

Town of Trophy Club
Town Council Work Session and Regular Meeting
Meeting Minutes – December 8, 2025, 6:00 p.m.
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL WORK SESSION TO ORDER

Mayor Tiffany called the work session to order at 6:00 p.m.

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Rhylan Rowe, Mayor Pro Tem
Stacey Bauer, Council Member Place 1
Dennis Sheridan, Council Member Place 3
Garry Ash, Council Member Place 5
Steve Flynn, Council Member Place 6

COUNCIL MEMBERS ABSENT

Jeff Beach, Council Member Place 2

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Dean Roggia, Town Attorney
Matt Cox, Director of Community Development
Denise Deprato, Director of Human Resources
Tamara Smith, Assistant to the Town Manager
Jill Lind, Director of Communications
April Duvall, Director of Finance
Chase Ellis, Director of Parks and Recreation
Ken Rawlinson, Deputy Chief/Fire Marshall
Bobby Tillman, Captain

WORK SESSION ITEM

1. Presentation and discussion of the 2025 Parks & Recreation Comprehensive Master Plan. (Chase Ellis, Director of Parks & Recreation)

Chase Ellis, Director of Parks and Recreation provided the presentation. Council feedback included: concern regarding high-level population projections; evaluation of contingency funds within Trophy Club Park for disaster recovery use; exploration of smart-meter technology for median irrigation; ensuring irrigation is available for all medians; confirming the age of the Harmony Park small playground; identifying where Independence Park playground replacement falls within the plan; aligning project timing

and financing with realistic expectations; and removing references to park land on the commercial property in front of Town Hall.

Staff was directed to identify potential dates in early January for an independent work session to further continue review and discussion of the Parks and Recreation Master Plan.

ADJOURN WORK SESSION

Mayor Tiffany adjourned the work session at 7:01 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:09 p.m.

INVOCATION

Pastor Joel Quilé, Bara Church led the invocation.

PLEDGES

Council Member Sheridan led the Pledge of Allegiance to the American and Texas Flags.

PUBLIC COMMENTS

Michael Lutz, 418 Parkview Drive, spoke regarding access to Town baseball fields for local select teams and upcoming revisions to the Parks and Recreation field-use contract.

Jim Thomas, 7 Meadowbrook Lane, stated he was a MUD No. 1 Board member and spoke regarding an executive session agenda item, clarifying that the MUD is not pursuing litigation against the Town and emphasized cooperation between the Town and the MUD.

COMMUNITY SPOTLIGHT

1. Working for You... Trophy Club
 - a) Update from Town Council Members

Council Member Sheridan reminded the public of the Wreaths Across America ceremony scheduled for next Saturday at 11:00 a.m. at the Midland Cemetery.

Council Member Ash announced his and Council Member Flynn's participation in a Salvation Army bell-ringing fundraiser at Walgreens. He also requested placement of

a future agenda item regarding a Purple Heart Memorial, which was seconded by Council Member Sheridan.

b) Update from Town Manager (Brandon Wright, Town Manager)

Town Manager Wright provided an update on upcoming community events, projects and meetings:

- Winter Wonder Lights – Saturday, December 13, 6:30–8:30 p.m. at Independence Park East, featuring festive activities, performances, vendors, and a holiday-themed drone show beginning at 8:00 p.m.
- Wayfinding Signage Project – A community survey is open December 9–12 to gather input on the design and functionality of future Town signage.
- Wreaths Across America – Saturday, December 13, 11:00 a.m.–12:00 p.m. at Medlin Cemetery to honor local veterans.
- Pickleball Court Usage Update – An overview of usage trends at Harmony Park was provided.
- Upcoming Board and Commission Meetings:
 - Dec 9 – Economic Development Corporation, 6:00 p.m.
 - Dec 11 – Trophy Club Council for Arts & Culture, 6:00 p.m.
- No Council Meeting – December 22 (only one meeting scheduled for the month).
- Next Council Meeting – January 12, 2026.
- Town Office Closures:
 - Staff Holiday Party – Friday, December 13; offices close at 11:00 a.m. and reopen Monday, December 15 at 8:00 a.m.
 - Christmas Holiday – Offices close Tuesday, December 23 at noon and remain closed through Thursday, December 25.
 - New Year’s Day – Offices closed Thursday, January 1, 2026.

