



Town of Westlake

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



Town Council/Board of Trustees Agenda

Monday, May 20, 2024

4:30 PM

Council Chamber

This meeting will be an in-person and online meeting. The presiding officer for this meeting will be present at the meeting location described above. The public may view the meeting live at <https://www.westlake-tex.org/787/Watch-Meetings-Live>.

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. (Speaker request forms are available online).

A. CALL TO ORDER AND ANNOUNCE QUORUM

B. PLEDGE OF ALLEGIANCE

C. CEREMONIAL ITEMS

C.1. 24-099 Present Certificates of Election, Administer Oaths of Office, Receive Acceptance Remarks from Newly Elected Officials (Judge Eric Ransleben)

C.2. 24-124 Present a Proclamation Recognizing the Metroport Rotary Club (Mayor Kim Greaves)

D. WORK SESSION

D.1. 24-094 Discussion Regarding the Westlake Academy Fiscal Year 2024-2025 Budget (Director of Finance Cayce Lay Lamas)

E. REGULAR MEETING - CALL TO ORDER

F. CITIZEN/PARENT COMMENTS

This is an opportunity for citizens to address the Town Council or Board of Trustees on any matter, whether or not it is posted on the agenda. Any residents wishing to speak on action items must submit a speaker request form to the Town Secretary. (Best practice is to submit the speaker form prior to the start of the meeting.) If your questions are satisfied, you may choose not to speak. Individual citizen comments are normally limited to three (3) minutes with a maximum of (15) minutes on the same topic item; however, time limits can be adjusted by the presiding officer. The presiding officer may ask the citizen to hold their comment on an agenda item if the item is posted as a Public Hearing. The Town Council and Board of Trustees cannot by law take action nor have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The Town Council and Board of Trustees will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.

G. ITEMS OF COMMUNITY INTEREST

Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the Town Council may report on the following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming Town Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

H. CONSENT AGENDA

All items listed below are considered routine by the Town Council and/or Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Council/Board Member or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

- H.1. [RES 24-26](#)** Consider approving Resolution 24-26 ratifying an Independent Contractor Agreement for the position of Interim Town Secretary and appointing the Interim Town Secretary. (Wade Carroll, Town Manager)
- H.2. [24-096](#)** Consider approving Town Council Board of Trustees Meeting Minutes from the following meeting(s): February 5, 2024 Regular Meeting and April 1, 2024 Special Meeting (Dianna Buchanan, Interim Town Secretary)
- H.3. [WA RES 24-12](#)** 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 (Marlene Rutledge, Academic Finance Manager)
- H.4. [ORD-996](#)** Consider adopting Ordinance 996, updating the Municipal Court Fees; and take appropriate action (Martha Solis, Court Administrator)
- H.5. [WA RES 24-13](#)** Consider and act regarding a Resolution authorizing the Town Manager/Superintendent to execute an InterLocal Agreement with the Education Service Center Region 11 renewing the Employee Benefits Cooperative Program for Academic staff.(Sandy Garza, Director of Human Resources)

- H.6. [RES 24-29](#) Consider Resolution 24-29 amending the authorized signers on depository accounts and take appropriate action (Cayce Lay Lamas, Director of Finance)
- H.7. [RES 24-31](#) Consider Resolution 24-31 amending the authorized trustees for the insurance trust account with First Financial Bank (Cayce Lay Lamas, Finance Director)
- H.8. [RES 24-30](#) Consider and act regarding Resolution 24-30 to ratify purchases made over \$20,000 (Cayce Lay Lamas, Finance Director)
- H.9. [RES 24-33](#) Consider Resolution 24-33 to approve the Swagit annual renewal in the amount of \$28,183.80 to broadcast live and record council, board and commission meetings for the period of June 2024 to June 2025; and take appropriate action (Dianna Buchanan, Interim Town Secretary)
- H.10. [24-089](#) Discuss and consider an Economic Development and Landscape Maintenance Agreement between the Town of Westlake and the Granada Home Owners Association; and take appropriate action (Wade Carroll, Town Manager)
- H.11. [24-090](#) Discuss and consider an Economic Development and Landscape Maintenance Agreement between the Town of Westlake and the Vaquero and Quail Hollow Home Owner Associations; and take appropriate action (Wade Carroll, Town Manager)

I. PUBLIC HEARINGS

- I.1. [RES 24-27](#) Conduct a public hearing and consider approving Resolution 24-27 approving a Preliminary Site Evaluation for the Solana Hills Addition (Wade Carroll, Town Manager)
- I.2. [ORD-997](#) Conduct a public hearing and consider adopting 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)

J. REGULAR AGENDA ITEMS

- J.1. [24-120](#) Act to Nominate and Elect the Mayor Pro Tem for 2024-2025
- J.2. [24-149](#) Consideration of and action to accept the resignation of Council Member Tim Shiner from the Westlake Town Council
- J.3. [24-095](#) Consider and act to hire Dr. Kelly Ritchie as the new Head of School

for Westlake Academy and approve the Head of School's employment contract; and take appropriate action (Wade Carroll, Town Manager)

- J.4. [RES 24-28](#)** Consider approval of Resolution 24-28 to implement an Enterprise Resource Planning Software System and authorize the Town Manager to execute the contract (Cayce Lay Lamas, Director of Finance)
- J.5. [RES 24-34](#)** Discuss, consider and act regarding Resolution 24-34 to amend the 2024 Town Council and Board of Trustees calendar through September 30, 2024 (Wade Carroll, Town Manager)

K. EXECUTIVE SESSION

The Town Council/Board of Trustees will conduct a closed session pursuant to Section 551.071 (2) of the Texas Government Code, for the purpose of seeking confidential legal advice from the City Attorney/Westlake Academy Attorney for the following:

[24-154](#) The Town Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, for the following:

K.1. Section 551.071 Consultation with Attorney regarding Options to Fill Vacant Town Council Seat

K.2. Section 551.074(a)(1) Personnel Matters, Consideration of Employee Grievance Related to Selection of Athletic Director

K.3. Section 551.076 Deliberation Regarding Security Devices or Security Audits Related to Summary of Findings of an Intruder Detection Audit for Westlake Academy

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

M. STAFF RECAP OF COUNCIL DIRECTION

N. FUTURE AGENDA ITEMS

- N.1. [24-151](#)** Consider Items for Future Agenda Items Active 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 a second to be added to the Future Agenda Items List. Items that are not seconded will be removed from this list.
1. Discussion and give direction to the Town Manager to receive bids for future strategic planning for both Westlake Academy and the Town of Westlake.
 2. Consider updating and editing our current Town Council Member (Board of Trustee) Governance and Ethics Policy.
 3. Discussion and give direction to the Town Manager and Head of School to create and conduct a citizen and parent survey.

4. Discussion and give direction to the Town Manager and Head of School to create and conduct a staff survey including 360 degree evaluation for all supervisory positions.
5. Consider and take appropriate action to create a separate Economic Development Board made up of two council members and a group of qualified citizens.
6. Discussion and take appropriate action to create a parent action committee for Westlake Academy
7. Discussion and give direction to the Town Manager to schedule a joint P&Z/Council meeting to work with Entrada developers to discuss possible changes to the Entrada development standards and the development plan

O. ADJOURNMENT

NOTE: As authorized by Section 551.071 (2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

CERTIFICATION

I certify that the above notice was posted on the bulletin board at Town of Westlake, Town Hall, located at 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Town Secretary

Disabilities Notice: If you plan to attend the meeting and have a disability that requires special needs, please contact the Town Secretary's Office 48 hours in advance at Ph. 817-490-5711 and reasonable accommodations will be made to assist you.