



TOWN OF TROPHY CLUB ECONOMIC DEVELOPMENT CORPORATION

MEETING AGENDA

April 22, 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

REGULAR ITEMS

1. Consider approval of the February 25, 2026, Economic Development Corporation Meeting Minutes. (Tammy Dixon, Town Secretary)
2. Discuss the Thrive Business Grant Program. (Tamara Smith, Assistant Town Manager)
3. Discussion and presentation by Catalyst Commercial on the Grove at TC development project. (Tamara Smith, Assistant Town Manager)

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: April 14, 2026, at 10:15 a.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**

MEETING DATE: April 22, 2026

FROM: Tammy Dixon, Town Secretary

AGENDA ITEM: Consider approval of the February 25, 2026, Economic Development Corporation Meeting Minutes. (Tammy Dixon, Town Secretary)

BACKGROUND/SUMMARY: The Economic Development Corporation Board held a meeting on February 25, 2026.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. 02.25.2026 EDC Minutes

ACTIONS/OPTIONS:

Move to approved the February 25, 2026 Economic Development Corporation meeting minutes.

Town of Trophy Club Economic Development Corporation Meeting Minutes
February 25, 2026, 6:00 p.m., Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL TO ORDER

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

EDC BOARD MEMBERS PRESENT

Allan Pedersen, Vice President
James Calaway, Secretary
Joseph Longo
Greg Fox
Garrett Wallace

EDC BOARD MEMBERS ABSENT

Teri Addington, President
Scott Hinshaw

STAFF PRESENT

Tamara Smith, Assistant Town Manager
Tammy Dixon, Town Secretary
April Duvall, Director of Finance

PUBLIC COMMENTS

There were none.

REGULAR ITEMS

1. Consider approval of the December 9, 2025, Economic Development Corporation meeting minutes.

Secretary Calaway moved to approve the December 9, 2025, Economic Development Corporation meeting minutes. Director Wallace seconded the motion.

VOTE ON THE MOTION

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

NAYES: None

ABSENT: Addington, Hinshaw

VOTE: 5-0-2

2. Discuss state-compliant incentive programs for commercial projects.

Tamara Smith, Assistant Town Manager, presented an update regarding the Town Council's direction from the January Council retreat related to economic development incentives. She

stated that Council directed to prioritize the development of the undeveloped land within the Small Area Plan. Catalyst Commercial will provide advisory services and market the available sites to potential developers and will provide monthly executive reports identifying outreach efforts and any prospective development interest. Due to the confidential nature of potential development discussions, updates will be provided to the EDC Board in executive session.

Ms. Smith explained that available incentive funding could support potential development agreements, including Chapter 380 agreements, land acquisition assistance, or sales tax incentives, as determined appropriate by the Board. She also clarified that Catalyst's role is limited to the Small Area Plan properties, while the EDC may consider incentives to address vacant commercial spaces and support existing businesses with programs such as the Thrive Business Grant program.

3. Discuss the Thrive Business Grant Program

Ms. Smith, presented an update on the Thrive Business Program and asked the EDC Board to provide direction on whether to proceed with a third application cycle. She reported that the program was originally funded with \$300,000, with \$76,521.21 reimbursed in Cycle One and \$25,775.05 approved in Cycle Two, leaving approximately \$200,000 remaining. She also advised that the program has a sunset date of fiscal year 2028.

Ms. Smith reviewed participation in previous cycles and explained that some applications in Cycle Two were not approved because they involved operational expenses rather than improvements consistent with the program's intent. Board members discussed the level of interest from local businesses, outreach efforts, and ways to improve communication about the program's eligibility requirements.

The Board members expressed support for continuing the program and suggested increased outreach to commercial areas and clearer guidance for applicants. Ms. Smith indicated staff would prepare updated informational materials, coordinate outreach with Board members, and develop a proposed schedule for a Cycle Three application period beginning in April with potential approvals in June.

ADOURN

Vice President Pedersen adjourned the meeting at 6:16 p.m.