Emergency services will remain fully operational during all closures.

c) Quick Civic Tip (Dean Roggia, Town Attorney)

Town Attorney Dean Roggia provided an overview of statutory requirements for final plats, noting certification requirements, the absence of a public hearing, and required action by the Planning and Zoning Commission and Town Council.

CONSENT AGENDA

3. Consider approval of the November 10, 2025, Town Council special meeting and regular meeting minutes. (Tammy Dixon, Town Secretary)

- 4. Consider authorizing the Town Manager to negotiate and execute a FY 2026 sidewalk and concrete repair contract with Manning Concrete utilizing the existing Interlocal Cooperative Purchasing Agreement with the City of Grapevine in an amount not to exceed \$200,000. (Matt Cox, Director of Community Development)

- 5. Consider a resolution approving a vendor/member agreement with SHI Government Solutions, Inc. for Microsoft 365 licensing and authorizing the Town Manager to execute the FY 2026 agreement and any renewal documents on behalf of the Town through FY 2028. (April Duvall, Finance Director). The caption of the resolution reads as follows:

RESOLUTION NO. 2025-26

A RESOLUTION APPROVING A VENDOR/MEMBER AGREEMENT WITH SHI GOVERNMENT SOLUTIONS, INC., A VALUE-ADDED RESELLER OF THE TEXAS DEPARTMENT OF INFORMATION RESOURCES, FOR THE PROVISION OF CERTAIN GOODS AND SERVICES TO THE TOWN; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT AND ANY RENEWAL DOCUMENTS ON BEHALF OF THE TOWN; RATIFYING THE EXPENDITURE FOR FISCAL YEAR 2025-2026; AND PROVIDING FOR AN EFFECTIVE DATE.

- 6. Consider authorizing the Town Manager to negotiate and execute a purchase and installation contract with HQE Systems for the replacement of three outdoor warning sirens utilizing the HGAC purchasing cooperative in the amount of \$154,925.30. (Jason Wise, Fire Chief)

Council Member Flynn moved to approve Consent Items 3-6. Mayor Pro Tem Rowe seconded the motion.

VOTE ON MOTION

AYES: Bauer, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: Beach
VOTE: 6-0-1

INDIVIDUAL ITEMS

- 7. **CASE PD-AMD-25-004, PD-27 Amendment and R-15 Rezoning, The Trails**
Conduct a public hearing and consider an ordinance amending Planned Development District 27 (PD-27) requested by Foxwood, LLC to rezone a portion of land currently zoned R-15 Single-Family District and to rezone recently annexed property classified as R-15 Single-Family District to permit development of “The Trails,” an 18-lot single-family residential subdivision on approximately 7.603 acres, generally located north of Macquarie Street and Milson's Point Drive within the Town of Trophy Club, Denton County, Texas. (Matt Cox, Director of Community Development)

Conduct Public Hearing

Mayor Tiffany opened the public hearing at 7:27 p.m.

Matt Cox, Director of Community Development, presented the item and advised an updated ordinance with exhibits was provided to the Town Council.

Greg Fox, Developer, provided a summary of the development.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:44 p.m.

