

Town of Trophy Club Town Council Meeting Minutes
February 10, 2025, 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 6:01 p.m.

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Steve Flynn, Mayor Pro Tem
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3
Rhylan Rowe, Council Member Place 4

COUNCIL MEMBERS ABSENT

Stacey Bauer, Council Member Place 1

Council Member Place 5 (Vacant)

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
Matt Cox, Director of Community Development
Denise Deprato, Director of Human Resources
Tamara Smith, Assistant to the Town Manager

WORK SESSION ITEM

1. Discussion regarding the Town Council Appointments Committee. (Brandon Wright, Town Manager & Tammy Dixon, Town Secretary)

The Town Council Members discussed highlighted improvements made over the past two years, including a structured interview process, organized materials, and the inclusion of department directors in interviews.

Council members emphasized the importance of maintaining a structured approach while enhancing transparency and accessibility. They agreed that all council members should have access to applications and that a standardized report should summarize subcommittee recommendations. Additionally, the Council supported holding a dedicated workshop to review subcommittee recommendations before board appointments are made at a regular meeting. While alternative options, such as

eliminating interviews in favor of a scoring system, were considered, the Council agreed that interviews provide valuable insight into applicants' interests and qualifications.

The Town Council directed that the Town Council Rules of Procedure be updated to reflect the following recommendations:

- Maintain the subcommittee process while granting flexibility to invite department directors/liaisons, board representatives, or other stakeholders to participate in interviews as non-voting participants.
- Ensure all applications are accessible to the full Council, with any comments or feedback directed to the Town Manager.
- Develop a standardized summary report for the subcommittee to complete, providing consistent documentation of recommendations outlining the rationale for candidate selections.
- Hold a dedicated workshop for board appointments, allowing the subcommittee to present its recommendations and facilitate a thorough discussion before final appointments.

ADJOURN WORK SESSION

Mayor Tiffany adjourned the work session at 6:39 p.m.

CALL REGULAR MEETING TO ORDER

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

INVOCATION

Pastor Barry Clingan, The Church at Trophy Lakes, delivered the invocation.

PLEDGES

Mayor Pro Tem Flynn led the Pledge of Allegiance to the American and Texas Flags.

PUBLIC COMMENTS

There were none.

COMMUNITY SPOTLIGHT

2. Recognition of Former Council Member LuAnne Oldham

The Mayor and Town Council recognized outgoing Council Member LuAnne Oldham for her dedicated service to the community, including her leadership on both the Town Council and Planning & Zoning Commission. Council members praised her attention to detail, adaptability, and commitment to public service. She was presented with a plaque and other mementos in appreciation of her contributions. The volunteers from the Activity Center group also expressed gratitude for her unwavering support in their efforts.

Outgoing Council Member LuAnne Oldham expressed her pride in the Town of Trophy Club and gratitude for the collaboration among council members, staff, and leadership in setting the town on a strong path forward. She reflected on her journey from an engaged citizen to a council member, emphasizing the importance of stepping up to create change. LuAnne commended the dedication and hard work of everyone involved in town governance and thanked them for their commitment to making a difference.

3. Proclamation - Random Acts of Kindness Month

Mayor Tiffany introduced Sarah Millhorn, Student Leadership Teacher and Council Advisor at Byron Nelson High School. Student Body President McKenna Campbell, Ainsley Doyle, and Violet Holzworth presented an overview of the Acts of Kindness initiative and thanked the Town for its support. Mayor Tiffany commended their efforts, read a proclamation recognizing Random Acts of Kindness Month, and presented it to Ms. Millhorn and the Student Council members.

4. Working for You... Trophy Club

a) Update from Town Council Members

Council Member Sheridan announced that he recently attended a meeting regarding the TxDOT study on the U.S. Highway 377 Texas Corridor and reported that most improvements in Roanoke are complete, while the expansion from Roanoke is in the engineering and design phase but remains unfunded. He emphasized the importance of community input in the process, encouraged residents to stay informed about potential changes, and invited them to contact him with any questions.

Mayor Tiffany welcomed Aaron Sather and his father, Brad Sather, to the meeting. Aaron shared his interest in understanding how a town operates and getting involved in local government. Mayor Tiffany encouraged his engagement, introduced him to town leadership, and invited him to attend future meetings to continue learning about municipal governance.

b) Update from Town Manager

Town Manager Wright provided several updates, beginning with the pickleball court groundbreaking ceremony scheduled for February 14, 2025, at 10:00 AM at Harmony Park. The project includes the addition of six pickleball courts, with existing basketball courts being relocated.

