

Town of Trophy Club
Town Council Work Session and Regular Meeting
Meeting Minutes – January 12, 2026, 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
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3
Garry Ash, Council Member Place 5
Steve Flynn, Council Member Place 6

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
Jason Wise, Fire Chief
Patrick Arata, Chief of Police

WORK SESSION ITEM

1. Discussion regarding draft ordinance recommendations to amend sections of Article 12 "Traffic and Vehicles" including replacing a new Article 12.06 "Micromobility Devices" to provide and maintain resident safety on streets, sidewalks, and other public places. (Patrick Arata, Chief of Police)

Chief Arata led the discussion on the proposed micromobility ordinance addressing golf carts, electric bicycles, and electric scooters.

Council discussed the proposed provisions related to golf carts, including:

- Removing references to child passenger safety seat system requirements.
- Requiring seatbelts for children under the age of 14.
- Incorporating state law requirements that golf cart operators be at least 16 years old and possess a valid driver's license.

Council discussed proposed provisions related to micromobility devices, including electric bicycles and electric scooters:

- Retaining helmet requirements for riders as presented.
- Clarifying the applicability of a 15-mile-per-hour speed limit on all public sidewalks.
- Requiring lighting and reflectors for nighttime operation.
- Including restrictions on the use of distracting devices.
- Including restrictions on inhibiting traffic.
- Including a penalties section, with legal counsel reviewing applicable state law limits on citation amounts.

Council also discussed education and outreach efforts to develop an informational e-scooter/e-bike flyer for distribution at Town Hall and by police officers and to consider mailing educational materials to all residences.

Staff advised the proposed micromobility ordinance, based on Council discussion, will be brought back for consideration at the February 23, 2026, meeting.

ADJOURN WORK SESSION

Mayor Tiffany adjourned the work session at 6:47 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:01 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

Patricia Keefer submitted public comment via email regarding the construction project on Forest Hill.

COMMUNITY SPOTLIGHT

2. Neighborhood Golf Cart Christmas Decoration Contest Awards

Stacy Stover provided an overview of a neighborhood golf cart parade held in December, noting community participation, donated prizes, and a food drive benefiting

the GRACE food pantry. She shared that Town Manager Brandon Wright assisted as a judge and expressed interest in continuing the event in the future.

3. Proclamation recognizing the Byron Nelson Bobcats Volleyball Team

Mayor Tiffany read aloud the proclamation recognizing the Byron Nelson Bobcats Volleyball Team for winning back-to-back UIL 6A state championships, completing an undefeated 42–0 season in 2025, and being named national champions by MaxPreps for the second consecutive year, and presented the proclamation to the team.

4. Proclamation recognizing U.S. Navy SEAL Nathan Gage Ingram Day

Council Member Ash read aloud a proclamation recognizing Nathan Gage Ingram for his heroic military service and ultimate sacrifice, posthumously honoring his valor as a U.S. Navy SEAL and proclaiming January 12, 2026, as *U.S. Navy SEAL Nathan Gage Ingram Day* in the Town of Trophy Club.

5. Working for You... Trophy Club

a) Update from Town Council Members

Council Member Sheridan reminded residents of the upcoming 2026 elections, encouraged participation in the March primary election, and directed the public to the Denton County Elections website for additional information.

Mayor Tiffany thanked residents, Council, Town staff, volunteers, and community partners for their contributions to the Town, and noting the importance of civic engagement and community involvement, and expressed appreciation for the strong sense of community as the Town looks ahead to 2026.

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

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

- Town Council Retreat – January 22–23, 2026, at Town Hall, to review the FY 2026 business plan, five-year strategic plan, draft Parks Master Plan, and to receive emergency management training; the retreat is open to the public.
- May 2, 2026, General Election – Residents were encouraged to prepare for the upcoming election for Mayor, Council Member Place 1, and Council Member Place 2. Candidate filing opens January 14 and closes February 13 at 5:00 p.m.; additional information is available on the Town’s website.
- Announced the promotion of Tamara Smith to Assistant Town Manager.
- Upcoming Board and Commission Meetings:
 - January 20, – Parks and Recreation Board, 6:00 p.m.
 - January 28 – Economic Development Corporation, 6:00 p.m.
 - January 29 – Trophy Club Council for Arts & Culture, 6:00 p.m.

