CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, August 13, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Pro Tem Bowman called the meeting to order at 7:08 p.m.

CITY COUNCIL PRESENT:	**CITY STAFF PRESENT:**
Mayor Pro Tem Gordon Bowman	City Administrator Trey Fletcher
Dana Harmon	City Secretary Terry Blanchard
Brian Plunkett	Finance Director Vonda Ragsdale
Beth South	Director of BDS Jennifer Bills
Darin Walker	Chief of Police Scott Gerdes
	Asst. City Attorney Esther Pena

The meeting was suspended at 7:09 p.m.
The meeting was reconvened at 8:42 p.m.

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 Pro Tem Bowman opened the meeting for public comments.

Randy Lee provided comments to the Council regarding the tree ordinance, city regulations, and thanked the Council for recognition of the 911 Westlake Drive building.

Hearing no further comments, the public comment section was closed.

4. Land Use **105 Wood Trail** - Discuss and consider action on a recommendation from ZAPCO on proposed variances to the Texas Administrative Code Chapter 30, Chapter 285 adopted in Sections 18.03.064 and 18.03.065 and 22.03.281 of the West Lake Hills Code to allow:

   a. The placement of a structure within 5 feet of a septic facility (TAC 285.91(10); and
   b. The placement of a structure above a septic facility (TAC 285.34(e)(2) and TAC 285.39(c)).

Applicant: Tanya Clement, Property Owner. Director Bills gave a summary.

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

Councilmember Harmon, the Council voted five (5) for and none (0) opposed to approve the variance requests with two conditions: (1) Future buyers are made aware of these variances and the potential issues associated with them; and (2) Property owners must obtain a letter from the engineer or sanitarian stating that these variances will not cause damage to the tank and submit the letter to the City. Motion carried.

5. Land Use **105 Wood Trail** - Discuss and consider action on a recommendation from ZAPCO on proposed variances to City of Austin Environmental Criteria Manual 3.5.2 as adopted by reference in Section 22.03.305(b) of the West Lake Hills Code to allow:
    a. For encroachment of greater than 50% of the critical root zone of a tree; and
    b. For grading greater than 4 inches within the 50% critical root zone of a tree. Applicant: Tanya Clement, Property Owner.

Director Bills gave a summary. Due to revised plans, there will be no grading necessary for installation.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed to approve variance 5.a. as requested. Motion carried.

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 July 23, 2025 Regular Meeting Minutes.
    b. Approval of contracts with Travis County for an Election Services Agreement and a Joint Election Agreement for the November 4, 2025 Special Election.
    c. Approval of the Interlocal Cooperation Agreement for Public Health Services between the City of Austin and the City of West Lake Hills.
    d. Approval of an ordinance amending the wastewater rates.
    e. Approval of an Interlocal Agreement with the City of Austin for a Youth Diversion Program.
    f. Approval of employee insurance and benefit options for fiscal year 2025-26 and authorize the City Administrator to execute documents related to the same.
    g. Approval of an ordinance amending Chapter 2, Sections 2.02.033 and 2.02.034 regarding time, date and place of regular City Council meetings, and agenda requirements.
    h. Approval of an ordinance amending various sections of the City Code to update the address for City Hall to 4010 Bee Cave Road.
    i. Approval of an ordinance repealing Article 2.08 ("Sale of Surplus or Salvage Property") of Chapter 2, Title I of the City Code.
    j. Approval of a resolution establishing a policy for the sale of surplus or salvage property to include use of online auctions and other modernized disposal methods.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to approve the consent agenda as presented. Motion carried.

6. Ordinance Discuss and consider action to adopt an ordinance calling a Special Election to be held on November 4, 2025 for the reauthorization of the local sales and use tax in the City of West Lake Hills, Texas at the rate of one-half (½) of one percent to continue providing revenue for maintenance and repair of municipal streets with the tax expiring on the fourth anniversary of the date of this election unless the imposition of the tax is reauthorized.

   Mayor Pro Tem Bowman made a statement to the Council.

   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 ordinance with the amendment of the tax expiring on the eighth anniversary of the date of this election unless the imposition of the tax is reauthorized. Motion carried.

7. Finance Discuss and consider action on the Fiscal Year 2025-26 Proposed Budget.

   Director Ragsdale gave a brief summary. A request was received to include an annual $3,600 expense for the new OSSF MGO Connect module in the FY 2025-26 proposed budget.

8. Finance Discuss and consider action to approve the Certified Appraisal Roll and the proposed Ad Valorem Tax Rate for Maintenance and Operations and for the Debt Service for Fiscal Year 2025-26 Proposed Budget.

   Director Ragsdale gave a brief summary.

   RECORD VOTE
   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 Certified Appraisal Roll and the proposed Ad Valorem Tax Rate for Fiscal Year 2025-26 Proposed Budget. Motion carried with voting as follows:

RECORD VOTE	Aye	Nay	Absent / Abstain
Dana Harmon – Council Place 1	X		
Brian Plunkett – Council Place 2	X		
Beth South – Council Place 3	X		
Darin Walker – Council Place 4	X		
Gordon Bowman – Council Place 5	X		
Mayor James Vaughan			(does not vote)

9. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.
   Director Bills provided an update to the Council.

10. Adjournment

   MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 9:23 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard

Terry Blanchard, TRMC
City Secretary

These minutes were approved on August 27, 2025.

CITY OF WEST LAKE HILLS
CORPORATE
SEAL
TEXAS