Teri Addington, President

ATTEST:

Tammy Dixon, Town Secretary



ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

MEETING DATE: April 22, 2026

FROM: Tamara Smith, MSL, Assistant Town Manager

AGENDA ITEM: Discuss the Thrive Business Grant Program. (Tamara Smith, Assistant Town Manager)

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. The Board has also 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 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 included:

- 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.

Cycle 2 opened on April 15, 2025, and two businesses were awarded funding totaling \$25,775.05.

In February 2026, the EDC approved moving forward with the third cycle of the Thrive Business Grant. The timeline for this cycle is outlined below.

Thrive Business Grant Timeline – Fiscal Year 2026-2027

- Grant Launch: April 13, 2026
- Grant Application Deadline: June 15, 2026
- EDC Review: July 2026
- EDC Approval: July 2026
- Town Council Approval: August 2026
- Performance Agreements Signed by Business: September 2026
- Performance Agreements Signed by EDC: October 2026
- Project Start: October 2026
- Project Completion Deadline: October 2027

This agenda item requests guidance from the EDC on whether to hold a Town Hall meeting for business owners to review key information, the application timeline, eligible project types, and to address any questions regarding the 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. 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. The total available grant amount remaining is \$197,703.75.

LEGAL REVIEW: N/A

ATTACHMENTS:

- 1. Thrive Business Grant Packet
- 2. Infographic

ACTIONS/OPTIONS:

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

Thrive Business Grant

Guidelines and Application



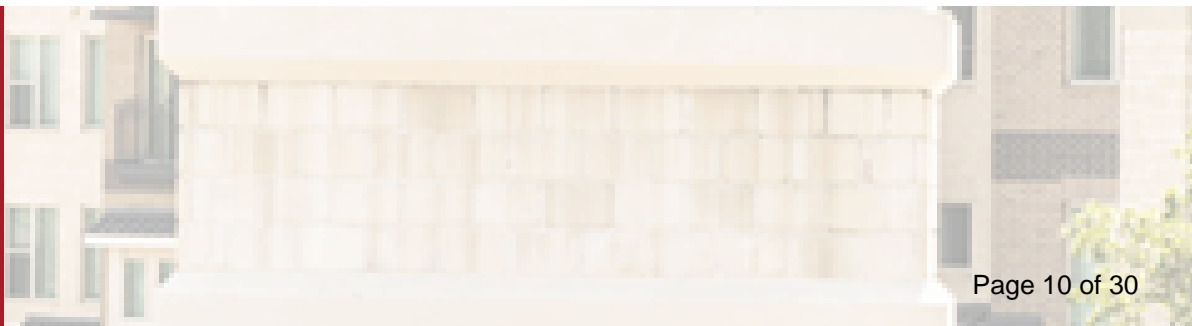


Thrive Business Grant

INTRODUCTION



The Thrive Business Grant (TBG) is an initiative aimed at supporting local businesses within the Town by providing reimbursable matching grants for various improvement projects. The program seeks to enhance the visual appeal and improve overall competitiveness of businesses, ultimately driving economic growth and community prosperity.



BACKGROUND



The Trophy Club Economic Development Corporation (EDC) is dedicated to driving economic progress within the Town. Its core mission is to actively foster employment opportunities and enhance the overall well-being of the community by spearheading, developing, facilitating, and financing projects in accordance with the Economic Development Act.

In 2023, the EDC Board earmarked \$300,000 to kickstart the TBG . This program is designed with the aim of fostering enhancements both externally and internally, as well as furnishing essential equipment to facilitate expansion and operational efficiency. The overarching objective is to maintain our Small Town Charm and stimulate customer growth within the Town.

The EDC places significant emphasis on thorough deliberation, ensuring that all grants align with the best interests of the community and that the projected benefits are effectively realized.

Each applicant will be viewed on a case-by-case bases to help businesses achieve success in Trophy Club.





The TBG is a dynamic initiative aimed at fortifying local businesses within the town. This program offers reimbursable (75%) matching grants of up to \$20,000 to support facade enhancements, sign improvements, interior renovations, equipment upgrades, and other critical investments. By empowering businesses to make these vital improvements, the EDC aims to bolster the Town's economic vitality, create a more appealing business environment, and foster community prosperity.

