

**Town of Trophy Club
Work Session and Regular Meeting Minutes
December 11, 2023
1 Trophy Wood Drive, Trophy Club, Texas 76262**

CALL WORK SESSION TO ORDER AND ANNOUNCE A QUORUM

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

COUNCILMEMBERS PRESENT

Jeannette Tiffany, Mayor
Dennis Sheridan, Mayor Pro Tem
Stacey Bauer, Councilmember Place 1
Steve Flynn, Councilmember Place 6
LuAnne Oldham, Councilmember Place 5
Jeff Beach, Councilmember Place 2
Karl Monger, Councilmember Place 4

COUNCILMEMBERS ABSENT

None

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Dean Roggia, Town Attorney
Jason Wise, Fire Chief
Patrick Arata, Police Chief
Matt Cox, Community Development Director
April Duvall, Finance Director
Denise Deprato, Human Resources Director
Jill Lind, Communications and Marketing Director
Tamara Smith, Assistant to the Town Manager

WORK SESSION ITEM

1. Discussion on the Town of Trophy Club Intersection Traffic Study and traffic issues within the Town of Trophy Club.

Mayor Tiffany invited the audience to speak on this topic.

Town Manager Wright stated this would be a good opportunity to take a pause to allow for a comprehensive review of the project to include evaluating and gathering additional information to define the key issues and desired outcomes, to receive

community input and to develop a plan with options including the pros and cons for Town Council consideration.

It was the consensus of the Town Council to move forward with Mr. Wright's recommendation.

ADJOURN WORK SESSION

Mayor Tiffany adjourned the work session at 6:27 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:00 p.m.

INVOCATION

Councilmember Oldham, led the invocation.

PLEDGES

Councilmember Monger led the Pledge of Allegiances to the American and Texas Flags.

PUBLIC COMMENTS

Sara Monger, 192 Durango Drive, spoke on behalf of the Trophy Club Women's Club.

PRESENTATIONS

1. Administer Oath of Office to new Town Manager Brandon Wright. (Mayor Tiffany)

Mayor Tiffany provided the Oath of Office to Town Manager Brandon Wright.

2. Badge Pinning Ceremony – Police Department. (Patric Arata, Police Chief)

Chief Arata welcomed the Town's two newest officers Tyler Billups and Kyle Calderone; and newly promoted Sergeant Joshua Hernandez. Judge Eric Ransleben provided the Oaths of Office and the badge pinning ceremony followed.

COMMUNITY SPOTLIGHT

1. Vicki Hardy, Lakeview Elementary 40-Year Anniversary Update

Ms. Hardy gave a presentation and spoke about the history of Lakeview Elementary along with prior and current students and staff.

2. Working for You . . . Trophy Club

a) Trophy Club Meet and Greet Open House

Mayor Tiffany invited the community to attend the Trophy Club Meet and Greet Open House scheduled for Wednesday, January 17, 2024, from 5:00 – 7:00 p.m. to welcome Brandon Wright, Town Manager, Tour Town Hall, meet Board and Commission members, and Town Staff.

b) Update from Town Council Members

Mayor Pro Tem Sheridan reminded everyone of the Wreaths Across America Trophy Club event taking place on Saturday, December 16, 2023, at 11:00 AM at Medlin Cemetery.

Councilmember Oldham spoke about the Tarrant Area Food Bank.

Councilmember Flynn spoke about having lost a friend recently, which reminded him of the importance of checking in on friends, neighbors, and family, especially as we get into the winter months.

Mayor Tiffany announced the Town's next General Election will be held on May 4, 2024, for Place 3, currently held Mayor Pro Tem Sheridan and Place 4, currently held by Councilmember Monger. She stated the filing period would begin on January 17th and end on February 16, 2024.

c) Update from Town Manager

Town Manager Wright congratulated the Finance Department on their GFOA Certificate of Excellence award for their FY 2022 Annual Comprehensive Financial Report; thanked everyone who attended the Christmas in the Park event on December 09, 2023; echoed Mayor Pro Tem Sheridan's message regarding the Wreath's Across America event; reminded everyone of the Town's holiday closures; advised laptops had been purchased for the Town Council to provide better connectivity; and provided an update on the Parks and Recreation Director position.

d) Quick Civic Tip

Town Attorney Roggia provided a summary of the Open Meetings Act as it pertains to Social Gatherings.

