



TOWN OF TROPHY CLUB PARKS & RECREATION BOARD/TREE BOARD

REGULAR MEETING AGENDA

November 17, 2025

6:00 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 dwilson@trophyclub.org

ANNOUNCEMENTS AND REPORTS

REGULAR ITEMS

1. Board Training
2. Consider approval of the October 20, 2025, Parks & Recreation Board regular meeting minutes. (Daniel Wilson, Senior Administrative Assistant)
3. Consider a recommendation of the Trophy Club Park Plan, a component of the Parks & Recreation Master Plan, to be presented to Council in the overall adoption of the Master Plan. (Chase Ellis, Director of Parks & Recreation)

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.

CERTIFICATION

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: November 10, 2025, at 2:00 PM, 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.

Daniel Wilson, Senior Administrative Assistant

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.



**PARKS & RECREATION BOARD/TREE BOARD
COMMUNICATION**

MEETING DATE: November 17, 2025

FROM: Chase Ellis, Director of Parks & Recreation

AGENDA ITEM: Board Training

BACKGROUND/SUMMARY:

BOARD REVIEW/CITIZEN FEEDBACK:

FISCAL IMPACT:

LEGAL REVIEW:

ATTACHMENTS:

1. Code of Ordinances § 1.08.031 Parks and Recreation Board

ACTIONS/OPTIONS:

DIVISION 2
Parks and Recreation Board

§ 1.08.031. Definitions.

For the purpose of this division, the following terms, phrases, words and their derivations shall have the meaning given herein:

Adult. A person eighteen (18) years of age or older.

Amplified device. Any sound system or other device which has the ability to increase or make louder any voice or other sound or noise and which transmits such voice, sound or noise to the general public or persons in the vicinity.

Baseball facility(ies). All structures or grounds within Independence East and Independence West that are utilized for baseball or t-ball activities.

Director. The director of parks and recreation for the town or his designee.

Motorized cart or cart. Those electric or gasoline powered motor vehicles, commonly referred to as golf carts, but which must have a minimum of four (4) wheels, which have an attainable top speed of less than twenty (20) miles per hour on a paved level surface, and which have a valid motorized cart permit issued in accordance with article 12.07, "motorized carts." Specifically excluded from this definition are those motorized conveyances commonly referred to as low speed vehicles (LSV's), neighborhood electric vehicles (NEV's), all-terrain vehicles (ATV's), four-wheelers, mules, gators, and go-carts.

Park. A park, playground, recreation center or any other area or facility owned, used, controlled, or leased by the town and devoted to active or passive recreation.

Park property. A park, playground, athletic facility or any other area located within the incorporated limits of the town, that is owned or leased by the town, and devoted to active or passive recreation, including all creeks, ponds and lakes maintained by the town.

Parks and recreation board or board. The town parks and recreation board appointed by the town council.

Person. Individual(s) or a partnership, corporation or any other legal entity.

Special event permit. A permit issued by the town pursuant to the town's special event ordinance.

Tournament director. The person or his identified designee who is in charge of a tournament and who is also designated as the primary point of contact with the town during a tournament.

Town manager. The town manager or his designee.

(Ordinance 2005-27 sec. 2, adopted 12/5/05; 2006 Code, ch. 9, sec. 1.01; Ordinance 2008-32, sec. 2, adopted 10/6/08; Ordinance 2013-10, sec. 2.01, adopted 3/4/13; Ordinance 2016-23, sec. 2.01, adopted 8/9/16)

§ 1.08.032. Board established; membership; meetings.

The parks and recreation board consisting of seven (7) regular members and is hereby established as follows:

- (1) Qualifications. Members shall be residents of the town.
- (2) Compensation. Members shall serve without compensation.
- (3) Places and terms.
 - (A) Members shall be designated as place numbers one through seven.
 - (B) The term of office of members of the board shall be for two (2) years. Places one, three, five, and seven shall be appointed to two- year terms ending on September 30th in odd-numbered years. Places two, four, and six shall be appointed to two-year terms ending on September 30th in even-numbered years. Members of the board may be removed before their terms of office expire.
- (4) Hold-over when replacement member has not qualified. If a replacement has not qualified upon the expiration of a member's term, then that member shall continue his/her membership until replaced.
- (5) Officers. The council shall annually elect a chairperson. The board shall annually elect a vice-chairperson and a secretary.
 - (A) The chairperson shall preside over meetings and shall be entitled to vote upon each issue. The board shall conduct its meetings in accordance with the town's board, commission and committee handbook.
 - (B) The vice-chairperson shall assist the chairperson in directing the affairs of the board. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chairperson. In the event that the vice-chairperson is absent, the proceedings shall be conducted in accordance with Robert's Rules of Order.
 - (C) The secretary shall review minutes of all meetings, and in the secretary's absence the chairperson shall designate another member to act as secretary. Upon approval by the board, the secretary shall sign the official copy of the minutes. The secretary shall distribute, once a year at the first regular meeting, a copy of the current parks and recreation ordinance.
- (6) Director participation. The director of the parks and recreation department shall be in attendance at the board meetings. The director shall participate in meetings to provide staff assistance, reports, and recommendations as requested by the board.
- (7) Director to be ex-officio member. The director shall be an ex-officio member of the board, with the responsibility to participate in discussions but without the right to vote.
- (8) Absence from meetings.
 - (A) A member's absence from three (3) meetings annually without formal consent of the board shall be deemed to constitute the resignation of that member and shall be certified by the chairperson to the town council. A member's absence will be considered at the next regularly scheduled meeting following the absence.
 - (B) Members should attempt to make all regular meetings; however, if a member finds

difficulty in maintaining regular attendance, it is suggested that the member consider whether he/she has sufficient time to be an effective member. It is the responsibility of a member in this position to initiate a discussion with the chair or staff liaison about attendance.

- (C) The chairperson of the board is to maintain a charted attendance record for all members. If attendance becomes an issue, the staff liaison will attempt to secure a written resignation.
- (9) Meetings. Regular meetings shall be held at least once a month on the date and at the time established by the board as provided in this division, unless the chairperson designates another time, date and place and all members of the board are notified at least seven (7) days in advance.
- (10) Quorum. A majority of members shall constitute a quorum.
- (11) Minutes. Minutes of each board meeting shall be filed with the town secretary. (Ordinance 2005-27, sec. 3, adopted 12/5/05; 2006 Code, ch. 9, sec. 1.02; Ordinance 2008-32, sec. II, adopted 10/6/08; Ordinance 2015-22 adopted 8/25/15; Ordinance 2023-18 adopted 9/25/2023; Ordinance 2024-15 adopted 8/26/2024)

§ 1.08.033. Powers and duties.

- (a) Generally. The parks and recreation board shall have the following powers and perform the following duties:
- (1) Advisory capacity to council. The board shall act principally in an advisory capacity to the town staff and the town council in all matters pertaining to parks and recreation; shall acquaint itself with and make a continuous study of the complete parks and recreation services of the town; and shall advise the staff and town council from time to time as to the present and future policies, maintenance, operation, planning, acquisition, development, and enlargement of the town parks and recreation services. The board shall also have such authority as designated to it by town ordinance.
 - (2) Study and development of parks and recreation areas. The board shall study and encourage the development of parks and recreation areas and the development of recreation for all residents of the town.
 - (3) Advisory capacity to director. It shall advise the board [director] on problems of development of recreation areas, facilities, programs and improved recreation services.
 - (4) Recommendation of standards. It shall recommend the adoption of standards for areas, facilities, programs and financial support for parks and recreation purposes.
 - (5) Recommendations on capital improvement programs and acquisitions. The board shall advise and recommend to the parks and recreation director the development of long-range capital improvement programs, and, when the need exists for additional park and recreational facilities, the board shall make appropriate

recommendation to the town council. It may also recommend the acquisition of additional parks, park and recreational equipment and supplies.

- (6) Solicitation of grants. The board may solicit grants on behalf of the parks and recreation board; provided, however, that the acceptance of any such grant is subject to the approval and acceptance of the town council.
 - (7) Cooperative opportunities. The board may cooperate with other governmental agencies, civic organizations and all citizens of the town in the advancement of sound parks and recreation planning and programming.
 - (8) Amendments. The board may, from time to time, recommend to the town council amendments to this division.
 - (9) Reports. The board shall, through its chairperson or his/her designee, make an oral and written report semi-annually to the town council concerning its activities during the past year and its proposals for the coming year.
 - (10) Review of budget. The board shall review the proposed budget for the parks and recreation department, and make any recommendations to the parks and recreation director deemed necessary. The board is not authorized to add, delete or change in any way the budget as prepared by the parks and recreation director.
 - (11) Adoption of additional rules. The board shall have authority to adopt such additional rules that are not in conflict with this division that it deems necessary to carry out the purpose and intent of this division, subject to town council approval.
 - (12) Actions of board. No action of any individual member(s) is authorized except as approved by the board. Only the board acting as a whole shall exercise the powers and duties of the board.
- (b) Board to serve as tree board. The parks and recreation board shall serve as the tree board for the town with those duties and responsibilities set forth in article 10.02, division 8 (tree preservation and removal) of the Code of Ordinances of the town, as amended. (Ordinance 2005-27, sec. 4, adopted 12/5/05; 2006 Code, ch. 9, sec. 1.03; Ordinance 2008-32, sec. II, adopted 10/6/08; Ordinance 2011-06, sec. 2.03, adopted 3/21/11)

§ 1.08.034. Procedures.