The program aims to facilitate well-thought-out improvements that harmoniously incorporate essential storefront elements into a appealing identity, potentially including provisions for establishing an accessible public entrance if necessary. Additionally, it supports interior enhancements aimed at improving the overall customer experience and the enhancement of existing signage or the construction of new signage approved by the Town. While Town staff will offer guidance on acceptable improvements, applicants are responsible for collaborating with licensed architects and contractors to refine the conceptual design according to the scope of work.

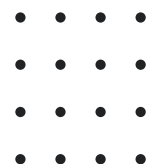


While the Town will review all TBG applications that align with the eligibility criteria, it places particular emphasis on backing projects poised to yield a substantial positive influence on both the Town and its economic landscape.

This includes generating increased business activity, making significant financial investments, facilitating revitalization efforts, and ensuring the retention or expansion of existing employers.

Eligibility Criteria:

- Eligible applicants must either be property owners or tenants situated within the Town of Trophy Club;
- Tenants must obtain written approval from property owners in order to participate in the program;
- Prior to participating in the program, applicants must ensure they are current with all municipal tax obligations;
- Applicants are required to have no Town liens recorded against any property owned by them, encompassing, but not limited to, liens for weed control, demolition, board-up/open structure, and outstanding payments;





Eligibility Criteria:

- All applicants have to be located within Trophy Club;
- All applicants are required to adhere to both state and local laws and regulations governing licensing, permits, building codes, and zoning requirements;
- Excluded from consideration are government offices, residential properties, home-based enterprises, religious organization, churches, as well as establishments dealing in sexually-oriented or smoking paraphernalia products; and
- Applicants must demonstrate financial stability and a clear plan for the project's completion.





Façade Improvements: Grants may be used to enhance the exterior appearance of businesses, including;

- Improvements to an existing exterior structure,
- Improvements to public facing façade(s)
- Signage
- Seating, and
- General building/property beautification including landscape.

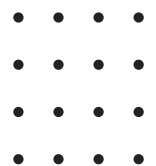
Interior Renovations: Funding can be allocated for interior renovations, such as;

- Remodeling enhancements that improve the customer experience,
- General maintenance such as HVAC, plumbing, electrical, etc.

Equipment Purchases: Grants can cover the cost of purchasing new equipment or upgrading existing machinery to increase operational efficiency and productivity.

Signage: Grants can cover the cost of purchasing signage off site to promote and market their business.

Applications must be made prior to work beginning. No grants will be awarded for work that has already started, in progress, or completed.





Work must begin within six months from the date of the award.

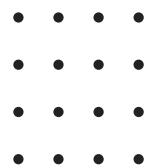
Grant funds are paid out on a reimbursement basis once completed work has been verified by Town staff as compliant with the plans proposed in the approved application.

Any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

Grants are awarded as a single payment to the applicant, excluding sales tax. The Town will not reimburse any sales tax on items purchased.

If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse the Town of Trophy Club immediately for the full amount of the grant.

Further, if a property is listed for sale and/or leased to a tenant for a purpose not originally intended by the grant application within one year of reimbursement, the applicant may be required to reimburse the Town of Trophy Club immediately for the full amount of the grant.



Any equipment purchased using grant funds must remain within the Town of Trophy Club for the entire operational lifespan of the business.

The agreed-upon price or grant amount may be adjusted by up to 10% to account for unforeseen circumstances or price fluctuations, with a maximum grant amount of \$20,000.

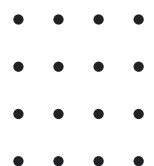
All exterior work, including but not limited to painting (including color selections), building additions, and any changes to the exterior appearance, must be submitted to the Town of Trophy Club for approval before implementation.

Businesses must obtain and submit a minimum of three quotes:

- One quote from a local business (a business with a registered address in Trophy Club or owned by a Trophy Club resident).
- Two additional quotes from other vendors.

If a local quote or any of the three required quotes cannot be obtained, the business must document its efforts to secure them, including the steps taken and the reasons the quotes could not be acquired. The EDC Board will consider this effort in its evaluation.