CONSENT AGENDA

3. Consider approval of the November 13, 2023, Town Council Meeting Minutes. (Tammy Dixon, Town Secretary)

4. Consider approval of an agreement with SHI Government Solutions, Inc. for Microsoft Office 365 licenses in the amount of \$54,807.24; and authorization for the Town Manager to execute same on behalf of the Town.

Councilmember Beach moved to approve consent agenda items 3 - 4. Councilmember Flynn seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

INDIVIDUAL ITEMS

5. Case SUP23003 Hutchins BBQ Alcohol On-Premises

Conduct a Public Hearing and consider approval of an ordinance for a request made by Hutchins BBQ Restaurant for a Specific Use Permit for alcoholic beverage sales for on-premises consumption in conjunction with a restaurant use, located at 3000 E. Highway 114, Trophy Club, Texas

Mayor Tiffany opened the public hearing at 7:41 p.m.

Mr. Cox gave a presentation on the request for an SUP and stated the application was in compliance with the Town's ordinances.

Planning and Zoning Chairman Biggs stated the Commission voted unanimously in favor for the SUP.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:43 p.m.

Councilmember Flynn moved to approve Ordinance 2023-22 approving a request by Hutchins BBQ Restaurant for a Specific Use Permit for alcoholic beverage sales for on-premises consumption in conjunction with a restaurant use, located at 3000 E. Highway 114, Trophy Club, Texas. Councilmember Bauer seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2023-22

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS APPROVING A SPECIFIC USE PERMIT FOR ALCOHOLIC BEVERAGE SALES FOR ON-PREMISES CONSUMPTION IN CONJUNCTION WITH A RESTAURANT USE OPERATED BY THE ORIGINAL ROY HUTCHINS BBQ, LOCATED ON LOT 2R2, BLOCK B OF TROPHY WOOD BUSINESS CENTER, WITHIN PD PLANNED DEVELOPMENT NO. 25; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING APPLICABLE REGULATIONS, DISCONTINUATION, & REVOCATION; 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; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

6. Case RP-23-001 Replat NISD High School No. 2, for Block 1, Lot 2R

Conduct a public hearing and consider a request made by the Town of Trophy Club for a replat for Block 1, Lot 2R, NISD High School No. 2, to accommodate right-of-way and access on a lot legally described as Block 1, Lot 2, NISD High School No. 2, approximately 1.725 acres. The property is generally located east of Bobcat Boulevard and south of Middleton Drive, in the Town of Trophy Club, Denton County, Texas

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

Mr. Cox gave a presentation on the replat noting the purpose was to provide right-of-way access to the Bobcat Villages Phases 1 and 2 subdivisions.

Chairman Biggs stated the minor changes to the plat had no bearing on the Planning and Zoning Commission recommended approval.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:50 p.m.

Mayor Pro Tem Sheridan requested the shaded areas on the plat be noted in the legend and to correct Note 3 inserting the correct name where it has (entity).

Mr. Cox and Town Attorney Roggia answered questions from the Town Council.

Mayor Pro Tem Sheridan moved to approve a request made by the Town of Trophy Club for a replat for Block 1, Lot 2R, NISD High School No. 2, to accommodate right-of-way and access on a lot legally described as Block 1, Lot 2, NISD High School No. 2, approximately 1.725 acres and to amend the legend to reflect the shaded areas. Councilmember Oldham seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

7. Case FP-23-005 Bobcat Village Phase 1 Final Plat, formerly Well Site 1H

Discuss, consider and take action on a Final Plat for Bobcat Village Phase 1 (formerly Well Site 1H) containing ± 2.7886 acres of land located east of Bobcat Boulevard, south and east of Halifax Street, and north of Byron Nelson High School.

Mr. Cox gave a presentation on the final plat noting approval history, site history and details on the proposed development.

Chairman Biggs stated the Planning and Zoning Commission unanimously approved recommendation of the final plat.

Mayor Pro Tem Sheridan moved to approve a Final Plat for Bobcat Village Phase 1 (formerly Well Site 1H) containing ± 2.7886 acres of land located east of Bobcat Boulevard, south and east of Halifax Street, and north of Byron Nelson High School. Councilmember Oldham seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

8. Case FP-23-006 Bobcat Village Phase 2 Final Plat, formerly Well Site 1HB

Discuss, consider and take action on a Final Plat for Bobcat Village Phase 2 (formerly Well Site 1HB) containing ± 2.106 acres of land located east of Bobcat Boulevard, east of Halifax Street, and north of Byron Nelson High School.