- No Council Meeting – January 22, 2026 (Council Retreat).
 - Next Council Meeting – February 9, 2026.
 - Town Office Closure – Monday, January 19, 2026, in observance of Martin Luther King Jr. Day; public safety services will remain available.
- c) Quick Civic Tip (Dean Roggia, Town Attorney)

Town Attorney Dean Roggia provided an overview of the approval process of economic development projects. He explained since Trophy Club has a population under 20,000, projects recommended by the Type B Economic Development Corporation require two readings under state law, and that EDC expenditures are treated as projects out of an abundance of caution to ensure statutory compliance.

CONSENT AGENDA

Mayor Tiffany requested item 9 be removed from Consent Agenda.

6. Consider approval of the December 8, 2025, Town Council work session and regular meeting minutes. (Tammy Dixon, Town Secretary)
7. Consider an ordinance authorizing and calling for a general election to be held on May 2, 2026 and, if required, a runoff election on June 13, 2026 for the purpose of electing a mayor and council members to Town Council Place 1 and Town Council Place 2; and establishing procedures for the election; and providing an effective date. (Tammy Dixon, Town Secretary). The caption of the ordinance reads as follows:

ORDINANCE NO. 2026-01

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AUTHORIZING AND CALLING FOR A GENERAL ELECTION TO BE HELD ON MAY 2, 2026 AND, IF REQUIRED, A RUNOFF ELECTION ON JUNE 13, 2026, FOR THE PURPOSE OF ELECTING A MAYOR AND COUNCIL MEMBERS TO TOWN COUNCIL PLACE 1 AND TOWN COUNCIL PLACE 2; PRESCRIBING THE TIME AND DESIGNATING THE LOCATIONS AND MANNER OF CONDUCTING THE ELECTION TO BE IN ACCORDANCE WITH THE JOINT ELECTION AGREEMENTS FOR ELECTION SERVICES WITH DENTON AND TARRANT COUNTIES; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENTS; AND PROVIDING AN EFFECTIVE DATE.

8. Consider an ordinance authorizing and calling a special election to be held on May 2, 2026 for the purpose of submitting to the qualified voters of the Town of Trophy Club, Texas, a ballot proposition to reauthorize the Street Maintenance Sales and Use Tax at the rate of one-fourth of one percent; and establishing procedures for the election; and providing an effective date. (Tammy Dixon, Town Secretary) The caption of the ordinance reads as follows:

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AUTHORIZING AND CALLING FOR A SPECIAL ELECTION TO BE HELD ON MAY 2, 2026 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF THE TOWN OF TROPHY CLUB A BALLOT PROPOSITION TO REAUTHORIZE A LOCAL SALES AND USE TAX AT THE RATE OF ONE-FOURTH OF ONE PERCENT FOR MAINTENANCE AND REPAIR OF MUNICIPAL STREETS; PROVIDING BALLOT PROPOSITION LANGUAGE; PRESCRIBING THE TIME AND DESIGNATING THE LOCATIONS AND MANNER OF CONDUCTING THE ELECTION TO BE IN ACCORDANCE WITH THE JOINT ELECTION AGREEMENTS FOR ELECTION SERVICES WITH DENTON AND TARRANT COUNTIES; AUTHORIZING NECESSARY ACTIONS; AND PROVIDING AN EFFECTIVE DATE.

- 9. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with Davey Resource Group, Inc. for a tree inventory and management plan and tree maintenance services in an amount not to exceed \$100,000. (Chase Ellis, Director of Parks & Recreation). **Removed from Consent.**
- 10. Consider an ordinance amending the FY 2026 Budget to increase expenditures by \$8,000 for utility costs associated with the facility use agreement for the Activity Center. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2026-03

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING THE TOWN’S ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2025, AND ENDING ON SEPTEMBER 30, 2026, AS ADOPTED BY ORDINANCE NO. 2025-27, AND AS AMENDED BY ORDINANCE NO. 2025-34, BY PROVIDING FOR ADJUSTMENTS TO THE GENERAL FUND; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ANNUAL BUDGET, AS AMENDED; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

- 11. Consider authorizing the Town Manager to execute an expenditure for the Town's annual allocation for the 2026 Denton Central Appraisal Districts budget in the amount of \$88,453.51. (April Duvall, Director of Finance)

Council Member Flynn moved to approve Consent Items 6-8, and 10-11. Council Member Beach seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: None
VOTE: 7-0

INDIVIDUAL ITEMS

- 9. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with Davey Resource Group, Inc. for a tree inventory and management plan and tree maintenance services in an amount not to exceed \$100,000. (Chase Ellis, Director of Parks & Recreation).

