

Town of Trophy Club Town Council
Meeting Minutes - April 14, 2025, 7:00 p.m.
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL MEETING TO ORDER

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

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Steve Flynn, Mayor Pro Tem (*participated by video conference at 7:40 p.m. – 8:30 p.m.*)
Stacey Bauer, Council Member Place 1
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3

COUNCIL MEMBERS ABSENT

Rhylan Rowe, Council Member Place 4
Council Member Place 5 (Vacant)

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Dean Roggia, Town Attorney
Jason Wise, Fire Chief
Matt Cox, Director of Community Development
Chase Ellis, Director of Parks and Recreation
Jill Lind, Director of Communications and Marketing
Denise Deprato, Director of Human Resources
Tamara Smith, Assistant to the Town Manager

INVOCATION

Pastor Joel Quilé, Bara Church, delivered the invocation.

PLEDGES

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

PUBLIC COMMENTS

Melissa and Jef Eason, 605 Indian Creek, spoke in reference to "Two Lights for Tomorrow" initiative, a nationwide effort to commemorate the upcoming 250th birthday of the United States. Inspired by Paul Revere's historic ride on April 18–19, 1775, the program encourages citizens across the country to display two lights as a symbolic call for unity and a shared commitment to building a better future together during the month of April.

COMMUNITY SPOTLIGHT

3. Working for You... Trophy Club

a) Update from Town Council Members

Mayor Tiffany requested Chief Wise to provide an update on the Trophy Club Fire Department's Annual Report. The report includes key performance metrics, notable achievements, and showcases the work of the department's personnel. The digital report is available on the Fire Department's webpage.

b) Update from Town Manager

Town Manager Wright requested Director Ellis to provide highlights from the Easter EGGStravaganza event held on Saturday, April 12, at Harmony Park. The event was well attended and enjoyed by families throughout the community.

Town Manager Wright also announced and played the Town's new Waste & Recycling Management Video, created to help residents understand upcoming service changes with Community Waste Disposal (CWD). The video explains recycling bin options, service details, and the updated pickup schedule, supporting the Town's continued commitment to sustainability and resident education.

Additional announcements included:

- Good Friday Holiday – Town offices will be closed Friday, April 18. Police, Fire, and EMS will remain in operation.
- Breakfast with Tiffany – April 21, Starbucks inside Tom Thumb, 9:00 a.m.
- Town Weekly – There will be no edition published on Friday.

Upcoming Meetings

- April 21 – Parks & Recreation Board Meeting at 6:00 p.m.
- April 23 – Crime Control & Prevention District Meeting at 6:00 p.m.

c) Quick Civic Tip

Town Attorney Roggia provided a Civic Tip on the Town Charter's Section 10.01, highlighting the Town Council's authority to control public spaces, including the selection of franchise utilities such as solid waste providers. He also noted that the proposed ordinance under the Consent Agenda includes CWD's rates to be added in the Town's fee schedule for improved transparency and public accessibility.

CONSENT AGENDA

2. Consider approval of the minutes from the following meetings: March 10, 2025, Town Council Regular Meeting; the March 10, 2025, Joint Work Session of the Town Council and Economic Development Corporation; and the March 24, 2025, Town Council Work Session. (Tammy Dixon, Town Secretary)
3. Consider an ordinance of the Town of Trophy Club amending Appendix A "Fee Schedule", Article A1.000 "General Provisions," Section A1.014 "Water and Wastewater Fees for Public Improvement District No. 1" to establish fees and rates for water and sewer services to customers within the service area. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING SUBSECTION (c)(2)&(3) "METER FEE", OF SECTION A1.014 "WATER AND WASTEWATER FEES FOR PUBLIC IMPROVEMENT DISTRICT NO. 1", OF ARTICLE A1.000 "GENERAL PROVISIONS", OF APPENDIX A "FEE SCHEDULE", OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING FOR AMENDMENT; PROVIDING THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR 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.

4. Consider an ordinance of the Town of Trophy Club amending Chapter 13, Article 13.02 "Solid Waste" of the Code of Ordinances, by repealing Division 1 in its entirety and adopting a new Division 1; by amending Division 2 "Scavenging Refuse" of Article 13.02 "Solid Waste" by replacing Section 13.02.041 "Definitions" in its entirety; and providing for solid waste collection. (Tamara Smith, Assistant to the Town Manager) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING CHAPTER 13 "UTILITIES", ARTICLE 13.02 "SOLID WASTE", DIVISION 1 "GENERALLY" OF THE CODE OF ORDINANCES, THE TOWN OF TROPHY CLUB, TEXAS, BY REPEALING DIVISION 1 IN ITS ENTIRETY AND ADOPTING NEW DIVISION 1; AND BY AMENDING SECTION 13.02.041 "DEFINITIONS" OF DIVISION 2 "DISCARDED MATERIALS"; PROVIDING FOR SOLID WASTE COLLECTION; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) 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 IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

