

Town of Trophy Club Town Council Meeting Minutes
November 12, 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
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
Chase Ellis, Director of Parks and Recreation
Jill Lind, Director of Communications and Marketing
Kevin O'Dell, Streets Superintendent
Tamara Smith, Assistant to the Town Manager

WORK SESSION ITEM

1. Discussion on the proposed Town Council Rules of Procedure Manual. (Brandon Wright, Town Manager and Tammy Dixon, Town Secretary)

Town Manager Wright led the discussion, with the primary focus on receiving feedback on citizen comment guidelines, public hearing procedures, and background checks for board and commission members.

The council also discussed alternative methods for managing board and commission appointments, with current subcommittee processes and options for greater council involvement.

The council reached a consensus of the following:

- Citizen Comments: Maintain the practice of allowing citizen comments without requiring a card, with a consistent request for names and addresses.

- Public Hearings: Proceed with separating public hearing items from Council deliberations on the agenda.
- Appointment Committee: Continue with the subcommittee process for now but revisit the topic in February for potential improvements before the next appointment cycle.
- Background Checks: Implement background checks with an emphasis on felony convictions and recent serious misdemeanor convictions, excluding pending charges unless they are particularly relevant. The Town Attorney will draft language to reflect these parameters.

ADJOURN WORK SESSION

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

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:09 p.m.

INVOCATION

Chaplain David Impwi delivered the invocation.

PLEDGES

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

PUBLIC COMMENTS

Gloria Jeffrey, 7 Shields Court, expressed her opinion on the Town's proposed "Town of Patriots" slogan and encouraged the Town Council to consider an alternative to the word "patriot."

COMMUNITY SPOTLIGHT

2. The Leadoff Project, Inc.

Christian Dennie and his family presented on behalf of Lead Off Project, a nonprofit they founded in 2022 to support families in need within the community. Through partnerships with local organizations, including Fellowship United Methodist Church's Snack Sack Program, they provide food for families during the holiday season and weekend meals for students on free lunch programs. The program has seen growing demand, with double the number of families in need this year. The Dennie family shared their commitment to community service and encouraged support through donations to

their GoFundMe page, ""help the leadoff project feed families", expressing gratitude for the opportunity to make a difference in the lives of local families.

3. Working for You . . . Trophy Club

a) Update from Town Council Members

Council Member Sheridan recognized the success of the Veterans Day ceremony at Trophy Club Veterans Park, noting over 100 attendees and expressing appreciation for those who participated.

Mayor Pro Tem Flynn commended Council Member Sheridan for his role as emcee, praising his efforts.

Council Member Sheridan announced the upcoming Wreaths Across America event on December 14 at Medlin Cemetery, where wreaths will be placed on veterans' graves to honor their memory.

Mayor Tiffany shared a recent experience teaching preschoolers at Fellowship Methodist Church about voting as part of a "Day of Patriotism." The children learned four key aspects of voting: understanding their choices, voting only once, keeping their vote secret, and submitting their ballot in a box. Each child also received an "I Voted" sticker.

b) Update from Town Manager

Town Manager Wright provided the following update:

- **Toys for Tots:** Sponsored by the U.S. Marine Corps Reserve, with the Police and Fire Departments serving as collection points for new, unwrapped toys until December 16. Donations can be dropped off in person or mailed to the Police Department.
- **Small Area Plan Open House:** Scheduled for Monday, November 18, with sessions from 12:00-2:00 PM and 6:00-8:00 PM, focusing on development along the 114 corridor to enhance visual appeal, economic growth, and community spaces. An online survey is available, with over 300 responses received to date.
- **Letters to Santa:** The Parks and Recreation Department is accepting letters to Santa from November 25 through December 17. Letters can be dropped off at the North Pole mailbox at Town Hall or the Trophy Club Fire Station.
- **Holiday Lights Contest:** The annual Holiday Lights Contest runs from December 1 - 18, with nominations open for seven categories. Residents can nominate their own or a neighbor's decorated home.
- **Upcoming Boards and Commission Meetings:**

- Crime Control and Prevention District: November 14 at 6:00 PM
- Economic Development Corporation: November 20 at 6:00 PM
- Zoning Board of Adjustment: December 5 at 6:00 PM

- **Reminders:**

- Breakfast with Tiffany: November 18, Tom Thumb Starbucks.
- Gingerbread House Decorating: November 30, Fire Station, with sessions from 9-10:30 AM and 12-1:30 PM.
- Thanksgiving Holiday Hours: Town offices closed from 12 PM on November 27 through November 29.
- Town Council Regular Meeting: December 9, at 7 PM.
- Town Council Special Meeting: December 19, at 10:00 AM

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

Town Attorney Roggia provided an overview of the town's regulations on tall weeds and grass, explaining that grass or weeds over 12 inches are considered a public nuisance under the town's code of ordinances (Chapter 8) and are regulated to prevent environmental hazards, pests, and visibility obstructions. The authority for these regulations comes from the town's home rule charter, as well as state health, safety, and agricultural codes.

