

Town of Trophy Club Town Council Meeting Minutes
February 12, 2024, 6:00 p.m., Work Session and Regular Meeting
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.

COUNCILMEMBERS PRESENT

Jeannette Tiffany, Mayor
Dennis Sheridan, Mayor Pro Tem
Stacey Bauer, Councilmember Place 1
Steve Flynn, Councilmember Place 6 (arrived at 6:16 p.m.)
LuAnne Oldham, Councilmember Place 5
Jeff Beach, Councilmember Place 2
Karl Monger, Councilmember Place 4

STAFF MEMBERS PRESENT

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

WORK SESSION ITEM

1. Presentation and discussion of findings from Town Council's Bobcat Boulevard traffic observations and recommendations for key objectives to be addressed through traffic improvement solutions. (Brandon Wright, Town Manager)

Town Manager Wright gave a presentation, discussed the findings of the Town Council's traffic observations, reviewed the key objectives and answered questions from the Town Council.

Following discussion, Mr. Wright explained the next step was to engage with an engineering firm for a traffic control plan analysis.

Mayor Tiffany adjourned the work session at 6:43 p.m.

CALL REGULAR MEETING TO ORDER

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

INVOCATION

Pastor Joel Quilé of Bara Church, led the invocation.

PLEDGES

Councilmember Monger stated that Town Council attended the memorial service of native Trophy Club resident, Navy Seal, Special Warfare Operator 2nd Class Nathan Gage Ingram and requested a moment of silence in his honor.

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

PUBLIC COMMENTS

All addresses are located in Trophy Club unless otherwise indicated.

Speaker Name and Address	Subject (as written on form or stated)
Glyn Smith – 13 Jamie Court	Water flow/ Drainage
Richard Beaty – 18 Hillcrest Court	Drainage
Tim Humphries – 15 Hillcrest Court	Easement Repairs
James Janka – 11 Hillcrest Court	Drainage on Hillcrest
Mindy Connelly – 22 Hillcrest Court	Easement/Drainage
Jan Beaty – 18 Hillcrest Court	Drainage
Gene Thie – 16 Hillcrest Court	Hillcrest flooding

COMMUNITY SPOTLIGHT

2. Trophy Club Emergency Volunteer Association (TCEVA)

Gene Popik gave a presentation on the TCEVA highlighting the history and purpose of the organization.

3. Working for You . . . Trophy Club

a) Update from Town Council Members

Mayor Pro Tem Sheridan spoke about drainage issues in the area of Hillcrest Court and Jamie Court and requested that the issue be added to a future meeting or be looked at by staff to find a possible resolution.

Council Member Flynn announced Friday, February 16, 2024, was the last day to file for a place on the May 4, 2024, general election ballot. He encouraged everyone to be civil and utilize professionalism during the election season.

Mayor Tiffany spoke about the new Town Weekly Newsletter recently launched and is released each Friday. She stated the newsletter provides a comprehensive picture of current projects and events occurring in the Town. She stated the newsletter is sent out through Trophy Club alerts and is also posted on the Town's website.

Mayor Tiffany announced she would be representing the Town of Trophy Club on Wednesday, February 14th, 2024, at the Metroport Chamber – State of the Cities luncheon. She stated she was delighted to represent the community and was looking forward to sharing news and information about the Town.

b) Update from Town Manager

Town Manager Wright provided the following update:

- The Arts and Culture Ad Hoc Committee update for March would be postponed until April to allow the Committee to work with a facilitator to assist in achieving its goals to develop a successful Arts and Culture Commission program.
- The Fence repair at the corner of Bobcat Blvd. and Parkview Dr. has been completed.
- The summer employment program would soon be launched, and open positions will be posted to the Town's website.
- On February 14th, the Metroport Chamber will be hosting a membership luncheon featuring a spotlight on the State of the communities. He explained this event provides a valuable platform to directly engage with community leaders and gain insights into the latest developments and initiatives in each of their municipalities.
- The Police Department will be hosting a free Identity Theft Awareness program on February 15th at the Lake Cities Church.
- The Parks and Recreation Board meeting was scheduled for February 19th at 7:00 p.m.
- The Economic Development Board meeting was scheduled for February 27th at 6:00 p.m.

c) Quick Civic Tip from Town Attorney

Town Attorney Roggia spoke about the legal requirements for Councilmembers to participate in Town Council meetings remotely.

CONSENT AGENDA

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any council member by making such request prior to a motion and vote.

Mayor Pro Tem Sherian requested items 7 and 10 to be pulled from Consent.

