



## Town of Westlake

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



# Town Council/Board of Trustees Meeting Minutes

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Monday, February 5, 2024

4:00 PM

Council Chamber

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

**A. CLOSED EXECUTIVE SESSION (4:00 P.M. FIRST DISCUSSION)**

- A.1. 23-300** 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/Interim Head of School), Town Secretary (Mayor Kilbride)
  - (b) Section 551.071(2) Consultation with Town Attorney to seek advice of counsel: Westlake Academy Special Education procedures (Janet Bubert, Westlake Academy Attorney)

Mayor Kilbride recessed into closed executive session at 4:01 p.m. and reconvened into open session at 4:25 p.m. No action was taken.

**B. REGULAR MEETING – Call to Order (4:15 P.M.)**

Mayor Kilbride called the regular meeting to order at 4:26 p.m.

**C. PLEDGE OF ALLEGIANCE**

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

**D. CITIZEN/PARENT COMMENTS:**

No citizen comments provided.

**E. ITEMS OF COMMUNITY INTEREST:**

Director of Communications Jon Sasser provided a report on Items of Community Interest.

**F. REPORTS:**

**F.1. 24-018 Receive an annual Fire Report (John Ard, Fire Chief)**

Fire Chief Jon Ard provided an annual Fire Report. After discussion, the Fire Chief noted the Fire Department has had turnover with staffing with outgoing firemen noting the current pay plan is not competitive.

**F.2. 23-291 Receive an Information Technology Audit Report from Inspira Enterprises (Jason Power, Director of Information Technology)**

Mr. Tim Sanavah with Inspira Technologies briefed the Town Council regarding this item.

Mayor Kilbride requested a brief recess at 4:48 p.m.

The Town Council reconvened and announced this item would be tabled to the next meeting for a closed session discussion. (To ensure network security information is protected.)

**CONSENT AGENDA:**

- G.1. 23-304 Consider approving Town Council Board of Trustees Meeting Minutes from the following meeting(s): November 6, 2023 (Regular Meeting); and take appropriate action (Amy Piukana, Town Secretary)**
- G.2. 23-295 Consider ratifying yearly contractual payment for PowerSchool SIS and eFinancePlus software for Westlake Academy in the amount of \$43,302.89; and take appropriate action (Carolyn Anderson Interim Head of School/Jason Power, Director of Information Technology)**
- G.3. 23-315 Consider ratifying expenditure for the IB exam registration fees for the Westlake Academy class of 2024; and take appropriate action (Brandon Llewellyn, Diploma Program Coordinator)**
- G.4. RES 24-04 Consider approving Resolution 24-04 ratifying expenditures in an amount of \$28,339.45 to Wildstone Construction, Inc. for waterline relocation and repairs on Cordona; and take appropriate action (Kyle Flanagan, Deputy Director of Public Works)**
- G.5. RES 24-01 Consider ratifying Resolution 24-01 entering into a joint TexBuy cooperative purchasing program (at no cost) for goods and services (multifunction printers/copiers/scanners), authorizing the Town to enter into an interlocal agreement with Region 16 Education Service Center; and take appropriate action (Jason Power, Director of Information Technology)**
- G.6. 23-309 Consider ratifying the signing of the lease agreement with MFD Business Solutions for four (4) multifunction printers/copiers/scanners (3 for Westlake Academy, 1 for Fire EMS stations), including service, support, maintenance, supplies, and managed printing software, at the TexBuy Cooperative rate of \$1574 per month for 60 months, which is included and accounted for in the approved FY24 budget; and take appropriate action (Jason Power, Director of Information Technology)**