Mayor Tiffany pulled the item from the consent to highlight the Town's emphasis on tree preservation and maintenance and asked staff to present.

Chase Ellis, Director of Parks and Recreation, provided an overview of a proposed tree inventory and assessment program focused on evaluating tree health, species, and conditions to support long-term maintenance and replacement planning using updated technology.

Council Member Beach moved to authorize the Town Manager to negotiate and execute a professional services agreement with Davey Resource Group, Inc. for a tree inventory and management plan and tree maintenance services in an amount not to exceed \$100,000.. Council Member Flynn seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: None
VOTE: 7-0

- 12. Case PP-26-001 The Trails (Preliminary Plat)
Consider a preliminary plat request for an 18-lot single-family residential subdivision, known as "The Trails", consisting of approximately 7.603 acres of property generally located north of Macquarie Street and Milson's Point Drive, situated in the Thomas J. Allen Survey, Abstract No. 7, and JS Kenley Survey, Abstract No. 1641, City of Trophy Club, Denton County, TX. (Matt Cox, Director of Community Development)

Matt Cox, Director of Community Development, presented the item and explained that the plat includes tracts to be owned and maintained by the homeowners association, as well as a tract to be conveyed to the Town to preserve the existing linear trail system. He stated that staff and the Town Attorney recommended approval of the preliminary plat with the condition that a zoning amendment to PD-27 be completed prior to final plat approval to address ownership and access easement issues.

Mike Biggs, Chairman of the Planning and Zoning Commission stated that the Commission had previously reviewed the item in detail during the PD amendment process and unanimously recommended approval of the preliminary plat, subject to the stated conditions being met.

Council Member Sheridan moved to approve the preliminary plat for an 18-lot single-family residential subdivision, known as "The Trails" with the condition that a zoning amendment to PD-27 be completed prior to final plat approval to address ownership and access easement issues. Council Member Flynn seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: None
VOTE: 7-0

- 13. Conduct a public hearing and consider an ordinance repealing Subsection (C), "Permit Required and Annual Permit Fee Established," of Section 14.02.252 "Sale of Alcoholic Beverages," of Division 5, "Supplementary District Regulations," of Article 14.02, Zoning Ordinance of Chapter 14, "Zoning," of the Code of Ordinances by repealing provisions related to local alcohol permits and fees in order to comply with state law. (Matt Cox, Director of Community Development)

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

Conduct Public Hearing

Mayor Tiffany opened the public hearing at 7:45 p.m.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:45 p.m.

Consider Ordinance Approval

Council Member Flynn moved to approve Ordinance No. 2026-04 repealing Subsection (C), "Permit Required and Annual Permit Fee Established," of Section 14.02.252 "Sale of Alcoholic Beverages," of Division 5, "Supplementary District Regulations," of Article 14.02, Zoning Ordinance of Chapter 14, "Zoning," of the Code of Ordinances by repealing provisions related to local alcohol permits and fees in order to comply with state law. Council Member Beach seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2026-04

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, REPEALING SUBSECTION (C), "PERMIT REQUIRED AND ANNUAL PERMIT FEE ESTABLISHED," OF SECTION 14.02.252, "SALE OF ALCOHOLIC BEVERAGES," OF DIVISION 5, "SUPPLEMENTARY DISTRICT REGULATIONS," OF ARTICLE 14.02, "ZONING ORDINANCE," OF CHAPTER 14, "ZONING," OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, BY REPEALING PROVISIONS RELATED TO LOCAL ALCOHOL PERMITS AND FEES IN ORDER TO COMPLY WITH STATE LAW; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF

ALL ORDINANCES; PROVIDING A SAVINGS 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

AYES: Bauer, Beach, Rowe, Tiffany, Sheridan, Ash, Flynn

NAYES: None

ABSENT: None

VOTE: 7-0

Town Secretary Dixon read aloud Items 14 and 15, providing the first and second readings of the resolution.