The procedures of the board are as set out below:

- (1) The board shall establish the schedule and time for its regular meetings. The chairperson may call special meetings. All meetings shall be held in a public place with public notice as prescribed by law.
- (2) A quorum consisting of a majority of members shall be required for the transaction of any business.
(Ordinance 2005-27, sec. 5, adopted 12/5/05; 2006 Code, ch. 9, sec. 1.04; Ordinance 2008-32, sec. II, adopted 10/6/08)

§ 1.08.035. through § 1.08.060. (Reserved)



**PARKS & RECREATION BOARD/TREE BOARD
COMMUNICATION**

MEETING DATE: November 17, 2025

FROM: Daniel Wilson, Admin Assistant

AGENDA ITEM: Consider approval of the October 20, 2025, Parks & Recreation Board regular meeting minutes. (Daniel Wilson, Senior Administrative Assistant)

BACKGROUND/SUMMARY: The Parks & Recreation Board held a joint meeting with the Town Council on October 20, 2025, at 6:00 PM in the EOC/Training Room.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. 10.20.2025 Joint Meeting Parks Minutes

ACTIONS/OPTIONS:

Staff recommends that the Parks & Recreation Board move to approve the October 20, 2025, Parks & Recreation Board regular meeting minutes.

Town of Trophy Club
Joint Parks and Recreation Board / Town Council Meeting
Meeting Minutes – October 20, 2025, 6:00 p.m.
EOC Room, 1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL TO ORDER

The Parks and Recreation Board convened into a joint meeting with the Town Council.

Chairperson Kashner called the Parks and Recreation Board meeting to order at 6:00 p.m.

PARK BOARD MEMBERS PRESENT

Jennifer Kashner, Chairperson
Patrick Schrein
Bob Ferguson
Gary Packan
Andrew Beck
Clark Simmons

PARK BOARD MEMBERS ABSENT

Carol Tombari

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3
Steve Flynn, Council Member Place 6

STAFF MEMBERS PRESENT

Chase Ellis, Director of Parks & Recreation
Madison Seil, Recreation Superintendent
Daniel Wilson, Sr. Administrative Assistant
Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Dean Roggia, Town Attorney

PUBLIC COMMENTS

There were none.

REGULAR ITEMS

1. Welcome and Introduction of new Parks & Recreation Board Members.

New members Clark Simmons and Andy Beck introduced themselves.

2. Quarterly update on Parks & Recreation Master Plan from Parkhill.

Director Ellis introduced Xie Track with Parkhill, who presented an update on the Parks, Recreation, and Trails Master Plan. Ms. Track outlined a 10-year vision for enhancing parks, trails, and recreation programming, reviewed community engagement findings, and discussed ADA accessibility improvements, trail connectivity, and revenue opportunities at Trophy Club Park. She also noted the plan’s alignment with the Town’s Strategic Plan. Ms. Track responded to questions from Council and Parks and Recreation Board members.

Staff noted that the draft plan is expected to be available in late November, with Park Board consideration tentatively scheduled for December 1, 2025, and Town Council review anticipated on December 8, 2025.

3. Consider appointment of Vice Chair

Board Member Ferguson motioned to appoint Board Member Schrein as Vice Chair of the Parks and Recreation Board. Board Member Packan seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously (6-0).

4. Consider approval of the August 25, 2025, Joint Parks Board/Town Council Work Session meeting minutes.

Vice Chair Schrein motioned to approve the August 25, 2025, Town Council Work Session meeting minutes. Board Member Ferguson seconded the motion. Chairperson Kashner called for a vote. The motion passed (5-0-1).

Jennifer Kashner	Aye
Patrick Schrein	Aye
Bob Ferguson	Aye
Gary Packan	Aye
Andrew Beck	Aye
Clark Simmons	Abstain

ADJOURNMENT

Chairperson Kashner adjourned the Parks and Recreation Board meeting at 7:53 p.m.

