

Town of Trophy Club Town Council Meeting Minutes
October 14, 2024, 6:00 p.m., Work Session 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 (arrived at 6:03 p.m.)
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
Patrick Arata, Chief of Police
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
Tamara Smith, Assistant to the Town Manager

WORK SESSION ITEM

1. Discussion on draft Boards and Commissions Manual, the proposed Town Council Rules and Procedures Manual, and the Appointed Officials Evaluation Policy. (Brandon Wright, Town Manager and Tammy Dixon, Town Secretary)

Town Manager Wright led the discussion, with the primary focus on receiving feedback to revise the draft documents, particularly the Town Council Rules and Procedures Manual.

Council members provided input on several sections of the draft manual, requesting clarifications and suggesting changes. Key topics of discussion included council member participation in community activities, public comments, and the application of Robert's Rules of Order. Due to time constraints, it was agreed that the Town Council Rules and Procedures Manual would be revisited in a future work session. The Board and Commission Manual will be placed on the next meeting agenda for consideration.

ADJOURN WORK SESSION

Mayor Tiffany adjourned the work session to order at 7:02 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:07 p.m.

INVOCATION

Pastor Joel Quilé, Bara Church, delivered the invocation.

PLEDGES

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

PUBLIC COMMENTS

There was none.

PRESENTATIONS

2. Recognition of Eric G. Ransleben, retired Municipal Judge

Mayor Tiffany read a proclamation recognizing Judge Ransleben and presented him with a commemorative plaque in honor of his service and retirement.

3. Police Department badge pinning ceremony. (Patrick Arata, Chief of Police)

Chief Arata welcomed new police officers Jackson Wallace, Cristian Torez, and Andrew Tarnowski. Judge Bradley administered the Oaths of Office, followed by the badge pinning ceremony.

COMMUNITY SPOTLIGHT

4. Northwest Independent School District Superintendent Update

Dr. Mark Foust, Superintendent of Northwest ISD, provided an update to the Town Council, covering key aspects of the district's growth and operations. He highlighted Northwest ISD's 75th anniversary, the rapid expansion of student enrollment, and the construction projects funded by recent bond programs. Dr. Foust discussed improvements to Trophy Club schools, including HVAC upgrades, furniture replacements, and the expansion of Byron Nelson High School. He also shared renderings of the planned 7,500-seat Byron Nelson stadium. Additionally, Dr. Foust addressed the upcoming Voter-Approval Tax Rate Election (VATRE) in November,

explaining the need for additional revenue to support daily operations, maintain teacher-student ratios, and recruit top talent amidst a budget deficit.

3. Working for You . . . Trophy Club

a) Update from Town Council Members

Council Member Bauer recognized Breast Cancer Awareness Month, highlighting important statistics about the disease and expressing appreciation for Deputy Chief Rawlinson for designing the Fire Department's Breast Cancer Awareness shirts which were worn by the council in support of the cause.

Mayor Tiffany reminded everyone that early voting starts Monday, October 21st, and runs through Friday, November 1st, with hours and locations available on the town's website. She also acknowledged Town Secretary Tammy Dixon for earning the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks, noting that Ms. Dixon is one of only 48 clerks in Texas to achieve this honor. The Town Council further recognized Ms. Dixon's dedication to professional development and her significant contributions to the town's operations.

b) Update from Town Manager

Town Manager Wright invited Chief Arata to provide an update on the Bobcat traffic coverage and crossing guard program. Chief Arata reported that the program now has 11 crossing guards, with two additional parks employees helping on an overtime basis. The department is actively recruiting more guards and expects to deploy 13 guards at 8 intersections along Bobcat, including the east entrance to the high school, starting on Tuesday, October 22nd. The goal is to have 14 to 15 part-time guards to ensure consistent coverage. Chief Arata thanked Captain Woodard for his efforts in keeping the program running smoothly.

Town Manager Wright provided the upcoming events and meetings:

- Fright Lights Contest: Runs through October 28th, 2024
- Hazardous Waste Community Cleanup: October 26th, 2024, 8:00 AM - 12:00 PM
- Movie Night: Coco: November 1st, 2024, at 7:00 PM
- Veterans Day Celebration: November 11th, 2024, at 11:00 AM
- Trophy Club Women's Club Fall Garage Sale: October 19th, 2024
- Breakfast with Tiffany: October 21st, 2024
- Upcoming Town Meetings
 - Parks and Recreation Board Meeting: October 21st, 2024, at 6:00 PM
 - Economic Development Corporation Meeting: October 24th, 2024, at 6:00 PM
 - Town Council Meeting: October 28th, 2024
 - Planning and Zoning Meeting: November 7th, 2024, at 6:00 PM

