

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, June 25, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:00 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
Dana Harmon
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard (remote)
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Charles E. Zech

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. Administration Discuss and consider approval of the June 11, 2025 Regular Meeting Minutes.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to approve the June 11, 2025 Regular Meeting Minutes as presented. Motion carried.

4. Ordinance Hold a public hearing and consider action on Ordinance 2025-005 amending the code of ordinances regarding public notifications for building and development related applications.

Director Bills gave a brief summary. The proposal to standardize notices to 15-days would include zoning changes, variances, special use permits, unified development, and replats. ZAPCO recommended approval with the addition of a sign notification requirement for all subdivision applications that go to ZAPCO/City Council. City Attorney Zech stated that, due to statute language, all areas that referenced fifteen and/or ten days should be changed to sixteen and/or eleven days.

MOTION: Upon a motion made by Councilmember Bowman and a second by

Councilmember Harmon, the Council voted five (5) for and none (0) opposed to approve the ordinance as discussed, including specifically the number of days as specified by the City Attorney. Motion carried.

5. Administration Discuss and consider action on approval of a Master Professional Services Agreement for City Engineering Services and On-call Civil Engineering Services with Colliers Engineering & Design, Inc. and Work Orders related to General Engineering, Development Plan Review, and Street Maintenance and authorizing the City Administrator to execute related documents.

City Administrator Fletcher gave a summary. Bobby Torres with Colliers was on the ZOOM call to answer questions, if necessary. The Drainage Manual Review deadline has been set as September 1, 2025.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to approve the Master Professional Services Agreement and the three (3) Work Orders with Colliers Engineering & Design, Inc. Motion carried.

6. Administration Discuss and consider action on approval of a Master Professional Services Agreement for Wastewater Engineering Services with HR Green and Work Order Number 1 and authorizing the City Administrator to execute related documents.

City Administrator Fletcher and Leigh Thomas with HR Green gave a summary.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed to approve the Master Professional Services Agreement and Work Order Number 1 with HR Green and authorize the City Administrator to execute related documents. Motion carried.

7. Administration Discuss and consider action on a Service Level Agreement with UniVista.

City Administrator Fletcher gave a brief summary.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to approve the Service Level Agreement with UniVista. 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 with AG|CM gave a presentation update on Proposition A.

Director Bills gave a presentation update on Proposition B.

9. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

Director Bills gave an update. The property owner is working on a resubmittal due by Monday for the third review cycle (60 days). Easements, license to encroach, and variances are still needed. Staff and engineers continue to have Thursday meetings to discuss the project. A permit is anticipated in September.

10. 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 551.074 - Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee: City Administrator Annual Evaluation.
 - b. Section 551.071 - Consultation with attorney regarding the authority to grant variances.

Council convened into Executive Session at 7:47 p.m.

11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding deliberation regarding annual evaluation of city administrator and consultation with attorney.

Council reconvened in Open Session at 9:18 p.m. No action was taken.

12. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunket. Mayor Vaughan declared the meeting adjourned at 9:19 p.m.

Respectfully submitted,



JAMES VAUGHAN, MAYOR

ATTEST:



Terry Blanchard, TRMC
City Secretary

These minutes were approved on July 9, 2025.

