

Town of Trophy Club Town Council Meeting Minutes
June 10, 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.

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Steve Flynn, Mayor Pro Tem
Stacey Bauer, Council Member Place 1
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3
Rhylan Rowe, Council Member Place 4
LuAnne Oldham, Council Member Place 5

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Dean Roggia, Town Attorney
Jason Wise, Fire Chief
April Duvall, Director of Finance
Matt Cox, Director of Community Development
Denise Deprato, Director of Human Resources
Chase Ellis, Director of Parks and Recreation
Jill Lind, Director of Communications and Marketing
Patrick Arata, Chief of Police

WORK SESSION ITEM

1. Presentation and discussion of recommended changes to the appointment process for boards and commission members, the creation of a new Boards & Commission Member Handbook, the formation of ad-hoc committees and subcommittees including the Appointment Committee and the Fiduciary Oversight Committee (or Budget Committee), and the creation of a Council Rules & Procedures Manual. (Tammy Dixon, Town Secretary and Brandon Wright, Town Manager).

Town Manager Wright and Town Secretary Dixon reviewed the following items and answered questions from the Town Council:

- Policies and procedures for appointing members to boards and commissions.
- Adding the requirement of a background check for applicants.
- Establishing procedures for ad-hoc committees to be created by ordinance or resolution with specific goals and term dates.
- Town Council Subcommittees: Appointments Committee and Finance Oversight Committee.

- Draft Boards and Commissions Manual.
- Proposal for creating a Council Rules and Procedures Manual.

Following discussion, the Town Council's feedback included:

- Training Requirements: Make training mandatory for all members; Include general training for all members and board/commission-specific training; Cover communication protocols at the dais; Training must be completed within a specified time frame.
- Background Checks: Change terminology from "criminal history check" to "background check". Consider placing background check history information in the handbook rather than the ordinance.
- Ad-Hoc Committees: Include a sunset clause in the resolution for the ad-hoc committee to cease existence within a one-year time frame.
- Nomination Process for Ad-Hoc and Town Council Subcommittees: Change the process to: "The Mayor presents a list of nominations, and the Council reviews and approves."
- Review inclusion of MUD Subcommittee under Town Council
- Draft Boards and Commission Manual: Include the background and initiating documents for each board/commission. Receive input from Boards and Commissions on draft documents.

Staff will update the documents and bring them back to council at a future work session for discussion.

ADJOURN

Mayor Tiffany adjourned the work session at 7:01 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:11 p.m.

INVOCATION

Pastor Barry Clingan from 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. Working for You . . . Trophy Club

a) Update from Town Council Members

Mayor Pro Tem Flynn and Council Members Rowe and Oldham shared their positive experiences from the Town Council Retreat held on June 6-7, 2024.

Council Member Sheridan requested an update and information about the fiber line placements happening around town to be provided at the next meeting.

Mayor Tiffany announced that at the June 24th Town Council Meeting, Ms. Isabella Ramos, a third grader from Beck Elementary, will attend as Mayor for the Day.

b) Update from Town Manager

Town Manager Wright provided the following updates:

Town Manager Wright introduced Director of Communications Jill Lind to announce that the Town of Trophy Club won two awards at the 2024 Texas Association of Municipal Information Officers (TAMIO) conference. The town received an Award of Excellence (2nd place) and an Award of Honor (3rd place).

Mr. Wright also announced that the Town Secretary's Office won an award. Out of 595 cities in the Texas Municipal Clerks Association (TMCA), Trophy Club's Town Secretary's Office was one of only 24 to receive the TMCA Achievement of Excellence Award.

Upcoming Meetings and Events:

- Animal Shelter Advisory Board meeting, June 12, 2024, at 6:30 p.m.
- Fourth of July Events:
 - Patriot 5K & Fun Run followed by the Parade of Patriots, concluding with an evening of activities and fireworks.
 - The Stars and Stripes Committee invites citizens to join in a meaningful tradition where over 40,000 flags will line the streets of Trophy Club. Details are available on the Trophy Club Stars & Stripes Facebook page.

c) Quick Civic Tip

Town Attorney Dean Roggia provided an overview of Developer and Performance Agreements.