CONSENT AGENDA

6. Consider approval of the September 23, 2024, Town Council work session and regular meeting minutes. (Tammy Dixon, Town Secretary)
7. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Lake County Chevrolet for the purchase of one Chevrolet Silverado in the amount of \$48,521.20. (Patrick Arata, Chief of Police)
8. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Silsbee Ford for the purchase of two Ford Explorers for the Police Department in the amount of \$88,077.60. (Patrick Arata, Chief of Police)
9. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Motorola Solutions for the supply of police body and vehicle camera video storage, as well as online training services, in the amount of \$29,321.10. (Patrick Arata, Chief of Police)
10. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Dell Technologies for the purchase of 15 laptop computers for patrol and criminal investigation divisions in the amount of \$57,971.55. (Patrick Arata, Chief of Police)
11. Consider Amendment No. 3 to the Interlocal Agreement between the Town of Trophy Club and Northwest Independent School District for School Resource Officers for the 2024-2025 School Year; and authorize the Town Manager to execute same on behalf of the Town. (Patrick Arata, Chief of Police)
12. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Zimmerer Kubota & Equipment for a Parks Department tractor and equipment attachments in the amount of \$81,434.69. (Chase Ellis, Director of Parks & Recreation)
13. Consider authorizing the Town Manager to negotiate and execute a contract renewal (year 5 of 5) with Municipal Mosquito in an amount of not-to-exceed \$40,000 for mosquito management services for the period April 17, 2024, through April 16, 2025. (Matt Cox, Director of Community Development)
14. Consider a resolution approving the Human Resources Policies and Procedures Manual, the Leave Administration Policy, and the Prohibited Technology Policy; and authorizing the Town Manager to make ministerial revisions as necessary. (Denise Deprato, Director of Human Resources) **Removed from Consent.**

Council Member Sheridan requested item 14 be removed from Consent.

Council Member Oldham moved to approve Consent Items 6-13. Council Member Rowe seconded the motion.

VOTE ON MOTION

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

INDIVIDUAL ITEMS

14. Consider a resolution approving the Human Resources Policies and Procedures Manual, the Leave Administration Policy, and the Prohibited Technology Policy; and authorizing the Town Manager to make ministerial revisions as necessary. (Denise Deprato, Director of Human Resources)

Council Member Sheridan expressed uncertainty about the council's role in approving HR policies and questioned the new format. Town Manager Wright clarified that in the past, the council had approved such policies, which is why their approval is still required.

Council Member Rowe expressed concern about a previously approved leave policy and emphasized the importance of revisiting policies to ensure they are implemented correctly. While willing to approve the policy to move forward, he recommended reconsidering the policy details in the future.

The council discussed the format changes, some state-mandated policies, and the role of the council in approving HR-related policies

Council Member Sheridan moved to approve Resolution 2024-19 approving the Human Resources Policies and Procedures Manual, the Leave Administration Policy, and the Prohibited Technology Policy; and authorizing the Town Manager to make ministerial revisions as necessary. Mayor Pro Tem Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-19

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS APPROVING THE HUMAN RESOURCES, POLICY AND PROCEDURE MANUAL, A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “A” AND THE LEAVE ADMINISTRATION POLICY, A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “B”; AND THE PROHIBITED TECHNOLOGY POLICY, A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “C”; AND AUTHORIZING THE TOWN MANAGER TO MAKE MINISTERIAL REVISIONS TO THE HUMAN RESOURCES POLICY AND PROCEDURE MANUAL.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Oldham
NAYES: Sheridan, Rowe
VOTE: 5-2-0

15. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with the City of Roanoke for a Lenco BearCat SWAT vehicle in the amount of \$77,373.20. (Patrick Arata, Chief of Police)

Chief Arata provided an update on replacing the town's current military vehicle (MRAP) with a modern SWAT and explained the new vehicle, part of a regional SWAT team, will enhance the town's ability to respond to critical incidents and safely transport individuals. With a 20-year life expectancy, it will be housed in Roanoke and used by the SWAT team serving six cities, including Trophy Club. Chief Arata also highlighted the town's contributions to the regional SWAT team.

Council Member Beach moved to authorize the Town Manager to negotiate and execute a purchase agreement with the City of Roanoke for a Lenco BearCat SWAT vehicle in the amount of \$77,373.20. Council Member Bauer seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

16. Consider the adoption of the Town of Trophy Club 2025-2030 Strategic Plan. (Brandon Wright, Town Manager)

Town Manager Wright presented an overview of the town's strategic plan, which has been developed over several months with input from the Town Council, department heads, and residents. The plan outlines the town's goals and priorities for the next 5 to 20 years and serves as a guide for daily efforts. It includes five focus areas, 16 objectives, and numerous initiatives. The strategic plan is a detailed, living document, with progress regularly reviewed and updated during biannual retreats. He reported staff has created a website for public access to quarterly reports on the progress of the plan. The plan is designed to be flexible and continually updated to ensure alignment with the town's evolving needs.

