



Town of Westlake

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



Town Council/Board of Trustees Meeting Minutes - Draft

Wednesday, May 7, 2025

4:00 PM

Council Chamber

SPECIAL MEETING

The Town Council of the Town of Westlake serves as the governing board for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. In an effort of transparency, this meeting will be viewable to the public via Live Stream and also available for viewing after the meeting. In an effort of meeting efficiency, any residents wishing to speak on action items 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.

A. CALL SPECIAL MEETING TO ORDER AND ANNOUNCE A 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 Todd Gautier
Council Member Michael Yackira
Council Member Mike Asselta
Council Member-Elect T. J. Duane
Council Member-Elect Kevin Smith

ABSENT:

Council Member Anna White

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan
Finance Director Cayce Lay Lamas
Communications Director Jon Sasser
Town Attorney Matthew Boyle
Academy Finance Manager Marlene Rutledge
Dir of Accountability Darcy McFarlane

Head of School Dr. Kelly Ritchie
Dir Innovation & Dev. Michelle Briggs
IT Director Jason Power
Public Works Director Cheryl Taylor
Deputy Public Works Director Kyle Flanagan
School Attorney Janet Bubert
Fire Chief John Ard
Academic Accountant II Stacie Wrehe

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Clayton Reed from Southlake Baptist Church, Southlake, provided the invocation. Mayor Greaves and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Ishi Mishra-5th Grade; Palash Mishra--1st grade; and Manasi Zucker--11th 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. CONSENT AGENDA

- D.1. 25-105** Discuss, consider and act to approve the April 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)

- D.2. RES 25-13** Discuss, consider and act to approve Resolution 25-13 approving the terms and conditions of the extension of the Town Manager's Employment Contract as contained in the amended agreement. (Mayor Kim Greaves)

Motion by Council Member Yackira 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. COUNCIL MEMBER WHITE WAS ABSENT.

E. REGULAR AGENDA ITEM

- E.1. WA RES 25-07-B** (TABLED 4/15/2025) Discuss, consider and act regarding WA Resolution 25-07 approving and adopting a policy requiring submittal of returning student registration forms within the designated time frame set by the school to guarantee continued enrollment at Westlake Academy

Director of Accountability Darcy McFarlane presented overview to Town Council. This item was tabled on April 15, 2025 to allow staff to revise the proposed policy to add the deadline of May 31st each year to submit returning student registration forms. The updated policy is part of the agenda packet. Motion by Council Member Yackira and Motion Second by Council Member Gautier to approve WA Resolution 25-07 as presented. Mayor Greaves called for the vote.

MOTION APPROVED UNANIMOUSLY. COUNCIL MEMBER WHITE WAS ABSENT.

F. RECOGNITION OF OUTGOING COUNCIL MEMBERS/TRUSTEES

Mayor Greaves recognized Council Member Mike Asselta for his service to the community and presented a token of appreciation from the Town and Academy. Mayor Greaves also expressed appreciation of Council Member Dr. Anna White, not present at the meeting, and her commitment and leadership during her four years on the council.

G. PRESENT CERTIFICATES OF ELECTION AND ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS

Mayor Greaves administered the Oath of Office and presented Certificates of Election to the following newly elected members to Town Council:

Council Member Place 1 T. J. Duane, Term May 2025-May 2027;

Council Member Place 2 Michael Yackira, Unexpired Term through May 2026;

Council Member Place 3 Kevin Smith, Term May 2025-May 2027; and

Council Member Place 5 Todd Gautier, Term May 2025-May 2027.

H. EXECUTIVE SESSION

Mayor Greaves announced Item H.1. to be considered and discussed during Executive Session and noted that after the meeting is recessed and prior to convening Executive Session, a brief reception to honor incoming and outgoing council members will be held with the regular meeting being reconvened immediately after Executive Session ends.

Mayor Greaves recessed the Regular Meeting to Executive Session at 4:13 p.m.

- H.1. 25-109** Section 551.071 (2): Consultation with Attorney: To receive legal advice from bond counsel regarding contemplated issuance of municipal bonds and related legal matters.

NOTE: EXECUTIVE SESSION WILL BE ANNOUNCED, THE REGULAR MEETING WILL BE RECESSED, AND PRIOR TO CONVENING EXECUTIVE SESSION, A BRIEF RECEPTION TO HONOR INCOMING AND OUTGOING COUNCIL MEMBERS WILL BE HELD. THE REGULAR SESSION WILL RECONVENE IMMEDIATELY AFTER EXECUTIVE SESSION ENDS.

Mayor Greaves reconvened the Regular Meeting from Executive Session at 6:13 p.m.

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

There was no action as a result of Executive Session.

J. ADJOURNMENT

Mayor Greaves announced the next Regular Meeting will be on May 20th at 4 p.m.

Mayor Greaves adjourned the meeting at 6:13:30 p.m.

Kim Greaves, Mayor

ATTEST:

Town Secretary Dianna Buchanan