CONSENT AGENDA

3. Consider authorizing the Town Manager to negotiate and execute a professional service agreement with Teague Nall and Perkins, Inc. in a not-to-exceed amount of \$411,500 for civil engineering, easement acquisition, bidding and construction administration, and construction inspection services for the Inverness Drive Drainage Improvement Project. (Matt Cox, Community Services Director)
4. Consider a developer agreement between the Town of Trophy Club and Wasatch Properties, LLC for the Triple Crown Estates and authorizing the Mayor or her designee to execute same on behalf of the Town. (Matt Cox, Community Development Director)
5. Consider an ordinance revising sex offender regulations and residency restrictions by amending Chapter 8 "Offenses and Nuisances," Article 8.06 "Sex Offender Residency Restrictions" of the Code of Ordinances in its entirety. (Tammy Dixon, Town Secretary/Patrick Arata, Chief of Police) ***Item pulled from Consent.***

Council Member Sheridan requested item 5 be removed from Consent.

Mayor Pro Tem Flynn moved to approve Consent Items 3-4. Council Member Oldham seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

INDIVIDUAL ITEMS

5. Consider an ordinance revising sex offender regulations and residency restrictions by amending Chapter 8 "Offenses and Nuisances," Article 8.06 "Sex Offender Residency Restrictions" of the Code of Ordinances in its entirety. (Tammy Dixon, Town Secretary/Patrick Arata, Chief of Police) ***Item pulled from Consent.***

Council Member Sheridan commented the proposed ordinance removed the authority of the Town Council to approve changes to the Safety Zone Map and requested to amend the proposed ordinance to add language that the Town Manager shall provide notice to the Town Council when the map is updated.

Council Member Sheridan moved to approve Ordinance 2021-12 revising sex offender regulations and residency restrictions by amending Chapter 8 "Offenses and Nuisances," Article 8.06 "Sex Offender Residency Restrictions" of the Code of Ordinances in its entirety. The motion was seconded by Council Member Rowe. The caption of the ordinance reads as follows:

ORDINANCE NO. 2024-12

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, REVISING SEX OFFENDER REGULATIONS AND RESIDENCY RESTRICTIONS BY AMENDING CHAPTER 8 “OFFENSES AND NUISANCES,” ARTICLE 8.06 “SEX OFFENDER RESIDENCY RESTRICTIONS” OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, IN ITS ENTIRETY; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

6. Consider designating three council members to serve on a council subcommittee formed for the purpose of providing fiduciary oversight of the budget, as well as providing input regarding the administration of the budget and the budget process. (Brandon Wright, Town Manager)

Mayor Tiffany recommended Mayor Pro Tem Flynn and Council Members Sheridan and Rowe to serve on the council subcommittee formed for the purpose of providing fiduciary oversight of the budget.

Council Member Rowe moved to approve the Mayor's appointments. The motion was seconded by Beach.

VOTE ON MOTION

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

7. Consider designating three council members to serve on a Town Council Appointments Committee tasked with making recommendations to the full Council regarding appointments to all Boards, Commissions, and Corporations. (Brandon Wright, Town Manager)

Mayor Tiffany recommend herself and Council Members Oldham and Beach to serve on the Appointments Committee. Council Member Sheridan moved to approve the mayor's appointments. The motion was seconded by Mayor Pro Tem Flynn.

VOTE ON MOTION

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

EXECUTIVE SESSION/REGULAR SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:34 p.m. and reconvened into Regular Session at 7:59 p.m. in accordance with the Texas Government Code regarding:

Section 551.076 and 551.089 to deliberate the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices; or a security audit.

Council Member Sheridan moved to approve Resolution No. 2024-10 directing the Town Manager to utilize \$200,000 dedicated to Town Hall building improvements in the FY 2024 Capital Improvement Plan to provide security enhancements to Town facilities. Council Member Beach seconded the motion. The caption of the resolution reads as follows:

RESOLUTION 2024-10

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, DIRECTING THE TOWN MANAGER TO UTILIZE \$200,000 DEDICATED TO TOWN HALL BUILDING IMPROVEMENTS TO PROVIDE SECURITY ENHANCEMENTS TO TOWN FACILITIES

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

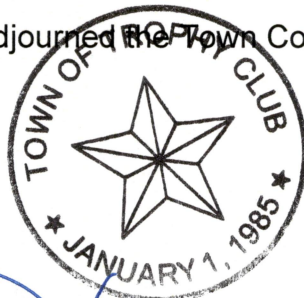
ADJOURNMENT

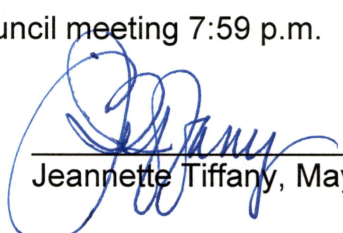
Mayor Tiffany adjourned the Town Council meeting 7:59 p.m.

Attest:



Tammy Dixon, Town Secretary





Jeannette Tiffany, Mayor