The grant does not reimburse international shipping or customs fees for items purchased overseas. These costs must be covered by the business owner. Additionally, shipping costs must be itemized on the submitted quote.



Each TBG application will be processed in accordance with the following standards and procedures.

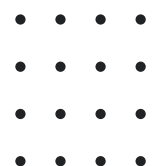
One of the prerequisites is furnishing documentation confirming the absence of any outstanding property tax payments for the property.

Applicants undertaking projects that encompass the refurbishment of one or more existing structures must furnish a comprehensive plan along with quotes and cost projections for the renovations.

Furthermore, if a project is not approved for the intended fiscal year, the application will be retained for consideration for up to one year.

Application Process:

- The TBG will announce specific periods when applications will be accepted from eligible businesses.
- Interested businesses will complete and submit a application form, including property owner written approval (if applicable) project details, comprehensive plan, project cost, three quotes (if applicable), and a timeline for completion.
- The EDC will review applications and may approve applications based on eligibility criteria and alignment with program goals.
- The approved applications will then be reviewed by the Town Manager before being submitted to the Town Council.
- The application review process will take up to 60 days.
- Selected businesses will be notified of their grant award and will receive instructions on reimbursement procedures.
- Approved businesses will sign a performance agreement, and will be instructed on when to begin their proposed projects and may seek reimbursement upon completion.

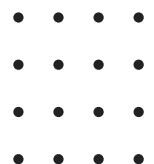




Monitoring & Accountability

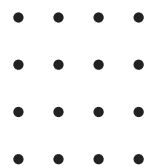
Process:

- **Progress Reporting:** Grantees will be required to submit regular progress reports, including financial statements, photos, and updates on project milestones.
- **Final Inspection:** Upon project completion, a final inspection will be conducted to ensure that the work meets the program's standards.
- **Reimbursement Process:** Grantees will submit documentation for eligible expenses, and reimbursement will be issued in accordance with the program's guidelines.
- **Performance Requirements:** Grantees will be required to fulfill performance requirements set forth in the performance agreement, failure to meet the specific requirements in the agreement will mean repayment of 100% of grant dollars received. If the performance agreement is not signed within 60 days of receipt, the grant will be rescinded, and you will need to reapply in the next grant cycle.



- The Town Council retains sole authority to approve or deny any TBG application and is under no obligation to approve any application.
- The Town retains the authority to reject an application while offering suggestions for improvements that could lead to future acceptance.
- The Town of Trophy Club has the right to terminate any agreement under the TBG if a participant is found to be in violation of any conditions set forth in these guidelines.
- The Town reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.
- Prioritization is given to established businesses over those operational for a year or less.
- The possibility exists to approve multiple projects for businesses if additional funding remains available.

As part of the consideration for any incentives, the Town will have the right to review and verify the applicant’s financial statements and records related to the project and the amount of any incentives that may be payable in any given year; and conduct an on-site inspection of the project in order to verify compliance with the terms and conditions of the TBG.