Council Member Beach moved to adopt the Town of Trophy Club 2025-2030 Strategic Plan. Council Member Sheridan seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

17. Consider a resolution petitioning the State of Texas to designate Trophy Club as the "Texas Town of Patriots." (Brandon Wright, Town Manager)

Mayor Tiffany introduced a resolution celebrating Trophy Club's longstanding tradition of patriotism, which dates back to the 1970s. The resolution honors the community's continued dedication to celebrating Independence Day and other patriotic

events. Mayor Tiffany encouraged residents to read a document prepared by Trophy Club Patriots, highlighting the town's history of patriotism and the efforts to have Trophy Club recognized as Texas' "Town of Patriots." The document is available on the town's website.

Town Manager Wright praised Mayor Tiffany for organizing this initiative, noting that numerous stories from residents about the town's patriotic traditions were collected. Mr. Wright also highlighted ongoing efforts to gain recognition for Trophy Club at the state level, with support from Representative Bumgarner and Senator Parker. The goal is to have this resolution introduced during the 89th legislative session for approval by the Texas House, Senate, and Governor.

Kalon Melton, Deputy Chief of Staff for State Representative Ben Bumgarner, provided an update on the timeline for the resolution recognizing Trophy Club as the "Town of Patriots." Once the legislative session begins in January, the process is expected to move quickly, with the goal of filing the resolution and working with Senator Parker's office to secure its passage and the Governor's signature. Melton explained that the designation will give Trophy Club official recognition from the state, allowing the town to advertise it and potentially incorporate it into branding. The designation is renewable every 10 years, but typically remains uncontested once approved.

Council Member Sheridan moved to approve Resolution 2024-20 petitioning the State of Texas to designate Trophy Club as the "Texas Town of Patriots". Mayor Pro Tem Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-20

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, PETITIONING THE TEXAS STATE LEGISLATURE TO DESIGNATE THE TOWN OF TROPHY CLUB AS THE "TEXAS TOWN OF PATRIOTS"; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

18. Consider a resolution consenting to the expansion of the Trophy Club Municipal Utility District No. 1 within the corporate boundaries of and to include all areas within the Town of Trophy Club. (Brandon Wright, Town Manager)

Town Manager Wright provided an overview of the initiative to expand the boundaries of the Trophy Club Municipal Utility District (MUD) No. 1 to include the entire town, simplifying the delivery of water and fire services. He explained that this would allow for clearer governance, with the MUD responsible for water services and the town responsible for fire services. Mr. Wright emphasized that the change would streamline operations without significantly impacting residents financially.

Trophy Club Municipal Utility District No. 1 General Manager, Alan Fourmentin, expressed support for the expansion, noting the benefits from an operational and budgeting standpoint and commending the collaborative efforts between the MUD and the town.

Council members expressed their appreciation for the cooperation between the town and the MUD, highlighting the importance of simplifying service delivery and ensuring residents receive clear and efficient governance.

Council Member Rowe moved to approve Resolution 2024-21 consenting to the expansion of the Trophy Club Municipal Utility District No. 1 within the corporate boundaries of and to include all areas within the Town of Trophy Club. Council Member Oldham seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-21

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, CONSENTING TO THE EXPANSION OF TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1 WITHIN THE CORPORATE BOUNDARIES OF THE TOWN; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

NAYES: None

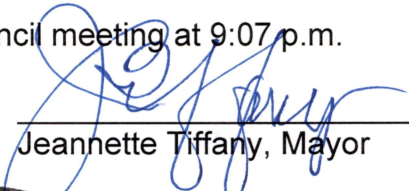
VOTE: 7-0

EXECUTIVE SESSION/OPEN SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 8:35 p.m. and reconvened into Regular Session at 9:07 p.m. in accordance with the Texas Government Code regarding: Section 551.074 Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: 1) Town Manager. **No Action Taken.**

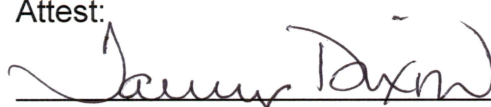
ADJOURNMENT

Mayor Tiffany adjourned the Town Council meeting at 9:07 p.m.



Jeannette Tiffany, Mayor

Attest:



Tammy Dixon, Town Secretary