Jennifer Kashner, Chair

Attest:

Daniel Wilson, Sr. Administrative Assistant



PARKS & RECREATION BOARD/TREE BOARD COMMUNICATION

MEETING DATE: November 17, 2025

FROM: Chase Ellis, Director of Parks & Recreation

AGENDA ITEM: Consider a recommendation of the Trophy Club Park Plan, a component of the Parks & Recreation Master Plan, to be presented to Council in the overall adoption of the Master Plan. (Chase Ellis, Director of Parks & Recreation)

BACKGROUND/SUMMARY: The Town of Trophy Club initiated its strategic planning process in January 2024. During the Council Retreat, the Town Council directed the Town Manager and executive staff to develop a strategic plan to guide community discussions and priorities. Through this process, the Town established five primary focus areas: Prioritize Public Safety, Promote Quality of Life, Strengthen Infrastructure, Uphold Housing Standards, and Support Business.

One key objective within the focus area of Promote Quality of Life is to develop a comprehensive Master Plan for Trophy Club's public parks, recreational programs, and spaces, including funding strategies. The plan also aims to enhance community aesthetics by incorporating sustainable plantings, maintaining trees, and integrating design elements throughout community areas and medians. This Master Plan will serve as a foundational document, guiding the development, design, and sustainability of the Town's parks and recreational resources.

As a component of the larger Parks & Recreation Master Plan, the Trophy Club Park Master Plan focuses on establishing a clear vision and direction for the long-term development, use, and management of Trophy Club Park. The plan provides a framework for prioritizing projects, identifying potential funding sources, and ensuring that future actions align with the Town's overall mission and community values. Through this plan, the Town seeks to create a cohesive vision that balances recreation, conservation, and sustainability.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: Future funding decisions regarding improvements to Trophy Club Park will be considered during the annual budget and capital improvement plan planning process.