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- G.7. 23-292** Consider ratifying expenditure of approved FY24 budget funds for the yearly subscription renewal Laserfiche Managed Cloud document management, utilized by Westlake Academy and all Municipal departments, in the amount of \$37,375; and take appropriate action (Jason Power, Director of Information Technology)
- G.8. 23-293** Consider ratifying expenditure of FY24 budgeted funds for Microsoft M365 12-month subscription, which is utilized by all municipal staff, Town Council, and the Planning and Zoning Commission, in the amount of \$33,432; and take appropriate action (Jason Power, Director of Information Technology)
- G.9. 23-294** Consider ratifying expenditure of FY24 budgeted funds in the amount of \$21,588 for ThinkGard DataGard backup, storage, and disaster recovery services for Westlake Academy and the Municipality for 1 year; and take appropriate action (Jason Power, Director of Information Technology)
- G.10. WA RES 24-01** Consider adopting WA Resolution 24-01 accepting the Westlake Academy Year End Budget Amendment for fiscal year ending August 31, 2023, including assigned fund balances; and take appropriate action (Cayce Lay Lamas, Director of Finance)
- G.11. ORD-991** Consider adopting Ordinance 991 amending the Town of Westlake Municipal Budget for fiscal year 2023 and appropriating related funds into fiscal year 2024; and take appropriate action (Cayce Lay Lamas, Director of Finance).
- G.12. RES 24-07** Consider approval of Resolution 24-07 amending the I.O.O.F Westlake Cemetery Rules and Regulations and Sales Policies; and take appropriate action (Wade Carroll, Town Manager)
- G.13. ORD-985** Consider adopting Ordinance 985 amending Ordinance 976 for the Master Fee Schedule by updating Westlake I.O.O.F. Cemetery Fees; and take appropriate action (Wade Carroll, Town Manager)
- G.14. ORD-986** Consider adopting Ordinance 986 calling and ordering the General Election held in conjunction with a Special Election for May 4, 2024 for the purpose of electing a Mayor and two (2) Town Council Members/Board of Trustees and filling one (1) Council Member vacancy for an unexpired term ending in May 2025, in accordance with the provisions of Section 23.023, Texas Local Government Code; and take appropriate action (Amy Piukana, Town Secretary)
- G.15. WA RES 24-08** Consider approving WA Resolution 24-08 to amend the 2023-2024 budget for additional payment to English I/II teacher to teach a one-semester class for 9th and 10th grade students who need additional reading support; and take appropriate action; and take appropriate action (Dr. James Owen, High School Principal)
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- G.16. RES 24-08** Consider approving Resolution 24-08 authorizing a purchase agreement with Municipal Emergency Services (MES) of four Self-Contained Breathing Apparatus (SCBA) previously approved in the FY23-24 budget not to exceed \$37,000.00 for the Fire Department; and take appropriate action (Jon Ard, Fire Chief)
- G.17. RES 24-10** Consider approving Resolution 24-10 entering into a master interlocal purchasing agreement with City of Grand Prairie for the purpose of providing pavement repair services; and take appropriate action (Kyle Flanagan, Deputy Director of Public Works)
- G.18. RES 24-12** Consider approving Resolution 24-12 authorizing the Town Manager to enter into a Interlocal Agreement with Reynolds for Asphalt for road repairs; and take appropriate action (Kyle Flanagan, Deputy Director Public Works)
- G.19. RES 24-11** Consider approving Resolution 24-11 authorizing the Town Manager to execute an agreement with Curtco Crack Repair; and take appropriate action (Kyle Flanagan, Deputy Director of Public Works)
- G.20. WA-RES 24-03** Consider approving WA Resolution 24-03 authorizing the expenditure of funds to Flock Group, Inc. in an amount not to exceed \$116,000 for Flock Security Cameras at all Town of Westlake entrances and Westlake Academy; and take appropriate action (Wade Carroll, Town Manager)
- G.21. 23-299** Consider allowing Glenwyck Homeowners' Association to access Town owned power sources to operate two (2) walk-through gates at Glenwick Park, and to have the Town pay for electricity needed to operate the gates at an annual cost not to exceed \$2400. All costs associated with equipment installation and future repairs of the walkthrough gates, motors, and electrical equipment to be paid for by the Glenwyck Homeowners Association; and take appropriate action (Wade Carroll, Town Manager)
- G.22. 24-032** Consider Council requested improvements, not to exceed \$35,000 and the corresponding FY24 budget amendment, to improve the crosswalk on Ottinger Road near Westlake Academy; and take appropriate action (Wade Carroll, Town Manager)

Motion to approve Consent Items G.1 through G.15, as presented was made by Mayor Pro Tem Quint. Motion seconded by Council Member Shiner.

