



## TOWN OF TROPHY CLUB ECONOMIC DEVELOPMENT CORPORATION

### MEETING AGENDA

February 25, 2026

6:00 PM

Council Chambers  
1 Trophy Wood Drive  
Trophy Club, Texas 76262

### CALL TO ORDER AND ANNOUNCE A QUORUM

### PUBLIC COMMENT(S)

*This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email [tdixon@trophyclub.org](mailto:tdixon@trophyclub.org)*

### REGULAR ITEMS

1. Consider approval of the December 9, 2025 Economic Development Corporation Meeting Minutes. (Tammy Dixon, Town Secretary)
2. Discuss state-compliant incentive programs for commercial projects.
3. Discuss the Thrive Business Grant Program.

### ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

### CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the official bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: February 17, 2026, at 1:30 p.m., and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 of the Texas Government Code.

          /s/ Tammy Dixon            
Tammy Dixon, Town Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 682-237-2900, 48 hours in advance, and reasonable accommodations will be made to assist you.



**ECONOMIC DEVELOPMENT CORPORATION  
COMMUNICATION**

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**MEETING DATE:** February 25, 2026

**FROM:** Tammy Dixon, Town Secretary

**AGENDA ITEM:** Consider approval of the December 9, 2025 Economic Development Corporation Meeting Minutes. (Tammy Dixon, Town Secretary)

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**BACKGROUND/SUMMARY:** The Economic Development Corporation Board held a meeting on December 9, 2025.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. 12.09.2025 EDC Minutes

**ACTIONS/OPTIONS:**

Move to approved the December 9, 2025 Economic Development Corporation meeting minutes.

Town of Trophy Club Economic Development Corporation Meeting Minutes  
December 9, 2025, 6:00 p.m., Regular Meeting  
1 Trophy Wood Drive, Trophy Club, Texas 76262

**CALL TO ORDER**

President Addington called the meeting to order at 6:00 p.m.

**EDC BOARD MEMBERS PRESENT**

Teri Addington, President  
Allan Pedersen, Vice President  
James Calaway, Secretary  
Greg Fox  
Garrett Wallace  
Scott Hinshaw

**EDC BOARD MEMBERS ABSENT**

Joseph Longo

**STAFF PRESENT**

Tamara Smith, Assistant to the Town Manager  
Tammy Dixon, Town Secretary  
April Duvall, Director of Finance  
Matt Cox, Director of Community Development

**PUBLIC COMMENTS**

There were none.

**REGULAR ITEMS**

1. Consider approval of the November 20, 2025, Economic Development Corporation meeting minutes.

Director Hinshaw moved to approve the November 20, 2025, Economic Development Corporation meeting minutes. Vice President Pedersen seconded the motion.

**VOTE ON THE MOTION**

**AYES:** Addison, Pedersen, Fox, Wallace, Hinshaw, Calaway

**NAYES:** None

**ABSENT:** Longo

**VOTE:** 6-0-1

2. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with Catalyst Commercial, Inc. to support brokerage, outreach, and advisory services for development opportunities in the Grove at TC.

Tamara Smith, Assistant to the Town Manager, provided an overview of the proposed Professional Services Agreement with Catalyst Commercial, including advisory and brokerage services to support economic activation efforts (including the Grove at Trophy Club Small Area Plan), contract term, and compensation structure.

Jason Claunch, President of Catalyst Commercial addressed board questions regarding scope of services, experience, and deliverables, including providing updates to staff and the board.

Ms. Smith advised certain discussions with Catalyst Commercial would occur in executive session due to confidentiality.

Director Fox moved to authorize the Town Manager to negotiate and execute a professional services agreement with Catalyst Commercial, Inc. to support brokerage, outreach, and advisory services for development opportunities in the Grove at TC. Vice President Pedersen seconded the motion.

**VOTE ON THE MOTION**

**AYES:** Addison, Pedersen, Fox, Wallace, Hinshaw, Calaway

**NAYES:** None

**ABSENT:** Longo

**VOTE:** 6-0-1

*Note: This item will be presented to the Town Council for their consideration on January 12, 2026.*

**ADOURN**

President Addington adjourned the meeting at 6:09 p.m.

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Teri Addington, President

**ATTEST:**

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Tammy Dixon, Town Secretary



## ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

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**MEETING DATE:** February 25, 2026

**FROM:** Tamara Smith, MSL, Assistant Town Manager

**AGENDA ITEM:** Discuss state-compliant incentive programs for commercial projects.

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### **BACKGROUND/SUMMARY:**

One of the Town Council's Strategic Plan objectives for supporting business is to develop policies that foster a positive business environment and enhance Trophy Club's commercial aesthetics and cohesion. As part of this initiative, the Council aims to collaborate with the EDC to promote state-compliant incentive programs for commercial projects and establish clear business standards. During the FY 2026 Budget discussion, the EDC allocated \$150,000 to support this effort.

During the January 2026 Council Retreat, Council re-directed the focus of this objective as follows:

- Primary focus: Undeveloped land in Trophy Club
- Secondary focus: Existing vacant properties/buildings
- Tertiary focus: Existing businesses currently operating

Tonight, the EDC Board will discuss the re-direction and next steps.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** For FY 2026, the EDC allocated \$150,000 to incentive programs.

**LEGAL REVIEW:** N/A

### **ATTACHMENTS:**

1. Presentation

### **ACTIONS/OPTIONS:**

This agenda item is being presented for discussion purposes only. No action will be taken by the Economic Development Corporation Board.