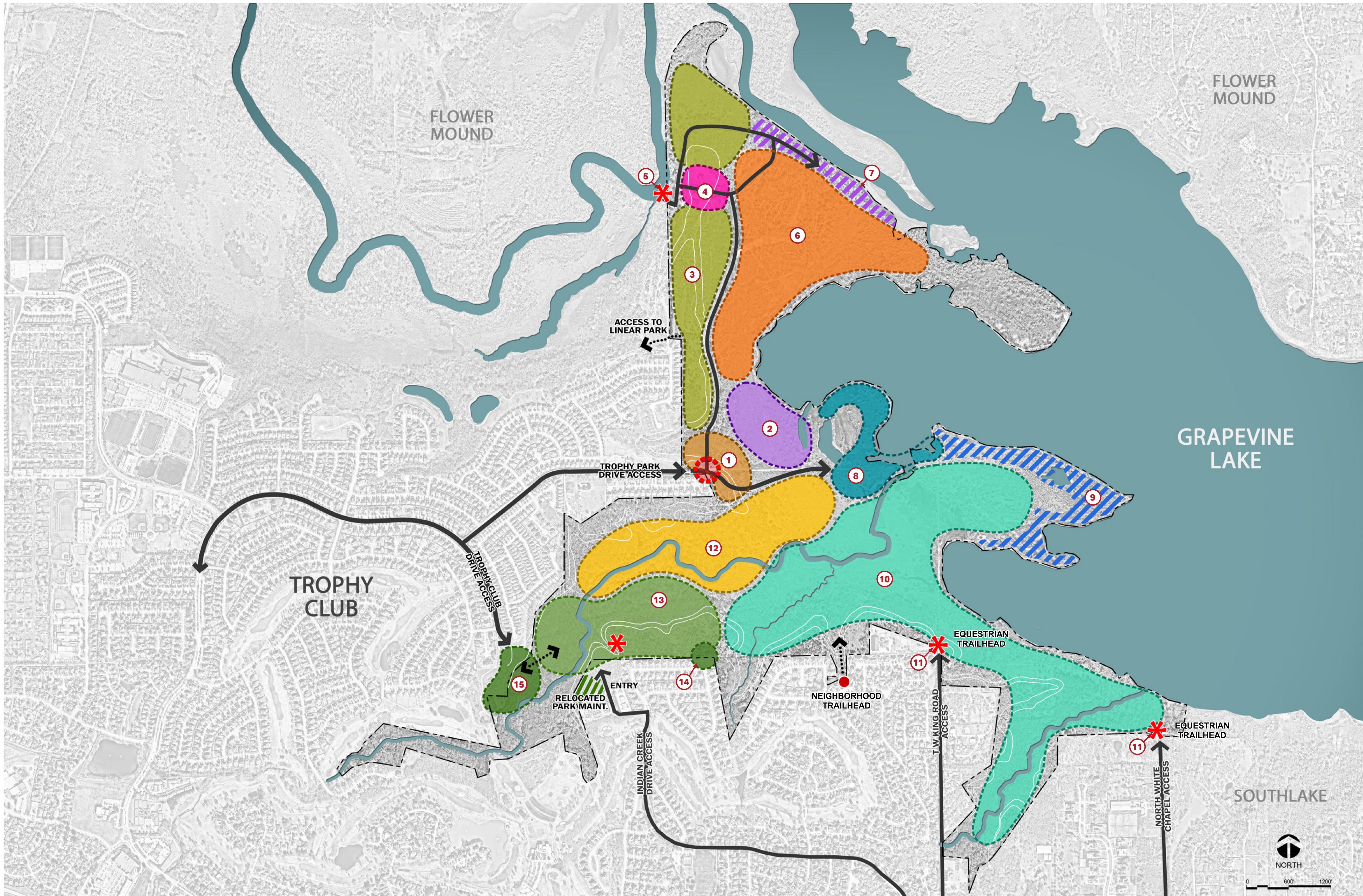
LEGAL REVIEW: N/A

ATTACHMENTS:

1. Trophy Club Park Master Plan

ACTIONS/OPTIONS:

Staff recommends that the Parks & Recreation Board move to recommend approval of the Trophy Club Park Plan, a component of the Parks & Recreation Master Plan, to be presented to Council in the overall adoption of the Master Plan.



Legend

1 PARK ENTRY

- | Gate House
- | Visitor Center
 - Activity Admissions
 - Educational Exhibits
 - Restrooms
 - Storage
 - Concessions/ Vending
 - Rentable Room(s)
- | Parking

2 CENTRAL CAMPING AREA

- | RV Camping
 - Electric Hookup
 - Picnic Table
 - Grill/ Fire Pit
- | Tent Camping
 - Picnic Table
 - Grill/ Fire Pit
- | Restrooms

3 COMMUNITY PARK

- | Restrooms
- | Pavilions
- | Large Playground
- | Disc Golf
- | Trails
- | Open Space
- | Outdoor Classroom
- | Picnic Area
- | Parking

4 FESTIVAL AREA

- | Amphitheater
- | Food Truck Area
- | Plaza/Gathering Area
- | Great Lawn
- | Restrooms

5 BOAT ACCESS

- | Parking
- | Boat Dock
- | Boat Ramp

6 OUTDOOR RECREATIONAL VEHICLE AREA

- | Motorcross Track(s)
- | Off-Road Trail(s)
- | Kid Track(s)
- | Pavilions
- | Observation Areas
- | Parking

7 DAY CAMPING AREA

- | Pavilions
- | Picnic Tables
- | Grills/ Fire Pits
- | Parking

8 WATER ACCESS AREA

- | Trails
- | Boardwalk
- | Non-motorized Launch Point
- | Fishing Pier
- | Trails
- | Outdoor Classroom

9 PRIMITIVE DAY CAMPING AREA

- | Nature Area
- | Occasional Clearing with Picnic Table

10 EQUESTRIAN/ PEDESTRIAN TRAILS

- | Trails
- | Neighborhood Access Points
- | Rest Areas/ Overlooks

11 EQUESTRIAN TRAILHEADS

- | Automated Access Gate
- | Vehicle/ Trailer Parking

13 ADVENTURE AREA

- | Mountain Bike Trails
- | Pump Track
- | Zip Line Course
- | Ropes Course
- | Outdoor Climbing Wall
- | Paintball Course
- | Gathering Space(s)
- | Food Truck Area
- | Parking

12 NATURE CENTER/ SCHOOL

- | Visitor Center
 - Educational Exhibits
 - Classrooms
 - Restrooms
 - Storage
 - Rentable Room(s)
- | Nature Play Area
- | Picnic Areas
- | Outdoor Classroom(s)
- | Trails
- | Parking

14 POCKET PARK

- | Small Playground
- | Picnic Stations
- | Trails/ Trailhead
- | Open Space

15 NEIGHBORHOOD PARK

- | Restrooms
- | Pavilion(s)
- | Playground
- | Trails/ Trailhead
- | Open Space
- | Picnic Stations
- | Parking