He also announced upcoming boards and commissions meetings, all held at 6:00 PM at Town Hall:

- February 12 – Crime Control and Prevention District (CCPD) Meeting
- February 13 – Economic Development Corporation (EDC) Meeting
- February 17 – Parks and Recreation Board Meeting
- February 20 – Zoning Board of Adjustments (ZBA) Meeting

Lastly, he invited residents to attend Breakfast with Tiffany at Tom Thumb Starbucks on February 17 at 9:00 AM, providing an opportunity to engage with the Mayor and discuss town matters.

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

Town Attorney Roggia provided an overview of the Texas Open Meetings Act exception 551.074, which allows the governing body to enter a closed session to discuss personnel matters, including the appointment, employment, evaluation, reassignment, discipline, or dismissal of a public officer or employee. He clarified that while the full list of topics is often included in meeting notices, it does not mean all will be discussed. He also explained the legal definition of a public officer, which includes individuals given authority to exercise governmental power, such as members of the Building Standards Commission, distinguishing them from advisory bodies that do not have decision-making authority.

CONSENT AGENDA

5. Consider approval of the January 13, 2025, Town Council regular meeting minutes; January 23, 2025, and January 24, 2025, Town Council Retreat meeting minutes. (Tammy Dixon, Town Secretary)
6. Consider a resolution appointing Greg Fox to the Economic Development Corporation Board. (Tammy Dixon, Town Secretary) The caption of the resolution reads as follows:

RESOLUTION NO. 2025-03

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, PROVIDING FOR THE APPOINTMENT OF A MEMBER TO SERVE ON THE ECONOMIC DEVELOPMENT CORPORATION; DESIGNATING TERMS OF SERVICE; AND PROVIDING AN EFFECTIVE DATE.

7. Consider authorizing the Town Manager to negotiate and execute a mowing contract with TLC Landscapes for a total annual amount not to exceed \$35,000 with four 1-year renewal options with up to 5% annual increases. (Matt Cox, Director of Community Development)
8. Consider an ordinance amending subsection (i), Annual Capital Improvement and Maintenance Charge, of Section A1.014, Water and Wastewater Fees for Public Improvement District No.1, within Appendix A, Fee Schedule, of the Trophy Club Code of Ordinances, to adopt a monthly surcharge for PID residents. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS AMENDING SUBSECTION (i), "ANNUAL CAPITAL IMPROVEMENTS AND MAINTENANCE CHARGE," OF SECTION A1.014, "WATER AND WASTEWATER FEES FOR PUBLIC IMPROVEMENT DISTRICT NO. 1," WITHIN APPENDIX A, "FEE SCHEDULE," OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, TO ADOPT A MONTHLY SURCHARGE APPLICABLE TO CONNECTIONS IN THE TROPHY CLUB PUBLIC IMPROVEMENT DISTRICT NO. 1 IN ORDER TO PAY THE PID PORTION OF MUD1 OPERATIONS AND MAINTENANCE BUDGET AND DEBT FOR CALENDAR YEAR 2025; PROVIDING A SAVINGS AND REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; 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 FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

9. Consider accepting the Third Quarter Investment Report for Fiscal Year 2024. (April Duvall, Director of Finance)
10. Consider accepting the Fourth Quarter Investment Report for Fiscal Year 2024. (April Duvall, Director of Finance)

Council Member Sheridan moved to approve Consent Items 5-10. Council Member Beach seconded the motion.

VOTE ON MOTION

AYES: Beach, Flynn, Sheridan, Tiffany, Rowe
NAYES: None
ABSENT: Bauer
VOTE: 5-0-1

INDIVIDUAL ITEMS

11. Consider accepting the Trophy Club Police Department's 2024 Racial Profiling Report. (Patrick Arata, Police Chief)

Chief Arata gave a presentation on the 2024 Racial Profiling Report and answered questions from the Town Council.

Councilmember Rowe moved to accept the Trophy Club Police Department's 2024 Racial Profiling Report. Mayor Pro Tem Flynn seconded the motion.

VOTE ON MOTION

AYES: Beach, Flynn, Sheridan, Tiffany, Rowe
NAYES: None
ABSENT: Bauer
VOTE: 5-0-1

12. Consider designating one Council Member to serve on the Town Council Appointments Committee tasked with making recommendations to the full Council regarding appointments to all Boards, Commissions, and Corporations. (Tammy Dixon, Town Secretary).

Mayor Tiffany nominated Stacey Bauer to serve on the Town Council Appointments Committee. Council Member Beach seconded the motion.

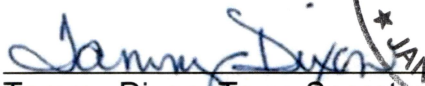
VOTE ON MOTION

AYES: Beach, Flynn, Sheridan, Tiffany, Rowe
NAYES: None
ABSENT: Bauer
VOTE: 5-0-1

ADJOURNMENT

Mayor Tiffany adjourned the Town Council meeting at 7:39 p.m.

Attest:


Tammy Dixon, Town Secretary




Jeannette Tiffany, Mayor