# Regular Items

1. Discuss state-compliant incentive programs for commercial projects

# Council Direction

During the January 2026 Council Retreat, Council re-directed the focus of this objective as follows:

**Primary focus:** Undeveloped land in Trophy Club

**Secondary focus:** Existing vacant properties/buildings

**Tertiary focus:** Existing businesses currently operating



## ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

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**MEETING DATE:** February 25, 2026

**FROM:** Tamara Smith, MSL, Assistant Town Manager

**AGENDA ITEM:** Discuss the Thrive Business Grant Program.

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**BACKGROUND/SUMMARY:** On July 11, 2023, the Economic Development Corporation (EDC) discussed and considered a grant program tailored to benefit businesses within the Trophy Club community. The EDC deliberated and expressed the desire to support projects encompassing exterior and interior enhancements, equipment, and signage upgrades. Moreover, the Board has advocated for a nominal contribution from businesses in the form of matching funds, which will foster a sense of mutual accountability.

The Board allocated \$300,000 to the grant program for FY 2023-2024. The program is an annual application with an evaluation and presentation to the EDC. Formal agreements are developed for each award recipient with progress reporting, final inspections, and performance requirements.

The Thrive Business Grant program offers reimbursable matching grants (75%) of up to \$20,000 to support facade enhancements, sign improvements, interior renovations, equipment upgrades, and other critical investments. Under the terms of the grant, work must begin within six months from the date of the award. Grantees are required to submit regular progress reports, including financial statements, photos, and updates on project milestones. Failure to meet specified performance requirements as set forth in each agreement requires 100% repayment of the grant dollars received.

On October 11, 2023, staff presented a draft of the grant program to the Economic Development Corporation (EDC) for review. The proposal was then discussed and approved by the EDC Board during its meeting on February 27, 2024. Following this, the Thrive Business Grant received Town Council approval on May 28, 2024. The grant program was officially opened to the public on July 8, 2024.

During the first round of Thrive Business Grant application, the Economic Development Corporation and Town Council approved six businesses and seven projects for a total grant amount of \$104,380.67 leaving a remaining balance of \$195,619.33 for the second cycle of grants.

The EDC met on February 27, 2025 to discuss continuing the Thrive Business Grant for another year. During the meeting, the EDC Board made recommendations for amendments to the program. The EDC met on April 3, 2025 to approve amendments to the second cycle of the

Thrive Business Grant program. These proposed changes were approved by the Town Council at its April 14, 2025 meeting. The amendments address several areas, including grant requirements, monitoring and accountability, and the addition of a new timeline section.

**Key revisions include:**

- Any equipment purchased with grant funds must remain in Trophy Club for the duration of the business’s operational life.
- Grant awards may be adjusted by up to 10%, with a maximum grant amount of \$20,000.
- Businesses must demonstrate efforts to obtain local quotes when available and submit three quotes in total, including at least one from a local vendor.
- International shipping and customs fees are not reimbursable, and all shipping costs must be itemized.
- Town approval is required for any exterior modifications to the business premises.

The revised Thrive Business Grant program will span approximately 18 months, with key deadlines for the second cycle scheduled from April 2025 through October 2026.

**Thrive Business Grant Timeline – Fiscal Year 2025-2026**

- Grant Launch: April 15, 2025
- Grant Application Deadline: June 15, 2025
- EDC Review: July 2025
- EDC Approval: July 2025
- Town Council Approval: August 2025
- Performance Agreements Signed by Business: September 2025
- Performance Agreements Signed by EDC: October 2025
- Project Start: October 2025
- Project Completion Deadline: October 2026

Cycle 2 opened on April 15, 2025, and two businesses were awarded funding. Jolley Orthodontics received \$5,775.05, and Grace Development received \$20,000.

This agenda item seeks direction from the EDC on whether to move forward with a third cycle of the Thrive Business Grant.

**BOARD REVIEW/CITIZEN FEEDBACK: N/A**

**FISCAL IMPACT:** The Board allocated \$300,000 from the EDC 4B Fund for the Fiscal Year 2023-2024 grant program. For the Fiscal Year 2024-2025, the budget includes a cap of \$150,000 for the Thrive Grant Program. This arrangement ensures that the remaining \$150,000 will be

available for the grant program in subsequent years. In FY 2025, a total of \$104,380.67 in grant funds was awarded, with one \$20,000 grant subsequently rescinded. Cycle 1 reimbursement totaled \$76,521.21. Cycle 2 awarded a total of \$25,775.05. Total amount remaining is \$197,703.75.

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

- 1. Presentation

**ACTIONS/OPTIONS:**

This agenda item is being presented for discussion only. No action will be taken by the Economic Development Corporation Board regarding this agenda item.

# Regular Items

1. Discuss the Thrive Business Grant Program

# Thrive Business Grant

**Total Project Budget:** \$300,000

**Cycle 1 Total:** \$76,521.21 (Reimbursed)

**Cycle 2 Total:** \$25,775.05 (Approved)

**Remaining Balance:** \$197,703.75

Town Council set a date of expiration on September 30, 2028, in Resolution No. 2024-09.

# Thrive Business Grant

## **2025 Application Timeline:**

April 15, 2025: Thrive Business Grant Launch

June 15, 2025: Deadline for All Applications

June 15, 2025 - July 23, 2025: Economic Development Corporation Reviews/Approves Applications

August 2025: Town Council Approval

August - October 2025: Performance Agreements Finalized

August - December 2025: Projects Start

October 2026: Project Completion Due Date