

Town of Trophy Club
Town Council Work Session and Regular Meeting
Meeting Minutes – October 13, 2025, 6:00 p.m.
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
Rhylan Rowe, Mayor Pro Tem
Stacey Bauer, Council Member Place 1
Jeff Beach, Council Member Place 2 (*arrived at 6:44 p.m.*)
Dennis Sheridan, Council Member Place 3
Garry Ash, Council Member Place 5
Steve Flynn, Council Member Place 6

STAFF MEMBERS PRESENT

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

WORK SESSION ITEM

1. Presentation and discussion of Traffic Safety Working Group recommendations from the Town's Business Plan Goal to assess and address traffic, mobility, and pedestrian concerns on Trophy Club roadways. (Patrick Arata, Chief of Police)

Police Chief Patrick Arata presented the Traffic Safety Working Group Report, a year-long review of traffic data and roadway conditions throughout the Town. The working group, composed of police staff, Town staff, and residents, evaluated radar data and on-site observations to identify opportunities for improved traffic and pedestrian safety. Chief Arata reported that overall speeding in Town was minimal, though specific areas such as Bobcat Boulevard, Trophy Club Drive, and Parkview Drive would benefit from additional lighting, enhanced crosswalks, and clearer pavement markings.

Council discussed potential lighting improvements (including dark-sky-compliant fixtures), in-ground crosswalk light colors, curb markings at roundabouts, and the process

for speed bump requests. Discussion also covered possible golf cart ordinance revisions to require seatbelts or child restraints for young passengers and reinforce age restrictions for drivers, along with E-bike and E-scooter regulations addressing helmets, hand-held devices, and nighttime visibility.

Council emphasized the importance of public education, encouraging continued outreach through School Resource Officers and community materials to promote safe operation of golf carts, E-bikes, and scooters.

Follow-up items include:

- Evaluate in-ground crosswalk light colors and curb markings at roundabouts.
- Develop a process for speed bump requests.
- Future ordinance considerations: child seatbelt/restraint requirements for golf carts and E-bike/scooter rules for helmets and hand-held devices.
- Develop a list of CIP traffic safety projects.
- Prepare a draft ordinance for a future Council workshop.

ADJOURN

Mayor Tiffany adjourned the work session at 6:53 p.m.

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:01 p.m.

INVOCATION

Pastor Joel Quilé, Bara Church, led the invocation.

PLEDGES

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

PUBLIC COMMENTS

There were none.

COMMUNITY SPOTLIGHT

2. Presentation Atmos Energy Grant

Fire Chief Jason Wise introduced Leigh Ferguson, Manager of Public Affairs for Atmos Energy, and thanked Atmos Energy for awarding a \$1,500 public safety grant to the Trophy Club Fire Department. The funds will be used to purchase two single-gas

detectors, improving firefighter and resident safety when responding to gas-related incidents.

Ms. Ferguson highlighted Atmos Energy's Fueling Safe and Thriving Communities initiative, which supports first responders and promotes safety awareness. She also reminded residents to sign up for text alerts for natural gas service updates and shared winter safety tips.

3. Working for You... Trophy Club

a) Update from Town Council Members

Council Member Flynn announced the one-year anniversary celebration of the Community Activity Center, scheduled for October 14, 2025, at 11:15 a.m.

b) Update from Town Manager (Brandon Wright, Town Manager)

Town Manager Wright provided the following update:

Town Manager Wright announced upcoming community events and meetings, including:

- National First Responders Day, October 25, 2025, 4–6 p.m. at Town Center, hosted in partnership with the Trophy Club Rotary Club.
- Economic Development Corporation meeting – October 15, 2025.
- Arts & Culture Council meeting – October 16, 2025.
- Joint Parks and Recreation Board / Town Council meeting to review the Parks Master Plan – October 20, 2025.
- Animal Shelter Advisory Board meeting – October 22, 2025.
- Breakfast with Tiffany, October 20, 2025, at 9:00 a.m. (Tom Thumb Starbucks).

He also reminded residents that entries for the Fright Lights Contest close on October 22, 2025.

