

Town of Trophy Club
Town Council Work Session and Regular Meeting
Meeting Minutes – April 13, 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
Tamara Smith, Assistant Town Manager
Jill Lind, Director of Communications
April Duvall, Director of Finance
Chase Ellis, Director of Parks and Recreation
Jason Wise, Fire Chief
Matt Cox, Director of Community Development
Denise Deprato, Director of Human Resources

WORK SESSION ITEM

1. Presentation and discussion of updates on the gateway, water tower, and wayfinding signage design project. (Tamara Smith, Assistant Town Manager))

Mayor Tiffany stated that the workshop would focus on beautification in Trophy Club under the Strategic Plan 2031, emphasizing “Wayfinding” to create a unified visual identity, and noted resident and consultant input will guide Council direction.

Tamara Smith, Assistant Town Manager, stated that the workshop would focus on design concepts for the wayfinding signage project.

Brennan Kane with Olsson Inc. presented two design options for the wayfinding signage and responded to Council questions.

Following the presentation, Council indicated a preference for Design Option A with limestone, inclusion of ground-level planter boxes or vegetation, no lighting on the monuments at this time while reserving the option for future consideration, optional backlit signage and uplighting, and removal of the “Texas Town of Patriotism” wording, with inclusion of the incorporation date.

ADJOURN WORK SESSION

Mayor Tiffany adjourned the work session at 6:54 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:02 p.m.

INVOCATION

Pastor Barry Clingan, The Church at Trophy Lakes, led the invocation.

PLEDGES

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

PUBLIC COMMENTS

There were none.

COMMUNITY SPOTLIGHT

2. Proclamation – Arbor Day

Council Member Ash read aloud the proclamation and presented it to Chase Ellis, Director of Parks and Recreation.

3. Texas Glammias

The Texas Glammias performed and provided a video showcasing their invitation to perform in the 250th Celebration Parades in Philadelphia and Washington D.C.

4. Working for You... Trophy Club

a) Update from Town Council Members

Council Member Sheridan reminded the audience that early voting for the May 2, 2026, general and special elections begins on Monday, April 20, and noted that early voting will not be held on Tuesday, April 21, due to a state holiday.

Council Member Flynn complimented staff on the shredding event, noting it was well-organized, efficient, and allowed for quick entry and exit.

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

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

The Medal of Honor motorcade will take place on April 15, 2026, and will depart DFW at 4:00 p.m.

- April 25 – Trophy Club Women’s Club Garage Sale
- May 7 – National Day of Prayer, 12:00 – 1:00 p.m., Church at Trophy Lakes
- May 9 – Touch a Truck event, Independence Park East, 10:00 a.m.. A sensory-friendly session will be from 9:30 – 10 a.m.
- Upcoming Board and Commission Meetings:
 - April 20 - Parks and Recreation Board meeting, 6:00 p.m.
 - April 22 - Economic Development Corporation meeting, 6:00 p.m.
 - April 29 – Animal Shelter Advisory Board meeting, 6:30 p.m.
- Upcoming Town Council Meetings:
 - April 27 – Town Council Regular Meeting, 7:00 p.m.
 - Wednesday, May 13 – Town Council Regular Meeting (Swearing in of Council Members) A reception for outgoing and incoming council members will be held in the lobby prior to the meeting at 6:00 p.m.
- Early Voting for the May 2 General and Special Elections begins April 20 and ends on April 28. Please note: No early voting will be conducted on Tuesday, April 21, due to a state holiday.

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

Town Attorney Dean Roggia provided a summary of the Records Management Act.

CONSENT AGENDA

5. Consider approval of the March 23, 2026, Town Council special meeting minutes. (Tammy Dixon, Town Secretary)
6. Consider a resolution adopting the Town of Trophy Club Investment Policy for Fiscal Year 2025-2026. (April Duvall, Director of Finance) The caption of the resolution reads as follows:

RESOLUTION NO. 2026-06

RESOLUTION A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, ADOPTING AN INVESTMENT POLICY FOR FISCAL YEAR 2025-2026 FOR FUNDS FOR THE TOWN OF TROPHY CLUB, AND PROVIDING AN EFFECTIVE DATE.

7. Consider a resolution adopting a Purchasing Policy and Procedure Manual. (April Duvall, Director of Finance) The caption of the resolution reads as follows:

RESOLUTION NO. 2026-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, ADOPTING A PURCHASING POLICY AND PROCEDURE MANUAL, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A"; AUTHORIZING THE TOWN MANAGER TO MAKE MINISTERIAL REVISIONS TO THE PURCHASING POLICY AND PROCEDURE MANUAL; REPEALING PRIOR INCONSISTENT POLICIES; AND PROVIDING AN EFFECTIVE DATE.

8. Consider an ordinance amending Division 2, "Records Management," of Article 1.07, "Records," of Chapter 1, "General Provisions," of the Trophy Club Code of Ordinances in its entirety to provide for an updated Records Management Program. (Tammy Dixon, Town Secretary) The caption of the ordinance reads as follows:

ORDINANCE NO. 2026-11

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING DIVISION 2, "RECORDS MANAGEMENT," OF ARTICLE 1.07, "RECORDS," OF CHAPTER 1, "GENERAL PROVISIONS," OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, IN ITS ENTIRETY TO PROVIDE FOR AN UPDATED RECORDS MANAGEMENT PROGRAM; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

9. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Resort Contract Furnishings, Inc. for pool furniture in the amount of \$54,420. (Chase Ellis, Director of Parks & Recreation)

Council Member Beach moved to approve Consent Agenda Items 5 - 9. Council Member Flynn seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

INDIVIDUAL ITEMS

- 10. Consider a resolution providing for the appointment of a member to serve on the Crime Control & Prevention District Board. (Jeannette Tiffany, Mayor)

Mayor Tiffany advised the Town Council that the Appointments Committee interviewed two candidates and the committee recommended the appointment of Kyle Oehring to fill the vacancy of the board with a term expiring August 31, 2027.

Mayor Tiffany moved to approve a resolution appointing Kyle Oehring to serve on the Crime Control & Prevention District Board with a term expiring August 31, 2027. Council Member Ash seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2026-08


A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, PROVIDING FOR THE APPOINTMENT OF A MEMBER TO SERVE ON THE CRIME CONTROL AND PREVENTION DISTRICT; DESIGNATING TERMS OF SERVICE; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

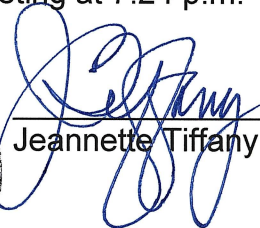
Mayor Tiffany adjourned the regular meeting at 7:24 p.m.

Attest:



 Tammy Dixon, Town Secretary





 Jeannette Tiffany, Mayor