

Town of Trophy Club
Town Council Regular Meeting
Meeting Minutes – October 27, 2025, 7:00 p.m.
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the meeting to order at 7:00 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
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
April Duvall, Director of Finance

INVOCATION

Rev. Katherine Tang, 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

1. Working for You... Trophy Club

a) Update from Town Council Members

Mayor Tiffany recognized Breast Cancer Awareness Month, emphasizing its history, purpose, and community impact in promoting early detection and support for those affected by the disease.

Council Members and staff wore the Fire Department's specially designed Breast Cancer Awareness shirts to show solidarity and support recognizing Breast Cancer Awareness Month.

Council Member Flynn provided background on the recent Rotary Club First Responder Recognition event, thanking staff and the Police and Fire Departments for their contributions.

Mayor Tiffany announced that she, along with Council Member Sheridan and Town Manager Wright, would attend the Texas Municipal League (TML) Conference in Fort Worth.

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

Town Manager Wright provided the following update:

- Early Voting continues through October 31, 2025, for the November 4 election.
- Fire Station Open House: November 1, 10 a.m.–2 p.m.
- Pickleball Courts Grand Opening: November 4, 10 a.m., Harmony Park.
- Movie in the Park: November 7, 5–7 p.m., Harmony Park
- Veterans Day Ceremony: November 11, 11 a.m., Independence Park.

Upcoming Meetings:

- Ethics Review Commission – November 4, 6 p.m.
- Zoning Board of Adjustment – November 6, 6 p.m.
- Town Council Work Session and Regular meeting – November 10, 6 p.m.

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

Town Attorney Dean Roggia provided an overview of the Town Charter provision outlining the Town Manager's duties to implement Council policy and assist in policy development.

CONSENT AGENDA

Mayor Tiffany requested item 7 be removed from the Consent Agenda.

2. Consider approval of the October 13, 2025, Town Council Work Session and Regular Meeting Minutes and the October 20, 2025, Joint Parks and Recreation Board/Town Council Meeting Minutes. (Tammy Dixon, Town Secretary)
3. Consider authorizing the Town Manager to negotiate and execute an on-demand concrete lifting services contract with Nortex Concrete Lift & Stabilization through November 30, 2029, in an annual fiscal-year amount not to exceed \$75,000. (Matt Cox, Director of Community Development)
4. Consider authorizing the Town Manager to negotiate and execute a purchase agreement for eight APX 8500 all-band mobile radios with Motorola in the amount of \$76,456.80. (Jason Wise, Fire Chief)
5. Consider authorizing the Town Manager to negotiate and execute a three-year purchase and professional services agreement with Symonds Flags and Poles, Inc. in an amount not to exceed \$35,000 for the purchase of flags and related maintenance and repair services. (Jason Wise, Fire Chief)
6. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Turf and Soil Management, LLC for the procurement of an ABI Force Z-23 Laser Grading Machine in the amount of \$34,999. (Chase Ellis, Director of Parks & Recreation)
7. Consider a resolution adopting the updated Human Resource Policies, Travel and Training Policy, and Artificial Intelligence Policy. (Denise Deprato, Director of Human Resources) ***Removed from Consent.***
8. Consider approval of the 2026 Town Council Meeting Calendar. (Tammy Dixon, Town Secretary)

Council Member Sheridan moved to approve Consent Items 2-6 and 8. Council Member Flynn seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

INDIVIDUAL ITEMS

7. Consider a resolution adopting the updated Human Resource Policies, Travel and Training Policy, and Artificial Intelligence Policy. (Denise Deprato, Director of Human Resources)

Town Manager Wright explained that additional language was added to clarify the Police Department's use of AI technologies in accordance with state law.

Council discussed references to elected officials within HR policies, debating whether such references should remain under HR or be addressed solely through the Town’s Ethics Ordinance or Council Rules and Procedures Manual.

Consensus was reached to remove references to “elected officials” from HR policies and incorporate relevant provisions into the Rules and Procedures Manual.

Council Member Sheridan moved to approve Resolution No. 2025-23 adopting the updated Human Resource Policies, Travel and Training Policy, and Artificial Intelligence Policy as presented with the deletion of “elected officials” references. Council Member Rowe seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2025-23

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING THE HUMAN RESOURCES POLICIES, A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “A”; APPROVING THE TRAVEL AND TRAINING POLICY, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “B”; AND APPROVING THE ARTIFICIAL INTELLIGENCE (AI) POLICY, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “C”; AUTHORIZING THE TOWN MANAGER TO MAKE MINISTERIAL REVISIONS TO SAID POLICIES; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

9. Consider acceptance of the small area plan for The Grove at TC. (Tamara Smith, Assistant to the Town Manager)

Town Manager Wright presented the final draft of the Small Area Plan, noting that all references to residential development were revised to specify “owner-occupied residential” and that green spaces are to be integrated within commercial developments.

Council Member Flynn moved to accept the small area plan for The Groe at TC. Council Member Beach seconded the motion.

VOTE ON MOTION

AYES: Beach, Rowe, Tiffany, Ash, Flynn
NAYES: Bauer, Sheridan
VOTE: 5-2

10. First Reading: Consider a resolution approving the Grace Development Thrive Business Grant application and authorizing the Town Manager to negotiate and execute a performance agreement with the grantee in the amount of \$20,000 as recommended by the Trophy Club Economic Development Corporation. (Tamara Smith, Assistant to the Town Manager)

Town Manager Wright presented the item.

Town Secretary Dixon provided the first reading. No action taken.

11. Second Reading: Consider a resolution approving the Grace Development Thrive Business Grant application and authorizing the Town Manager to negotiate and execute a performance agreement with the grantee in the amount of \$20,000 as recommended by the Trophy Club Economic Development Corporation. (Tamara Smith, Assistant to the Town Manager)

Town Secretary Dixon provided the second reading.

Council Member Rowe expressed opposition to the grant, citing concerns about the program's effectiveness and equity. In response, Mayor Tiffany noted prior successful projects funded through the program, including upgrades completed by Knife & Fork and Jolly Orthodontics.

Council Member Beach moved to approve Resolution No. 2025-24 approving the Grace Development Thrive Business Grant application and authorizing the Town Manager to negotiate and execute a performance agreement with the grantee in the amount of \$20,000 as recommended by the Trophy Club Economic Development Corporation. Council Member Sheridan seconded the motion.

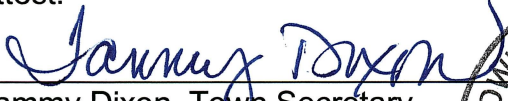
VOTE ON MOTION

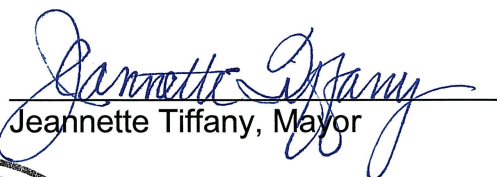
AYES: Bauer, Beach, Tiffany, Sheridan, Flynn
NAYES: Rowe, Ash
VOTE: 5-2

ADJOURNMENT

Mayor Tiffany adjourned the regular meeting at 7:44 p.m.

Attest:


Tammy Dixon, Town Secretary


Jeannette Tiffany, Mayor

