



TOWN OF TROPHY CLUB ANIMAL SHELTER ADVISORY BOARD

MEETING AGENDA

October 22, 2025

6:30 PM

Council Chambers
1 Trophy Wood Drive
Trophy Club, Texas 76262

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email tdixon@trophyclub.org

REGULAR ITEMS

1. Consider approval of the June 18, 2025 Animal Shelter Advisory Board Minutes.
2. Consider acceptance of the Texas Department of State Health Services shelter inspection report.
3. Presentation and discussion regarding a recommendation to enter into a partnership agreement with the DFW Humane Society to aid in increasing adoptions through social networking.

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

I do hereby certify that the Notice of Meeting was posted on the official bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: October 14, 2025 at 2:35 p.m. and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 of the Texas Government Code.

/s/ Brian Hall
Brian Hall, Animal Shelter Manager

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



**ANIMAL SHELTER ADVISORY BOARD
COMMUNICATION**

MEETING DATE: October 22, 2025

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Consider approval of the June 18, 2025 Animal Shelter Advisory Board Minutes.

BACKGROUND/SUMMARY: The Animal Shelter Advisory Board held a meeting on June 18, 2025.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Minutes

ACTIONS/OPTIONS:

Move to approve the Animal Shelter Advisory Board held a meeting on June 18, 2025.

**MINUTES FROM REGULAR SESSION
ANIMAL SHELTER BOARD
FOR THE TOWN OF TROPHY CLUB LOCATION: 1
TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS
Wednesday June 18, 2025 at 6:30 P.M.**

The Animal Shelter Board for the Town of Trophy Club, Texas, met in a Regular Session on June 18, 2025. The meeting was held within the boundaries of the Town and was open to the public.

STATE OF TEXAS §
COUNTY OF DENTON AND TARRANT §

BOARD MEMBERS PRESENT:

Susan Edstrom: Chair/Animal Welfare Rep.
Brian Hall: Animal Shelter Operations
Bobby Tillman: Municipal Officer
Deanna Polner: Resident
London Wilson: Resident

Note Dr. Brooke Bemis was absent

CALL TO ORDER AND ANNOUNCE A QUORUM

Susan Edstrom called the meeting to order and announced a quorum at 6:35 pm.

CITIZEN PRESENTATIONS

Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order. Each speaker must complete the Speaker's Form that includes the topic to be presented.

Regular Session

1. Consider approval of the December 11, 2024 ASAB Minutes.

A motion was made by Bobby to approve the minutes; A second was made by Brian; motion passed unanimously.

2. Receive update on impounds and pet registrations year-to-date.

Officer Hall gave his detailed report.

ADJOURN

Meeting was adjourned at 6:37pm by Susan Edstrom

Brian_Hall
Board Member

Susan Edstrom
Chair



ANIMAL SHELTER ADVISORY BOARD COMMUNICATION

MEETING DATE: October 22, 2025

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Consider acceptance of the Texas Department of State Health Services shelter inspection report.

BACKGROUND/SUMMARY: Dr. Dendy performed an inspection on the Town's Animal Shelter on August 12, 2025 and found no issues with the facility. Attached to this agenda item is a copy of the report that will be reviewed during the meeting.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: There is no financial impact associated with this agenda item.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Facility Inspection Report

ACTIONS/OPTIONS:

Staff recommends that the Animal Shelter Advisory Board move to accept the Texas Department of State Health Services shelter inspection report.

Inspection for Animal Shelter, Impoundment, and Rabies Quarantine Facilities

Date 8-12-25 Name of Manager BRIAN HALL Registration No. 03-193
 Name of Establishment Trophy Club Animal Shelter Inspector McKay Dendy
 Location of Establishment Trophy Club Mailing Address 1 Trophy ~~Club~~ Wood Dr
 City Trophy Club State TX Zip Code 76262
 Phone 682-237-2969 County TARRANT

Note to Inspector: Put Yes, No, or N/A (Not Applicable) in the columns to the right of the question.