Consider Ordinance Approval

Council Member Sheridan moved to approve Ordinance No. 2025-36 as amended, amending Planned Development District 27 (PD-27) requested by Foxwood, LLC to rezone a portion of land currently zoned R-15 Single-Family District and to rezone recently annexed property classified as R-15 Single-Family District to permit development of “The Trails,” an 18-lot single-family residential subdivision on approximately 7.603 acres, generally located north of Macquarie Street and Milson's Point Drive within the Town of Trophy Club, Denton County, Texas. Mayor Pro Tem Rowe seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-36

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING ORDINANCE NO. 2010-16 P&Z, THE SAME BEING AN ORDINANCE AMENDING P&Z ORDINANCE NUMBERS 2010-13; 2010-12; 2010-01; 2009-30; 2009-01; 2008-39; 2007-30; 2007-15; AND 2006-11; KNOWN AS PD PLANNED DEVELOPMENT DISTRICT NO. 27 (“PD-27”); REZONING CERTAIN PROPERTY CURRENTLY ZONED R-15 SINGLE-FAMILY DISTRICT; AND REZONING RECENTLY ANNEXED LAND CLASSIFIED AS R-15 SINGLE-FAMILY DISTRICT AS REQUESTED BY FOXWOOD, LLC, FOR 7.603 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF MACQUARIE STREET AND MILSON’S POINT DRIVE, FOR DEVELOPMENT OF “THE TRAILS”, AN 18-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION; AMENDING ORDINANCE NO. 2000-06 THE COMPREHENSIVE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP; PROVIDING A SAVINGS AND REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE. VOTE ON MOTION

VOTE ON MOTION

AYES: Bauer, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: Beach
VOTE: 6-0-1

- 8. **Case RP-25-001 Replat for NISD High School No. 2, Block 1, Lots 2R1 & 2R2**
 Consider a replat request on approximately 1.374 acres of land within the NISD High School No. 2, Block 1, Lots 2R1 and 2R2, made by the Town of Trophy Club. The property is zoned NS Neighborhood Services with community facilities permitted in this zoning district and is generally located east of Bobcat Boulevard and south of Maddox Drive, Town of Trophy Club, Denton County, Texas. (Matt Cox, Director of Community Development)

Matt Cox, Director of Community Development, presented the item.

Mayor Pro Tem Rowe moved to approve a replat request on approximately 1.374 acres of land within the NISD High School No. 2, Block 1, Lots 2R1 and 2R2, made by the Town of Trophy Club. Council Member Sheridan seconded the motion.

VOTE ON MOTION

AYES: Bauer, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: Beach
VOTE: 6-0-1

EXECUTIVE SESSION/OPEN SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:57 p.m. and reconvened into Open Session at 9:11 p.m. in accordance with the Texas Government Code regarding:

Section 551.074 Personnel Matters to deliberate the employment, evaluation, and/or duties of a public officer or employee: Town Manager.

Mayor Pro Tem Rowe moved to direct the Town Attorney to work with the Mayor to amend the Town Manager's employment agreement pursuant to discussion in executive session with a targeted effective date of December 14, 2026. Council Member Steve Flynn seconded the motion.

VOTE ON MOTION

AYES: Bauer, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: Beach
VOTE: 6-0-1

Section 551.071 Consultation with the Town Attorney regarding pending or contemplated litigation:

- a) Trophy Club v. Liming Hu, et al. (Chi Kung Foot Spa) **No Action Taken.**

- b) Contemplated litigation and threat of suit by the Trophy Club Municipal Utility District No. 1 regarding the Town's elevated storage tank and other Town-owned public improvements; and

Section 551.072 Deliberation regarding the purchase, exchange, lease, or value of real property owned by the Town and related to the Town's Elevated Storage Tank.


Mayor Pro Tem Rowe moved to direct the Town Attorney and Town Manager to continue the process of conveying the Town's water tower and other PID water and sewer infrastructure, as is, where is with all faults with the MUD No. 1 and with the understanding that existing leases remain active with the Town as lessor until they terminate. In the interim, the Town will continue to operate under the existing water ILA until such time as all the necessary steps are complete.

VOTE ON MOTION

AYES: Bauer, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: Beach
VOTE: 6-0-1

ADJOURNMENT

Mayor Tiffany adjourned the regular meeting at 9:13 p.m.



Jeannette Tiffany, Mayor

Attest:



Tammy Dixon, Town Secretary