CONSENT AGENDA

4. Consider approval of the October 28, 2024, Town Council work session and regular meeting minutes. (Tammy Dixon, Town Secretary)
5. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Caldwell County Chevrolet for the purchase of a Chevrolet 3500 for the Street Department in the amount of \$68,901. (Matt Cox, Director of Community Development)
6. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Associated Supply Co. Inc. for the purchase of a Husqvarna Concrete Saw in the amount of \$39,000. (Matt Cox, Director of Community Development)
7. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with North Texas Sales & Distribution LLC for the purchase of a Hotsy pressure washer in the amount of \$28,953. (Matt Cox, Director of Community Development)
8. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with Bureau Veritas North America, Inc. in an amount of not

to exceed \$44,200 for on-call third party plan reviews, health inspections, and building inspections. (Matt Cox, Director of Community Development)

9. Consider authorizing the Town Manager to negotiate and execute a professional service agreement with Teague Nall & Perkins for the amount of \$65,000 for professional engineering services including inspections, plan review, drainage review, grading plan review, civil drawings, and attendance at department meetings throughout the year. (Matt Cox, Director of Community Development)
10. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with HE Planning+Design, LLC in an amount not to exceed \$30,000 for on-call professional planning and consulting services. (Matt Cox, Director of Community Development) ***Removed from Consent.***
11. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with SiteOne Landscape Supply in an amount not to exceed \$40,000 for various irrigation and landscaping supplies. (Chase Ellis, Director of Parks & Recreation)

Council Member Beach moved to approve Consent Items 4-11. Council Member Bauer seconded the motion.

Mayor Tiffany requested item 10 be removed from Consent.

Council Member Rowe moved to amend the motion to exclude item 10. Council Member beach seconded the motion.

VOTE ON AMENDMENT

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

VOTE ON MOTION

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

INDIVIDUAL ITEMS

10. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with HE Planning+Design, LLC in an amount not to exceed \$30,000 for on-call professional planning and consulting services. (Matt Cox, Director of Community Development)

Council Member Oldham requested clarification on the need for these services, and Council Member Beach asked for clarification on the cost.

Town Manager Wright explained that, lacking an in-house planner, the town relies on a third party for support on zoning and land use issues and the firm has a longstanding relationship and knowledge of the town's ordinances. The agreement is per-hour, capped at \$30,000, though the full amount is unlikely to be used.

Mayor Pro Tem Flynn moved to authorize the Town Manager to negotiate and execute a professional services agreement with HE Planning+Design, LLC in an amount not to exceed \$30,000 for on-call professional planning and consulting services. Council Member Rowe seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

12. Consider authorizing the Town Manager to negotiate and execute an interlocal agreement between the Town of Trophy Club and the City of Roanoke for shared Emergency Management services in the amount of \$10,000 annually. (Jason Wise, Fire Chief).

Chief Wise gave a presentation on the Emergency Management program between the towns of Trophy Club and Roanoke and answered questions from the Town Council. This initiative, outlined in the FY25 business plan, strengthens public safety and emergency preparedness through a joint strategy that includes developing and submitting a joint emergency operations plan to the state and FEMA. The program enables resource sharing, cost reduction, coordinated training, improved decision-making, and stronger partnerships to boost community resilience against regional hazards like flooding, ice storms, and tornadoes. The agreement includes an annual compensation of \$10,000, with a completion timeline of 200 business days.

Council Member Rowe moved to authorize the Town Manager to negotiate and execute an interlocal agreement between the Town of Trophy Club and the City of Roanoke for shared Emergency Management services in the amount of \$10,000 annually. Council Member Beach seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

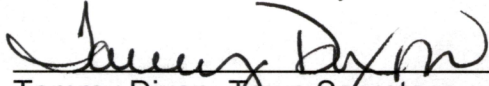
ADJOURNMENT

Mayor Tiffany adjourned the Town Council meeting 7:49 p.m.



Jeannette Tiffany, Mayor

Attest:



Tammy Dixon, Town Secretary