A. General - [TAC Section 169.26(a)]		Heating	
Structural Strength			
1. Is the facility structurally sound and maintained in good repair in order to protect the animals from injury, contain them, and prevent transmission of diseases?	Yes	14. Are animals protected from cold and inclement weather and direct effects of wind, rain, and snow? Yes	
Water and Electric Power			
2. Does the facility have reliable and adequate electricity to comply with other requirements?	Yes	15. Is auxiliary heat or bedding provided if the temperature is below 50°F when animals are present? Yes	
3. Does the facility have fresh, clean water available?	Yes	Cooling and Ventilation	
Storage			
4. Are food and bedding stored to protect them against infestation or contamination by vermin?	Yes	16. Are animals protected from any form of overheating and from direct rays of the sun? Yes	
5. Is a refrigerator available for perishable foods?	Yes	17. Are fresh air and adequate ventilation to minimize drafts, odors, and moisture condensation provided? Yes	
Waste Disposal			
6. Are there provisions for the removal and disposal of animal and food wastes, bedding, dead animals, and debris?	Yes	18. Is extra ventilation, such as fans or air conditioning, provided in indoor facilities if the temperature is 85°F or above when animals are present? Yes	
7. Are disposal facilities operated in a manner that minimizes vermin infestations, odors, and disease hazards?	Yes	Lighting	
8. Is there a suitable method for rapidly and safely removing water and other liquid wastes?	Yes	19. Is lighting adequate to permit routine inspection and cleaning? Yes	
Washrooms and Sinks			
9. Are there facilities (such as washrooms, basins, or sinks) for employees to wash their hands?	Yes	20. Are primary enclosures situated to protect the animals from excessive illumination (man-made or natural)? Yes	
Management			
10. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.003:		Construction	
a. Are animals separated by species and by sex?	N/A	21. Is the facility constructed to protect the animals and not create a health risk or public nuisance? Yes	
b. If not related to one another, are animals of relatively the same size sharing cages/pens?	Yes	22. Are building surfaces constructed and maintained so that they are impervious to moisture and can be readily sanitized? Yes	
c. Are sick or injured animals segregated from healthy animals?	Yes	23. Is the floor made of durable, nonabsorbent material? Yes	
11. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.005:		Primary Enclosures	
Has the governing body of the city or county in which the shelter is located established an advisory committee to assist in compliance with THSC Chapter 823?	Yes	24. Are primary enclosures structurally sound, maintained, and constructed with surfaces that are impervious to moisture and can be readily sanitized? Yes	
Records			
12. Does the facility keep records on each animal?	Yes	25. Do primary enclosures enable the animal to remain dry and clean and protect the animal's feet and legs from injury? Yes	
13. Do records document animal description, impoundment and disposition dates, and method of disposition?	Yes	26. Do the cages and kennels provide enough space for each animal to make normal postural adjustments without touching the top of the enclosure, including turning freely, standing easily, sitting, stretching, moving its head, lying in a comfortable position with limbs extended, and moving and assuming a comfortable posture for feeding, drinking, urinating, and defecating? Yes	
		B. Feeding - [TAC Section 169.26(b)]	
		27. Are dogs and cats fed at least once a day or more often as appropriate for the age and condition of the animal, except as directed by a veterinarian? Are other animals fed as described on packaging of a commercial, species-specific food or as directed by a veterinarian (see #32 for ferret requirements)? Yes	

Facility: Trophy Club Animal Shelter

Registration No: 03-193

823

Feeding (cont.)		Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.27(a)]	
28. Is food wholesome, palatable, free from contamination, of sufficient nutritive value to meet daily requirements, and accessible to animals?	<u>yes</u>	38. Is there documentation of twice-daily observations of quarantined animals?	<u>NA</u>
29. Are food pans kept clean and sanitary, and if disposable food pans are used, are they discarded after each feeding?	<u>yes</u>	Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.28(a) and THSC Section 826.042(g)]	
C. Watering - [TAC Section 169.26(c)]		39. Does the facility have a written Standard Operating Procedure (SOP)?	<u>NA</u>
30. Do animals have convenient access to fresh water and is it offered at least twice daily for at least an hour (except as directed by a veterinarian)?	<u>yes</u>	40. Is the SOP specific for the facility?	<u>NA</u>
31. Are the water bowls clean and sanitary?	<u>yes</u>	41. Is the SOP posted or otherwise readily available to all employees?	<u>NA</u>
32. Do domestic ferrets have 24-hour access to water in a drinking bottle and to food?	<u>yes</u>	42. Is the SOP designed to ensure effective and safe quarantine procedures?	<u>NA</u>
D. Sanitation - [TAC Section 169.26(d)]		43. Do enclosures have solid walls to prevent physical contact between animals?	<u>NA</u>
33. Are excreta removed from primary enclosures often enough to prevent contamination of the animals (at least once a day)?	<u>yes</u>	44. Are the primary enclosures enclosed on all sides, including the top, to prevent escape?	<u>NA</u>
34. Are cages, rooms, and pens maintained in a sanitary condition?	<u>yes</u>	45. Does each quarantine run, cage, and kennel containing a quarantined animal have a "Rabies Quarantine" placard/sign posted on it?	<u>NA</u>
35. Are the building and premises kept clean?	<u>yes</u>	For Facilities Subject to THSC Chapter 829 (Located in Non-exempt County) - (Sections 829.002 and 829.007)	
E. Pest Control - [TAC Section 169.26(e)]		46. This standard is for purposes of meeting requirements set forth in THSC Chapter 829 only. Are all employees whose primary job is to enforce animal control laws in compliance with training requirements (Sec. 829.002)? If so, this inspection form serves as a certificate of compliance per Section 829.007.	<u>yes</u>
36. Is there a regular program in place for control of insects, ectoparasites, and other pests?	<u>yes</u>		
37. Is the facility free of visible signs of rodents and are other vermin infestations kept to a minimum at all times?	<u>yes</u>		

This facility has approximately 0 cat cages and 6 dog cages/pens.