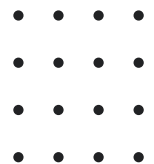


Thrive Business Grant Timeline – Fiscal Year 2026-2027

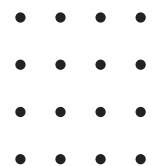
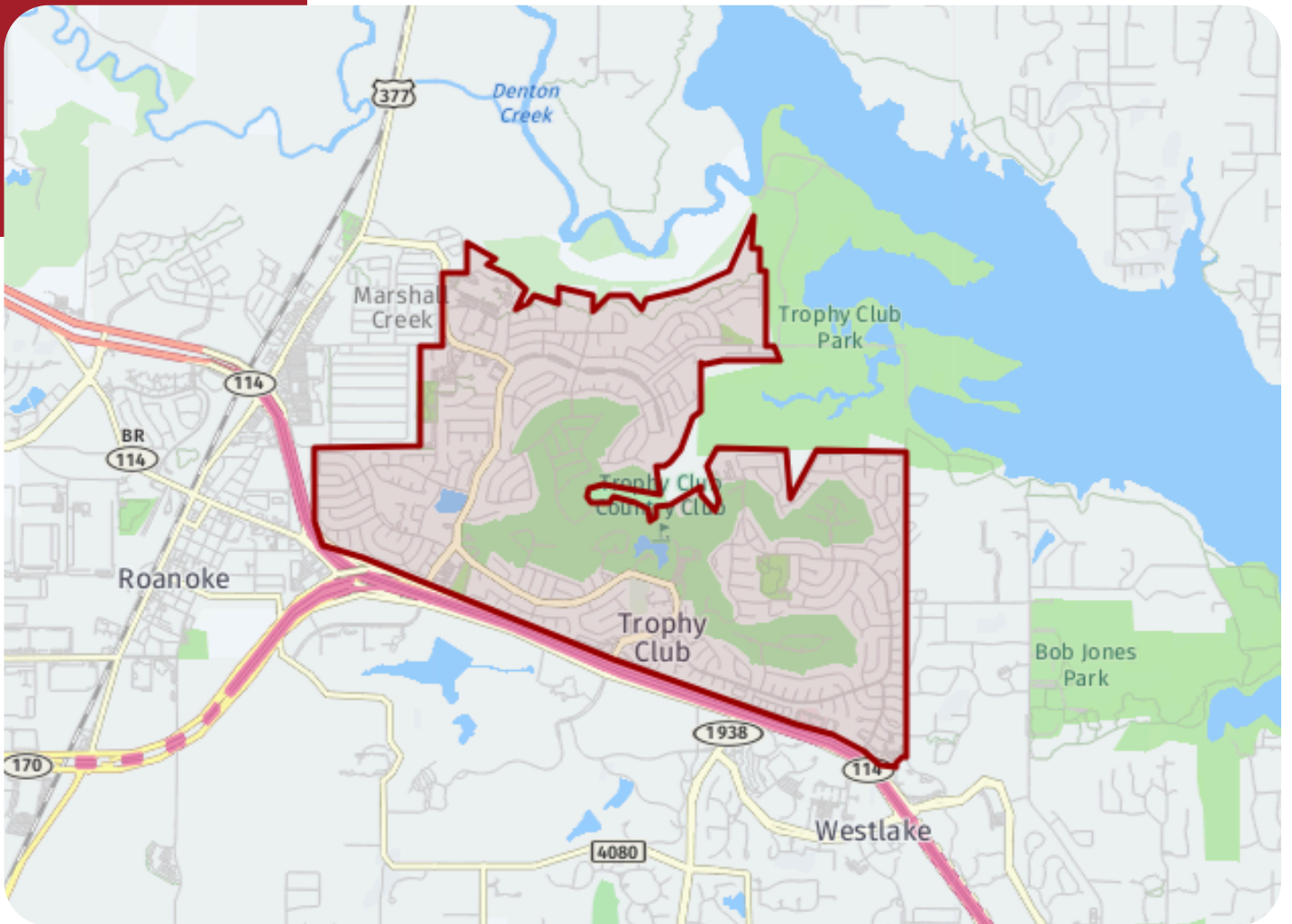
The following timeline outlines the key dates for the Thrive Business Grant. Please note that dates are subject to change. For up-to-date information, visit our website or contact us directly.

- Grant Launch: April 13, 2026
- Grant Application Deadline: June 15, 2026
- EDC Review: June 2026
- EDC Approval: July 2026
- Town Council Approval: August 2026
- Performance Agreements Signed by Business: August-October 2026
- Performance Agreements Signed by EDC: October 2026
- Project Start: August - December 2026
- Project Completion Deadline: October 2027

The total duration of the grant process, from application launch to project completion, is approximately 1.5 years.



Town of Trophy Club Boundary Map



Thrive Business Grant (TBG) Application

Applicant Name	<input type="text"/>
Mailing Address	<input type="text"/>
Business Name	<input type="text"/>
Business Address	<input type="text"/>
Contact Number	<input type="text"/>
E-mail Address	<input type="text"/>
Building Owner Name	<input type="text"/>
Building Name	<input type="text"/>

Project Information

Project Site/ Address	<input type="text"/>
Project Type	<input type="text"/>
Project Description	<input type="text"/>



Thrive Business Grant (TBG) Application

How will this project benefit the community?

