CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, January 22, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:02 p.m.

CITY COUNCIL PRESENT:	**CITY STAFF PRESENT:**
Mayor James Vaughan	City Administrator Trey Fletcher
Mayor Pro Tem Gordon Bowman	City Secretary Terry Blanchard
Dana Harmon	Director of BDS Jennifer Bills
Brian Plunkett	Chief of Police Scott Gerdes
	Asst. City Attorney Sara Kerr

2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Mayor Vaughan opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.

   a. Approval of the January 8, 2025 Regular Meeting Minutes.
   b. Approval of the FY 25 Q1 Building and Development Services Department Report.
   c. Approval of the FY 25 Q1 Investment Report.
   d. Approval of the FY 25 Q1 Municipal Court Report.
   e. Approval of the FY 25 Q1 Public Safety Report.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to approve the consent agenda as presented. Motion carried.

4. Administration Discuss and consider action to adopt an Ordinance calling a General Election to be held on May 3, 2025 for the purpose of electing Councilmember Place 1, Councilmember Place 3, and Councilmember Place 5.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted three (3) for and none (0) opposed to approve the ordinance as presented. Motion carried.

5. Administration Discuss and consider direction to staff regarding the review and evaluation of unopened streets for supplemental emergency evacuation routes, staging equipment, fuel reduction, and other fire prevention measures.

   City Administrator Fletcher gave a brief presentation. As part of the 3-year action plan for the Firewise Program, the city is tasked with review and evaluation of unopened streets for supplemental emergency evacuation routes, staging equipment, and fuel reduction. Further identification, analysis, and research were encouraged by the City Council.

6. Resolution Discuss and consider action to approve a resolution enrolling the City of West Lake Hills in the State of Texas Emergency Assistance Registry (STEAR) Program administered by the Texas Division of Emergency Management (TDEM); appointing a data custodian; and directing the city administration to promote the program amongst eligible residents.

   MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted three (3) for and none (0) opposed to approve the resolution as presented. Motion carried.

7. Public Hearing Conduct a public hearing to receive comments and consider action on the updated Stormwater Management Program (SWMP), to address Municipal Separate Storm Sewer System (MS4) requirements from the Texas Commission on Environmental Quality (TCEQ).

   Director Bills gave a summary. A plan is developed every five (5) years and must be submitted by February 11, 2025. The plan focuses on minimum control measures (MCM), recordkeeping, and new reporting focus. Reporting requirements include education of the public, proof of staff training and an ordinance (due by June 2025).

   MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted three (3) for and none (0) opposed to approve the draft plan and authorize submission on or before February 11, 2025. Motion carried.

8. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

   Stephen Karp gave a brief summary of Proposition A. The work schedule was reviewed, photos of the building progress were shared, and the contingency table was presented.

   Director Bills gave a brief summary of Proposition B. Weather has delayed some of the roadwork and striping/marking. Speed cushions will be reinstalled soon. Camp Craft will be closed from February 1 through July 31, 2025, at the latest. Detour signs will be placed next week to prepare for the closure. Citizen concerns mentioned at the Open House on January 9th include the following: traffic flow, pedestrian access, and property access.

9. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:

    a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

    Council convened into Executive Session at 7:52 p.m.

10. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

    Council reconvened in Open Session at 7:55 p.m. No action was taken.

11. Adjournment

    MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to adjourn the meeting at 7:56 p.m. Motion carried.

Respectfully submitted,

Gordon Bowman

GORDON BOWMAN, MAYOR PRO TEM

ATTEST:

Terry Blanchard

Terry Blanchard, TRMC
City Secretary

These minutes were approved on February 12, 2025.

CITY OF WEST LAKE HILLS CORPORATE SEAL TEXAS