD1-2 [Westlake Entrada] zoning district). The Westlake Entrada development includes 109.12 acres generally located east of Davis Blvd., south of State Highway 114, and north

of Solana Blvd.; and take appropriate action (Wade Carroll, Town Manager)

Town Council received the staff presentation from Helen-Eve Beadle, HE Planning Design, contracted Planning and Development Lead. On May 20, 2024, the Town Council voted to adopt Ordinance 997 reflecting the Planning and Zoning Commission's recommendation which was only to approve the commercial portions of the proposed Block P development plan. Town Council may consider a motion to amend the previously adopted ordinance to reflect the original application containing 18 single family lots and 2 commercial lots. Deliberation was held. Motion by Council Member White and Motion Second by Council Member Asselta to approve Ordinance 997A, amending the previously adopted Ordinance 997. Mayor Greaves called the vote.

MOTION TO APPROVE ORDINANCE 997A, AMENDING THE PREVIOUSLY ADOPTED ORDINANCE 997 APPROVED WITH 3 AYES AND 1 NAY (ABSTENTION BY COUNCIL MEMBER QUINT, RECORDED AS NEGATIVE VOTE PER ORDINANCE 857).

H.5. Discuss, Consider and Approve Ordinance No. 998, Establishing a Process for Non-Payment of Utility Bills for the Town of Westlake (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas presented the item. The proposed ordinance establishes processes to be followed to collect monies due to the Town for non-payment of utility bills. The ordinance effective date will be July 1, 2024. Motion by Council Member Asselta and Motion Second by Council Member White to approve Ordinance 998, Establishing a Process for Non-Payment of Utility Bills. Mayor Greaves called the vote.

MOTION TO APPROVE ORDINANCE 998 AS PRESENTED APPROVED UNANIMOUSLY.

I. EXECUTIVE SESSION

MAYOR GREAVES RECESSED THE REGULAR MEETING TO EXECUTIVE SESSION AT 5:35 P.M.

I.1. Section 551.074 (a) (1) Deliberation regarding Personnel Matters-to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:

- a. Town Council Vacancy Term Expiring May 2025
- b. Appointment to Finance Subcommittee
- c. Appointment to Public Arts Advisory Board
- d. Creation & Appointment of Economic Development Advisory Board

J. RECONVENE THE OPEN MEETING AND TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS

MAYOR GREAVES RECONVENED THE REGULAR MEETING AT 7 P.M.

I.1.a. MOTION BY COUNCIL MEMBER WHITE AND MOTION SECOND BY MAYOR PRO TEM REEVES TO APPOINT TODD GAUTIER TO THE TOWN COUNCIL VACANCY TERM EXPIRING MAY 2025.

MOTION APPROVED UNANIMOUSLY.

I.1.b. MOTION BY COUNCIL MEMBER WHITE AND MOTION SECOND BY MAYOR PRO TEM REEVES TO APPOINT COUNCIL MEMBERS QUINT AND ASSELTA TO THE FINANCE

SUBCOMMITTEE.

MOTION APPROVED UNANIMOUSLY.

I.1.c. MOTION BY COUNCIL MEMBER WHITE AND MOTION SECOND BY MAYOR PRO TEM REEVES TO APPOIINT MAYOR KIM GREAVES TO THE PUBLIC ARTS ADVISORY BOARD. MOTION APPROVED UNANIMOUSLY.

NO OTHER ACTION CAME FORWARD FROM EXECUTIVE SESSION.

K. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Wade Carroll said for brevity he would review Future Agenda Items.

L. FUTURE AGENDA ITEMS

L.1. Consider Items for Future Agenda Items List (Wade Carroll, Town Manager)

Any Council Member may request an item to be considered for discussion at a future meeting. Items listed below require confirmation from two or more council members to be added to the Future Agenda Items List. Items that are not confirmed will be removed from this list.

1. Discussion and give direction to the Town Manager create a request for qualifications for attorney services (Council Member Dr. Anna White)

Town Manager Wade Carroll reviewed the list of items for consideration and confirmation to add to the Future Agenda Items Active List. The items that will progress to Future Agenda Items are: To receive a briefing from the school attorney on School of Choice and how it might impact the Academy; and A request for a RFQ for Legal Services for the Town and Academy.

Town Manager Wade Carroll then briefly went over council direction for staff received during the meeting.

M. ADJOURNMENT

Mayor Greaves adjourned the meeting at 7:04 p.m.

Kim Greaves, Mayor

ATTEST:

Dianna Buchanan, Interim Town Secretary