How will this project benefit your business?

Project Cost

Project Expenditures	Expenditure Total	Total Grant Dollars Requested for Expenditure



Thrive Business Grant (TBG) Application

Total Cost of
Project

Total Grant Dollars
Requesting

*25% of total cost of project is the responsibility of the applicant.

Business Information

Number of
Employees

Number of Years in
Trophy Club

Annual Revenue

Will this project create or retain jobs?

Yes

No

Please ensure that the final project scope of work, along with accompanying pictures, drawings, and any relevant documentation, is attached. This comprehensive package will play a crucial role in conveying a cohesive narrative that will aid the EDC and Town staff in comprehending your vision for the allocation of grant funds.

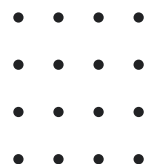
By signing this document, you affirm that you possess the requisite authority to seek funding for the mentioned business, you will abide by the program guidelines, and that the information furnished is true and accurate to the best of your knowledge.

Signature: _____

Printed Name: _____

Title: _____

Date: _____





Thrive Business Grant



Please Return To:

In-Person:
Town of Trophy Club
1 Trophy Wood Drive
Trophy Club, TX 76262

Via E-mail:
thrive@trophyclub.org

Online Application:



DUE DATE
JUNE 15, 2026

**Up to
\$20,000**

**Matching
Funding
75%
Town
25%
Business**

**For:
Façade
Interior
Equipment
Signage
Projects**

THRIVE
TROPHY CLUB

THRIVE BUSINESS GRANT

Application Material:


- Application
- Property Owner Written Approval
- Project Details/Comprehensive Plan
- Project Cost
- Two Quotes Plus One Local Quote
- Timeline

Projects that will not be approved are:


- Operational and/or maintenance cost
- Air conditioning units
- Roofs

For More
Information:



 682-237-2903

APPLY ONLINE

 www.trophyclub.org/thrive

IN-PERSON

 1 Trophy Wood Dr. Trophy Club, TX 76262

E-MAIL

 thrive@trophyclub.org



ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

MEETING DATE: April 22, 2026

FROM: Tamara Smith, MSL, Assistant Town Manager

AGENDA ITEM: Discussion and presentation by Catalyst Commercial on the Grove at TC development project. (Tamara Smith, Assistant Town Manager)

BACKGROUND/SUMMARY:

The Town Council's Business Goal number 5 calls for creating and implementing incentive strategies that support development of projects identified in the final Small Area Plan, known as the Grove at TC, and for promoting these opportunities through targeted outreach to prospective developers. To advance this goal, the Town proposes engaging Catalyst Commercial, Inc., which collaborated with McAdams during development of the Small Area Plan and is well positioned to provide the services necessary to fulfill this objective.

Catalyst will support the Town of Trophy Club Economic Development Corporation (TCEDC) through two primary service categories: Advisory Services and Brokerage Services. Advisory Services include developing economic activation strategies, analyzing commercial development opportunities, recommending development partners and incentive packages, and providing other related economic development support. Brokerage Services include marketing TCEDC-owned properties, identifying marketable assets within the Small Area Plan area, and negotiating sale prices, excluding closing services.

The EDC approved the professional service agreement with Catalyst Commercial, Inc. on December 9, 2025, and Town Council approved the final Resolution on January 12, 2026.

Catalyst will provide a presentation to the EDC on the project's progress to date. Moving forward, Catalyst will provide updates on a quarterly basis or as requested by the Town Manager's Office for specific development discussions.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: The total cost for Advisory Services is anticipated to not exceed \$77,000, based on a maximum of \$5,500 per month over a 14-month period. In addition, should the Town of Trophy Club sell or otherwise dispose of property, Catalyst will receive a four percent (4%) fee for Brokerage Services, excluding closing services, which will be provided by the Town Attorney. Funding for this contract is available in the FY 2026 Budget in the Economic Development Corporation Fund.

LEGAL REVIEW: N/A

ATTACHMENTS:

None

ACTIONS/OPTIONS:

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