Mr. Cox gave a presentation on the final plat noting it was brought forward at the same time as Phase 1 and he provided details on the proposed development.

Chairman Biggs stated the Planning and Zoning Commission unanimously approved recommendation of the final plat.

Mayor Pro Tem Sheridan moved to approve a Final for Bobcat Village Phase 2 (formerly Well Site 1HB) containing ± 2.106 acres of land located east of Bobcat Boulevard, east of Halifax Street, and north of Byron Nelson High School. Councilmember Oldham seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

9. Presentation of MUD Feasibility Study by Chris Ekrut of NewGen; and discussion and consideration of same.

Mr. Ekrut gave a presentation on the MUD Feasibility Study and answered questions from the Town Council.

A discussion ensued noting or identifying the following:

- Continue to maintain effective relationships and explore options for involvement with staff and councilmembers;
- Possibility, if any, to include PID residents in having a voice on the MUD?
- Opportunities for shared buying opportunities.
- Communicate about road projects and water/sewer repairs.
- Hold Strategic Planning sessions with the MUD to streamline some of the costs. Discussion of the Fire Department component needs to occur.
- Can the MUD's control over the PID be reversed?
- Establish working groups to build relationships with the MUD.

Mayor Tiffany filed a Conflict of Interest form with the Town Secretary's Office pertaining item 10 and left the Council chambers at 8:37 p.m. Mayor Pro Tem Sheridan presided over this item.

10. Discuss and consider approval of a public drainage easement agreement with the Homeowners Association of Hogan's Glen, Inc.; and authorization for the Mayor to execute same on behalf of the Town.

Town Attorney Roggia provided a briefing to the Town Council explaining there was an outstanding minor issued relating to the boundary of the easement.

Mayor Por Tem Sheridan moved to postpone this item to the January 8, 2024, Town Council meeting. Councilmember Oldham seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Sheridan, Beach, Monger, Oldham

NAYES: Flynn

ABSENT: Tiffany

VOTE: 6-1-0

Mayor Tiffany returned at 8:39 p.m.

11. Discussion on the Town Council Retreat to be held in January 2024.

Mr. Wright provided the outline for the Town Council Retreat scheduled for January 19th and 20th. He stated the first day would include governance training setting the groundwork of working together with staff; day two would include discussions on the Comprehensive Plan, Parks Master Plan, Town Council's goals, and budget review as required by the Town Charter.

A discussion ensued regarding the cost of utilizing an outside facilitator for the retreat. Mr. Wright stated the costs would be explored to utilize a facilitator for the Governance Training portion only.

12. Discuss and consider approval of the 2024 Town Council meeting dates.

Ms. Dixon provided a review of the proposed 2024 Town Council meeting dates.

Councilmember Flynn moved to approve the 2024 Town Council meeting dates. Councilmember Bauer seconded the motion.

VOTE ON THE MOTION

AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

VOTE: 7-0

13. Future Agenda Items

Mr. Wright stated he would need time to review the items and will provide an update at a future meeting.

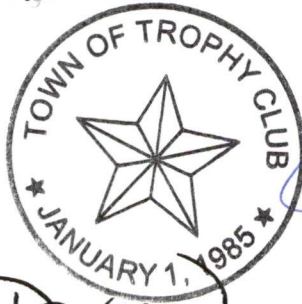
EXECUTIVE SESSION/REGULAR SESSION

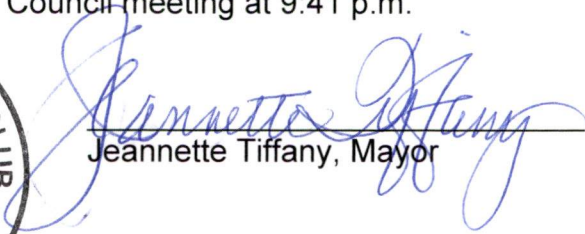
Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 9:01 p.m. and reconvened into Regular Session at 9:41 p.m. in accordance with the Texas Government Code regarding:

Section 551.071, Consultation with Town Attorney to seek legal advice regarding the parking agreement with HG SPLY Trophy Club, a Texas Corporation. **No Action Taken.**

Section 551.071, Consultation with Town Attorney to seek legal advice regarding Article 1.09 "Special Events" of the Town Code of Ordinances. **No Action Taken.**

Mayor Tiffany adjourned the Town Council meeting at 9:41 p.m.




Jeannette Tiffany, Mayor

Attest:


Tammy Dixon, Town Secretary