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

Town Attorney Dean Roggia provided an overview of Section 3.17 of the Town Charter, noting that the Council may adopt emergency ordinances to address public emergencies affecting life, health, property, or public peace. Unlike regular ordinances, these may be enacted without an open meeting when immediate action is required, becoming effective upon adoption and published thereafter.

CONSENT AGENDA

Mayor Tiffany requested item 12 be removed from the Consent Agenda.

4. Consider approval of the September 22, 2025, Regular Meeting minutes, the September 22, 2025, Joint Work Session minutes with the Economic Development Corporation, and the September 24, 2025, Work Session minutes of the Town Council.
5. Consider an ordinance amending the FY 2025 Budget, allocating funding to the General Fund budget for additional expenditures and revenues associated with the CWD contract, effective June 1, 2025. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-33

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING THE TOWN'S ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2024, AND ENDING ON SEPTEMBER 30, 2025, AS ADOPTED BY ORDINANCE NO. 2024-21, AND AS AMENDED BY ORDINANCE NO. 2025-13 AND BY ORDINANCE NO. 2025-18, BY PROVIDING FOR ADJUSTMENTS TO THE GENERAL FUND; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ANNUAL BUDGET, AS AMENDED; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

6. Consider an ordinance amending the FY 2026 Budget, allocating funding to the Capital Replacement Fund for the purchase of a replacement HVAC system at Town Hall. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-34

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING THE TOWN'S ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2025, AND ENDING ON SEPTEMBER 30, 2026, AS ADOPTED BY ORDINANCE NO. 2025-27, BY PROVIDING FOR ADJUSTMENTS TO THE CAPITAL PROJECTS FUND; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ANNUAL BUDGET, AS AMENDED; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

7. Consider an ordinance repealing Section A1.014 Water and Wastewater Fees for Public Improvement District No. 1 of Article A1.000 General Provisions or Appendix A Fee Schedule of the Code of Ordinances. (April Duvall, Director of Finance) The caption of the ordinance reads as follows:

ORDINANCE NO. 2025-35

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, REPEALING 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 THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

8. Consider authorizing the Town Manager to negotiate and execute a purchase and services agreement with Design A Sign, LLC to upgrade the Town of Trophy Club's crosswalk signal software and hardware system, and to purchase 34 LED-enhanced school crossing signs in the amount of \$86,150. (Matt Cox, Director of Community Development)
9. Consider authorizing the Town Manager to negotiate and execute a professional services agreement with Bureau Veritas North America, Inc. in an amount not to exceed \$64,200 for on-call third party plan reviews, health inspections, and building inspections. (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)
11. Consider authorizing the Town Manager to negotiate and execute a three-year purchase and service agreement with Pyrotex, Inc. in the amount of \$30,000 annually for the Fourth of July fireworks show. (Chase Ellis, Director of Parks & Recreation)
12. Consider a resolution providing for the appointment of members and designation of chair and vice chair positions, where applicable, to serve on the Animal Shelter Advisory Board, Crime Control and Prevention District Board, Economic Development Corporation Board, Ethics Review Commission, Parks and Recreation Board, Planning and Zoning Commission, Trophy Club Council for Arts and Culture, and the Zoning Board of Adjustment. (Tammy Dixon, Town Secretary) ***Removed from Consent***

Mayor Pro Tem Rowe moved to approve Consent Items 4-11. Council Member Beach seconded the motion.

VOTE ON MOTION

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

INDIVIDUAL ITEMS

12. Consider a resolution providing for the appointment of members and designation of chair and vice chair positions, where applicable, to serve on the Animal Shelter Advisory Board, Crime Control and Prevention District Board, Economic Development Corporation Board, Ethics Review Commission, Parks and Recreation Board, Planning and Zoning Commission, Trophy Club Council for Arts and Culture, and the Zoning Board of Adjustment. (Tammy Dixon, Town Secretary)

Mayor Tiffany noted that Jeff Eason declined to serve as the alternate member on the Zoning Board of Adjustment.