- 14. **First Reading:** Consider a resolution approving a professional services agreement between the Town of Trophy Club, the Economic Development Corporation and Catalyst Commercial, Inc. for economic development advisory and real estate brokerage services for the small area plan in a not-to-exceed amount of \$77,000 for advisory services and a 4% disposition fee for brokerage services. (Tamara Smith, Assistant to the Town Manager) **No Action Taken.**

- 15. **Second Reading:** Consider a resolution approving a professional services agreement between the Town of Trophy Club, the Economic Development Corporation and Catalyst Commercial, Inc. for economic development advisory and real estate brokerage services for the small area plan in a not-to-exceed amount of \$77,000 for advisory services and a 4% disposition fee for brokerage services. (Tamara Smith, Assistant to the Town Manager)

Tamara Smith, Assistant Town Manager presented the item.

Council Member Sheridan asked questions related to the brokerage provisions, intermediary language, and compensation structure.

Jason Claunch answered questions from Council regarding the roles of Catalyst Commercial and CORE Location Advisory, state real estate requirements, and the advisory and brokerage fee components.

Mayor Pro Tem Rowe moved to approve Resolution 2026-01 approving a professional services agreement between the Town of Trophy Club, the Economic Development Corporation and Catalyst Commercial, Inc. for economic development advisory and real estate brokerage services for the small area plan in a not-to-exceed amount of \$77,000 for advisory services and a 4% disposition fee for brokerage services. Council Member Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2026-01

A RESOLUTION OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWN OF TROPHY CLUB, TEXAS, THE TROPHY CLUB ECONOMIC DEVELOPMENT CORPORATION, AND CATALYST COMMERCIAL, INC., IN THE NOT-TO-EXCEED AMOUNT OF \$77,000.00 FOR ADVISORY SERVICES AND A 4% DISPOSITION FEE FOR REAL ESTATE BROKERAGE SERVICES; AUTHORIZING THE TOWN MANAGER TO EXECUTE SAID AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

- 16. Consider a resolution adopting updated Town Council Rules of Procedure and providing for amendments. (Brandon Wright, Town Manager)

Town Manager Wright explained that the proposed amendments to the Town Council Rules of Procedure implement Council’s prior direction to relocate provisions applicable to elected officials from Human Resources policies into the Rules of Procedure, including updates related to confidentiality, ethics, travel and training, and applicability to boards and commissions.

Mayor Pro Tem Rowe moved to approve Resolution 2026-02 adopting updated Town Council Rules of Procedure and providing for amendments. Council Member Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2026-02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, REPEALING RESOLUTION 2025-04; ADOPTING UPDATED TOWN COUNCIL RULES OF PROCEDURE; PROVIDING FOR AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

AYES: Bauer, Beach, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: None
VOTE: 7-0

- 17. Consider a resolution adopting an updated Town of Trophy Club Boards and Commissions Manual and providing for amendments. (Tammy Dixon, Town Secretary)

Town Secretary Dixon explained that staff reviewed and updated the Boards and Commissions Manual to align with the updated Council Rules of Procedure, clarify representation standards, and reflect recent Council actions regarding membership of the Building Standards Commission and the TIRZ Board.

Council Member Flynn moved to approve Resolution 2026-03 adopting an updated Town of Trophy Club Boards and Commissions Manual and providing for amendments. Mayor Pro Tem Rowe seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2026-03

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, REPEALING RESOLUTION 2024-24; ADOPTING AN UPDATED TOWN OF TROPHY CLUB BOARDS AND COMMISSIONS MANUAL; PROVIDING FOR AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE VOTE ON MOTION

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

EXECUTIVE SESSION/OPEN SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 8:08 p.m. and reconvened into Open Session at 8:14 p.m. in accordance with the Texas Government Code regarding:

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)

Mayor Pro Tem Rowe moved to authorize the Town Manager to execute a settlement agreement with Chi Kung Foot Spa as discussed in executive session. Council Member Flynn seconded the motion.

VOTE ON MOTION

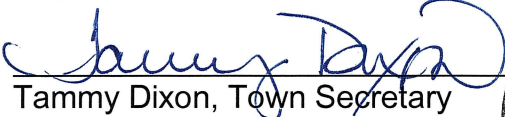
AYES: Bauer, Beach, Rowe, Tiffany, Sheridan, Ash, Flynn
NAYES: None
ABSENT: None
VOTE: 7-0

Mayor Tiffany adjourned the regular meeting at 8:15 p.m.



Jeannette Tiffany, Mayor

Attest:



Tammy Dixon, Town Secretary