**H. PUBLIC HEARING:**

- H.1. 23-301** Conduct a Public Hearing and discuss the 2023 Charter FIRST rating for Westlake Academy based on School Year 2021-2022 data, and the Annual Financial Management Report. (Marlene Rutledge, Academic Finance Manager)

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Academic Finance Manager Marlene Rutledge provided the 2023 Charter FIRST rating.

Mayor Kilbride noted this is a Public Hearing. There were no citizens present that wished to speak. Mayor Kilbride closed the Public Hearing.

**I. REGULAR AGENDA ITEM(S):**

- I.1. RES 24-05 Consider approving Resolution 24-05 accepting the 2022 Audit Report; and take appropriate action (Cayce Lay Lamas, Director of Finance)**  
Director of Finance Cayce Lay Llamas introduced Brooks Watson (Auditor) who provided an update remotely via zoom.

The Town Council discussed length of time to complete the audit, current audit status and process, industry standard and average time to complete the audit and uniqueness of auditing for the Westlake Academy, Town and Texas Student Housing Authority. The Auditor noted staffing changes created delays.

After discussion, a motion was made by Mayor Pro Tem Quint to approve Resolution 24-05, as presented. Motion seconded by Council Member White. Motion approved unanimously.

- I.2. WA RES 24-05 Consider approving WA Resolution 24-05 amending the Westlake Academy Graduation Policy; and take appropriate action (Dr. James Owen, High School Principal)**

Dr. Owen briefed Town Council regarding this item.

After discussion, a motion to approve WA Res 24-05, as presented made by Council Member White, seconded by Mayor Pro Tem Quint. Motion approved unanimously.

- I.3. WA RES 24-06 Consider approving WA Resolution 24-06 amending the Westlake Academy Admission Policy; and take appropriate action (Janet Bubert, School Attorney)**

School Attorney Janet Bubert briefed Town Council regarding this item.

A motion was made by Mayor Pro Tem Quint to approve WA Resolution 24-06, as presented. Motion seconded by Council Member White. Motion approved unanimously.

**J. CLOSED EXECUTIVE SESSION (SECOND DISCUSSION)**

- J.1. 23-300 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/Interim Head of School), Town Secretary (Mayor Kilbride)**  
**(b) Section 551.071(2) Consultation with Town Attorney to seek advice**

**of counsel: Westlake Academy Special Education procedures (Janet Bubert, Westlake Academy Attorney)**

The Town Council did not recess for an additional closed session opportunity.

**J.2 TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS**

Motion to approve amending the Town Secretary's contract was made by Mayor Pro Tem Quint, seconded by Council Member Shiner. Motion approved unanimously.

Motion to approve amendment to the Interim Head of School's contract with a two year PYP position was made by Mayor Pro Tem Quint, seconded by Council Member Shiner.

Motion prevailed by the following vote:

Aye - Shiner, Quint

Opposed - Greaves, White

Tie vote: 2-2, Mayor Kilbride voted in support to break the tie.

*Final motion: 3-2*

Motion to approve the search committee authorizing a 7-person committee to include 3 teachers, 2 parents and 2 Council Members was made by Mayor Pro Tem Quint, seconded by Council Member Shiner.

Motion prevailed by the following vote:

Aye - Shiner, Quint

Opposed - Greaves, White

Tie vote: 2-2, Mayor Kilbride voted in support to break the tie.

*Final motion: 3-2*

**L. COUNCIL RECAP/STAFF DIRECTION**

**M. FUTURE AGENDA ITEMS:**

Mayor Pro Tem Quint requested discussion regarding field drainage.

Mayo Kilbride requested Strategic Planning and Governance training.

Council Member White requested an agenda item for no more hiring, firing or pay raises until next Head of School is in place. Council Member Greaves seconded this item. (March 18)

**N. ADJOURNMENT**

Mayor Kilbride adjourned the meeting at 5:39 p.m.

**Signed by:** \_\_\_\_\_  
Mayor Kim Greaves

**Attested by:** \_\_\_\_\_  
Dianna Buchanan, Interim Town Secretary