4. Consider approval of the January 8, 2024, Town Council Regular Meeting Minutes; January 19, 2024, and January 20, 2024, Town Council Retreat Meeting Minutes. (Tammy Dixon, Town Secretary)
5. Consider approval of the First Quarter Investment Report for Fiscal Year 2024. (April Duvall, Director of Finance)
6. Consider a resolution authorizing amendments to financial institution documents naming authorized Town representatives for Texas Local Government Investment Pools TexPool signature accounts. (April Duvall, Director of Finance). The caption of the resolution reads as follows:

RESOLUTION NO. 2024-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING AND AUTHORIZING AMENDMENTS TO FINANCIAL INSTITUTION DOCUMENTS NAMING AUTHORIZED TOWN REPRESENTATIVES ON TEXPOOL SIGNATURE ACCOUNTS; APPOINTING AUTHORIZED REPRESENTATIVES, AND DESIGNATING INVESTMENT OFFICERS.

7. Consider a resolution adopting the method for making written requests for public information. (Tammy Dixon, Town Secretary) ***Item pulled from Consent.***
8. Consider amendments to the Town of Trophy Club Compensation Pay Plan with an effective date of February 12, 2024. (Denise Deprato, Director of Human Resources)
9. Consider authorizing the Town Manager to negotiate and execute a repair contract with Classic Chevrolet of Grapevine, TX in an amount not-to-exceed \$150,000 to repair Town vehicles affected by hail damage on June 11, 2023. (Denise Deprato, Director of Human Resources)
10. Consider authorizing the Town Manager to negotiate and execute a master services agreement with Terralogic Solutions, Inc. for payment kiosk and software services for the Trophy Club Park entrance in the amount of \$48,273. (Chase Ellis, Director of Parks & Recreation) ***Item pulled from Consent.***

Councilmember Flynn moved to approve Consent Items 4, 5, 6, 8, and 9. Councilmember Monger seconded the motion.

VOTE ON THE MOTION

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

NAYES: None

VOTE: 7-0

7. Consider a resolution adopting the method for making written requests for public information. (Tammy Dixon, Town Secretary)

Mayor Pro Tem Sheridan requested Town Secretary Dixon explain the process for public information requests.

Town Secretary Dixon explained the Public Information Act is currently triggered when a person submits a written request to any staff member and this was not an efficient process due to deadlines. She stated the Town utilized JustFOIA, an online portal, to process public information requests. She explained the proposed resolution designates the methods by which requests can be made to include one designated email, the JustFOIA portal on the town's website, by mail and/or by person.

Mayor Pro Tem Sheridan moved to approve Resolution 2024-02 adopting the method for making written requests for public information. Councilmember Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION 2024-02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, ADOPTING THE METHOD FOR MAKING WRITTEN REQUESTS FOR PUBLIC INFORMATION; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON THE MOTION

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

NAYES: None

VOTE: 7-0

10. Consider authorizing the Town Manager to negotiate and execute a master services agreement with Terralogic Solutions, Inc. for payment kiosk and software services for the Trophy Club Park entrance in the amount of \$48,273. (Chase Ellis, Director of Parks & Recreation)

Mr. Ellis, Director of Parks and Recreation, provided stated the current payment kiosk located at Trophy Club Park was installed in 2014 and was in need of replacement as it has required numerous mechanical and technical repairs; staff manually processes all online purchases for park admittance requiring additional staff time and reducing customer experience. He explained the new kiosk would incorporate improved payment solutions and aesthetics for the entrance; it would create a link between the online payment system and the gate system to omit staff's involvement and automate the park

admission process; and would provide a more cohesive and friendly customer experience.

Councilmember Beach moved to authorize the Town Manager to negotiate and execute a master services agreement with Terralogic Solutions, Inc. for payment kiosk and software services for the Trophy Club Park entrance in the amount of \$48,273. Councilmember Bauer seconded the motion.

VOTE ON THE MOTION

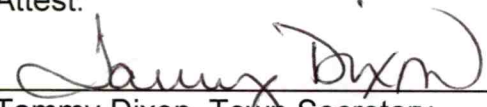
AYES: Bauer, Flynn, Sheridan, Tiffany, Beach, Monger, Oldham

NAYES: None

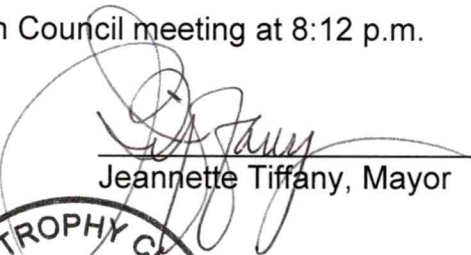
VOTE: 7-0

Mayor Tiffany adjourned the Town Council meeting at 8:12 p.m.

Attest:



Tammy Dixon, Town Secretary



Jeannette Tiffany, Mayor

