

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, December 10, 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:

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

CITY STAFF PRESENT:

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

The meeting was suspended at 7:03 p.m.

The meeting was reconvened at 7:53 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 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 November 12, 2025 Regular Meeting Minutes.
 - b. Approval of the November 14, 2025 Special Meeting Minutes.
 - c. Approval of the December 3, 2025 Workshop Minutes.
 - d. Approval to appoint Judge Sherry Statman and Judge Alfred Jenkins, III as Associate Municipal Court Judges.
 - e. Approval to move the November 11, 2026 regular City Council and Board of Adjustment meetings to Tuesday, November 10, 2026.
 - f. Approval of the 2026 ZAPCO meeting schedule and adoption of submission calendars for Special Use, Zoning, Variances, and Subdivision applications for calendar year 2026.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve the Consent Agenda as presented. Motion carried.

Move to Item #10 on the agenda.

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 551.071 - 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 7:54 p.m.

11. 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 8:30 p.m.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed that Jaffe provide the City with copies of all necessary easements to commence construction in recorded form by January 9, 2026, or else we are instructing our attorney to exercise all rights necessary to enforce the City's position agreed, ordered, and amended in extension of temporary injunction document. Motion carried.

4. Ordinance Discuss and consider action on an ordinance amending Chapter 4: Animals, Article 4.01, Section 4.01.001 Definitions; amending Section 4.01.005 Nuisance Animals; and amending Section 4.01.009 Conditions and Facilities.

Chief Gerdes gave a brief summary. City Attorney Zech stated this will bring the City into compliance with current legislation.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted for (4) for and none (0) opposed to approve the ordinance as presented. Motion carried.

5. Ordinance Discuss and consider action on an ordinance amending Chapter 8: Fire Prevention and Protection, Article 8.02 Fireworks, Section 8.02.001 Definitions; amending Section 8.02.002 Sale, Discharge Prohibited; amending Section 8.02.005 Locus of Offense; and amending Section 8.02.006 Exceptions.

Chief Gerdes gave a brief summary.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented. Motion carried.

6. Ordinance Discuss and consider action on an ordinance amending Chapter 8: Fire Prevention and Protection, Article 8.01 General Provisions, Section 8.01.001 Arson Reward.

Mayor Vaughan gave a brief summary.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented. Motion carried.

7. Ordinance Discuss and consider action on an ordinance amending Chapter 1: General Provision, Article 1.07 Emergency Management, Section 1.07.001 Organization to allow the emergency management director to designate a person to serve as emergency management coordinator.

City Administrator Fletcher gave a brief summary.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented. Motion carried.

8. Administration Discuss and consider action on the 2026 Street Maintenance Projects.

Director Bills reviewed the project list with the Council. Public input will be received at an Open House in the Spring. This will provide an opportunity for comments on the 2026 and 2027 projects. At the November ZAPCO meeting, the following feedback was provided for focus of upcoming projects:

- Striping and reflectors
- Signage
- Traffic calming methods
- Roll-in projects that were removed from the bond list

9. Administration Discuss key takeaways and recommendations provided by the Firewise Committee to City Council.

City Administrator Fletcher and Councilmember Harmon provided a summary. Recommendations were reviewed. The committee is looking for validation on their focus areas. Mayor Vaughan stated the need to better define the arterial streets within the City.

12. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 9:06 p.m. Motion carried.

Respectfully submitted,


GORDON BOWMAN, MAYOR PRO-TEM

ATTEST:


Terry Blanchard, TRMC
City Secretary

These minutes were approved on January 14, 2026.