Mayor Tiffany moved to approve Resolution No. 2025-21 providing for the appointment of members and designation of chair and vice chair positions, where applicable, to serve on the Animal Shelter Advisory Board, Crime Control and Prevention District Board, Economic Development Corporation Board, Ethics Review Commission, Parks and Recreation Board, Planning and Zoning Commission, Trophy Club Council for Arts and Culture, and the Zoning Board of Adjustment, with Jeff Eason's name removed as an alternate member. Council Member Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2025-21

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, PROVIDING FOR THE APPOINTMENT OF MEMBERS AND THE DESIGNATION OF CHAIR AND VICE CHAIR POSITIONS, WHERE APPLICABLE, TO SERVE ON THE ANIMAL SHELTER ADVISORY BOARD; CRIME CONTROL AND PREVENTION DISTRICT BOARD; ECONCOMIC DEVELOPMENT CORPORATION BOARD; ETHICS REVIEW COMMISSION; PARKS AND RECREATION BOARD; PLANNING AND ZONING COMMISSION; TROPHY CLUB COUNCIL FOR ARTS AND CULTURE; AND ZONING BOARD OF ADJUSTMENT; DESIGNATING TERMS OF SERVICE; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

13. Consider a resolution adopting the facility naming and special recognition plaque policy. (Brandon Wright, Town Manager)

Town Manager Wright presented the final Facility Naming and Special Recognition Plaque Policy following prior Council workshop discussion.

Key elements include:

- Annual nomination period each October.

- Eligibility expanded to honor long-term residents, veterans, and first responders.
- Clear thresholds for donations (greater than or equal to 60% of project or maintenance costs).
- Prohibition on street renaming, except honorary names (excluding Indian Creek, Trophy Club Drive, and Bobcat Boulevard).
- Requirement of 250 signatures for major facilities and 125 signatures for minor facilities.
- New process for creating special recognition plaques without renaming facilities.

Council Member Flynn moved to approve Resolution No. 2025-22 adopting the facility naming and special recognition plaque policy. Council Member Sheridan seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2025-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB ADOPTING THE FACILITY NAMING AND SPECIAL RECOGNITION PLAQUE POLICY; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

14. Consider accepting the Town's state-approved emergency management plan and emergency support functions. (Jason Wise, Fire Chief)

Fire Chief Jason Wise and Emergency Management Coordinator Amanda Meneses (City of Roanoke) presented the Town's State-Approved Emergency Management Plan and Emergency Support Functions (ESFs). The plan replaces the former county-level plan and was approved by the Texas Division of Emergency Management.

The new plan aligns with state requirements, enhances local preparedness, and ensures eligibility for FEMA and Homeland Security funding. It defines departmental responsibilities and continuity protocols for emergency response and recovery.

Future actions include NIMS-compliance training, tabletop exercises, and continued program development. Council discussion included group training opportunities, emergency risks, and cyber threat preparedness.

Council Member Sheridan moved to accept the Town's state-approved emergency management plan and emergency support functions. Mayor Pro Tem Rowe seconded the motion.

VOTE ON MOTION

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

NAYES: None

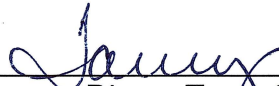
VOTE: 7-0

Mayor Tiffany commended Chief Arata and Chief Wise for completing two major strategic initiatives - the Traffic Safety Working Group Report and the Emergency Management Plan, noting that both efforts strengthen the Town's safety, preparedness, and long-term planning.

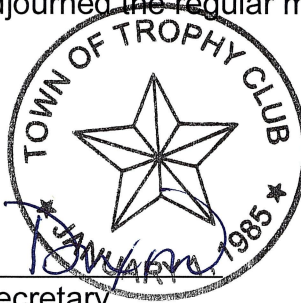
ADJOURNMENT

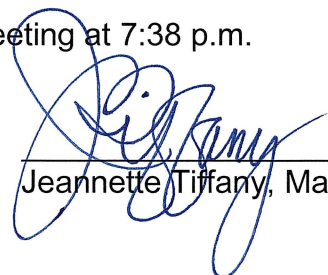
Mayor Tiffany adjourned the regular meeting at 7:38 p.m.

Attest:



Tammy Dixon, Town Secretary





Jeannette Tiffany, Mayor