5. Consider an ordinance for the Town of Trophy Club approving the annual rate for solid waste and recycling services from the Town's franchise vendor, Community Waste Disposal, effective June 1, 2025. (Tamara Smith, Assistant to the Town Manager) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-11

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING ARTICLE A1.000 "GENERAL PROVISIONS" OF APPENDIX A "FEE SCHEDULE" BY ADDING A NEW SECTION A1.017 "SOLID WASTE COLLECTION AND RECYCLING SERVICES FEES" OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS; PROVIDING FOR AMENDMENT; PROVIDING THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

6. Consider an ordinance of the Town of Trophy Club amending Appendix A "Fee Schedule," Article A1.000 "General Provisions," Section A1.010 "Municipal Court," by adding a new Subsection (h) "Credit Card Fees," of the Code of Ordinances. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-12

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING APPENDIX A "FEE SCHEDULE," ARTICLE A1.000 "GENERAL PROVISIONS," SECTION A1.010 "MUNICIPAL COURT," BY ADDING A NEW SUBSECTION (H) "CREDIT CARD PROCESSING FEE," OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS; AUTHORIZING A SERVICE CHARGE; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

7. Consider authorizing the Town Manager to terminate the interlocal agreement between the City of Fort Worth and the Town of Trophy Club for Household Hazardous Waste Program. (Brandon Wright, Town Manager)
8. Consider a resolution adopting the Town of Trophy Club Investment Policy for Fiscal Year 2024-2025. (April Duvall, Director of Finance) The caption of the resolution reads as follows:

RESOLUTION NO. 2025-07

A RESOLUTION OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING AMENDMENTS TO THE THRIVE BUSINESS GRANT PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

Council Member Beach moved to approve Consent Items 2-8. Council Member Bauer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Sheridan, Tiffany

NAYES: None

ABSENT: Flynn, Rowe

VOTE: 4-0-2

INDIVIDUAL ITEMS

9. Consider a resolution amending the Thrive Business Grant program, which provides revisions to grant requirements and monitoring and accountability and proposes a new timeline for the second round of business grants. (Tamara Smith, Assistant to the Town Manager)

Ms. Smith provided an update on the Thrive Business Grant program, including progress reports from current grantees and proposed amendments to the grant resolution. Amendments include updated monitoring and accountability measures and a new timeline section. Notable changes require that equipment purchased with grant funds remain in Trophy Club for the duration of the business's operations, allow for up to a 10% adjustment in grant amounts (with a maximum award of \$20,000), and require three quotes—one from a local vendor when available. Businesses must itemize shipping costs, and international shipping and customs fees are not eligible for reimbursement. Exterior modifications must receive prior Town approval.

Council Member Sheridan moved to approve Resolution 2025-07 amending the Thrive Business Grant program with the clarification allowing flexibility for businesses unable to obtain three quotes due to specialized equipment. Council Member Bauer seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2025-07

A RESOLUTION OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING AMENDMENTS TO THE THRIVE BUSINESS GRANT PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

AYES: Bauer, Beach, Sheridan, Tiffany

NAYES: None

ABSENT: Flynn, Rowe

VOTE: 4-0-2

EXECUTIVE SESSION/OPEN SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:32 p.m. and reconvened into Open Session at 8:34 p.m. in accordance with the Texas Government Code regarding: Section 551.071

- a. Consultation with the Town Attorney to seek legal advice regarding potential amendments to the Interlocal Cooperative Agreement for Administration of Fire Protection Services with Trophy Club Municipal Utility District #1 and any and all legal matters related thereto.

Council Member Sheridan moved to authorize the Town Manager to negotiate amendments to the Interlocal Cooperative Agreement for Administration of Fire Protection Services with Trophy Club Municipal Utility District #1. Council Member Bauer seconded the motion.

VOTE ON MOTION

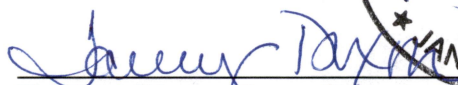
AYES: Bauer, Beach, Sheridan, Tiffany
NAYES: None
ABSENT: Flynn, Rowe
VOTE: 4-0-2

- b. Consultation with the Town Attorney to seek legal advice regarding the Amended and Restated Contract for Wholesale Water Supply and Wastewater Treatment Services and Water and Wastewater Operational Services with Trophy Club Municipal Utility District #1 and any and all legal matters related thereto. **No Action Taken.**

ADJOURNMENT

Mayor Tiffany adjourned the work session at 8:34 p.m.

Attest:


 Tammy Dixon, Town Secretary




 Jeannette Tiffany, Mayor