When the facility was inspected today, it was housing approximately 0 cats and 0 dogs.

Inspector Comments:

Check here if additional inspector comments are attached

Facility Rating: Satisfactory ✓ Unsatisfactory _____ Probation _____

If applicable, timeline for probationary period _____

As the inspector, I certify that I have personally inspected this facility and that it conforms to the statements above.

[Signature]
Inspector Signature

8/12/2025
Date

The signatures below acknowledge completion and receipt of the inspection form:

[Signature]
Manager (retain pink copy after signature)

8-12-2025
Date

-NA-
Regional Zoonosis Control (ZC) Veterinarian

-NA-
Date

White original and yellow copy to DSHS Regional Office after Inspector's and Manager's signatures. Regional Office retains yellow copy after ZC Veterinarian's signature and returns original with all signatures to facility.

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code
DSHS=Texas Department of State Health Services



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Zoonosis Control



ANIMAL SHELTER ADVISORY BOARD COMMUNICATION

MEETING DATE: October 22, 2025

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Presentation and discussion regarding a recommendation to enter into a partnership agreement with the DFW Humane Society to aid in increasing adoptions through social networking.

BACKGROUND/SUMMARY: This item is to discuss a partnership agreement between the Town of Trophy Club Animal Shelter and the DFW Humane Society (DFWHS) to promote animal adoptions through coordinated outreach and cross-promotion efforts. Under the agreement, DFWHS will assist in marketing adoptable dogs from the Town's shelter via its social media and community networks, while the Town will share DFWHS adoptable animals on its own platforms. The partnership also allows for the transfer of animals to DFWHS for placement when mutually agreed, with both parties committed to humane care standards. The agreement remains in effect until terminated by either party with 30 days' written notice.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: There is no financial impact associated with this agenda item.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Draft Partnership Agreement

ACTIONS/OPTIONS:

Staff recommends that the Animal Shelter Advisory Board move to recommend that the Town enter into a partnership agreement with the DFW Humane Society to aid in increasing adoptions through social networking.

Shelter Partnership Agreement

Between the Town of Trophy Club and the DFW Humane Society

Parties

This Agreement (“Agreement”) is entered into by and between:

- Town of Trophy Club Animal Shelter (“Town”), and
- DFW Humane Society (“DFWHS”).

Recitals

WHEREAS, the Town of Trophy Club seeks assistance in promoting animal adoptions through social networking and related outreach efforts in partnership with DFWHS;

WHEREAS, DFWHS agrees to assist by posting and marketing adoptable dogs from the Town of Trophy Club Animal Shelter;

WHEREAS, DFWHS has previously accepted dogs from the Town of Trophy Club Animal Shelter and successfully placed them in permanent homes;

WHEREAS, the Town of Trophy Club Animal Shelter desires to partner with a recognized “no kill” facility such as DFWHS; and

WHEREAS, the Town of Trophy Club agrees to cross-post DFWHS’s adoptable animals on the Town’s shelter pages and coordinate with local entities to promote such efforts.

Agreement

NOW, THEREFORE, the Parties hereby agree as follows:

Adoption Promotion. DFWHS shall assist in promoting the adoption of Town shelter dogs through its social media platforms, website, and community networks.

Cross-Promotion. The Town shall share and cross-post DFWHS adoptable animals on its official web pages and work with community partners to extend outreach.

Animal Transfers. When mutually agreed, the Town may transfer dogs to DFWHS for adoption placement, subject to DFWHS intake policies and capacity.

Commitment to Humane Standards.

Both Parties acknowledge and support the principle of humane animal care and placement. The Town of Trophy Club operates under its established Animal Control policies, which allow for euthanasia only when justified and authorized in accordance with departmental

procedures. DFWHS acknowledges this policy and agrees to partner with the Town in promoting adoptions while respecting the Town's discretion in managing animal welfare consistent with applicable laws and humane practices.

Term of Agreement. This Agreement shall commence on the date of execution below and remain in effect until terminated by either Party with 30 days written notice.

Execution

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates indicated below.

For the DFW Humane Society:

Anya Stoddard, President
Date: _____

For the Town of Trophy Club:

Brian Hall, Shelter Manager
Date: _____

Approved by:

Brandon Wright, Town Manager, Town of Trophy Club
Date: _____