

**TOWN OF TROPHY CLUB
TOWN COUNCIL REGULAR SESSION MINUTES
TUESDAY, MAY 22, 2018, 7:00 P.M.
LOCATION: 1 TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS
COUNCIL CHAMBERS**

The Town Council of the Town of Trophy Club, Texas, met in a Regular Session on Tuesday, May 22, 2018. The meeting was held within the boundaries of the Town and was open to the public.

TOWN COUNCIL MEMBERS PRESENT:

C. Nick Sanders	Mayor
Rhylan Rowe	Mayor Pro Tem, Place 3
Alicia L. Fleury	Council Member, Place 1
Eric Jensen	Council Member, Place 2
Greg Lamont	Council Member, Place 5
Philip Shoffner	Council Member, Place 6

TOWN COUNCIL MEMBERS ABSENT:

Tim Kurtz	Council Member, Place 4
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STAFF PRESENT:

Tom Class	Town Manager	Jill Lind	Communications & Marketing Manager
David Dodd	Town Attorney	Mike Pastor	Information Technology Manager
Holly Fimbres	Town Secretary/RMO	Jonathan Phillips	Director of Administrative Services
Patrick Arata	Police Chief	Tommy Uzee	Director of Community Development
Wade Carroll	Fire Chief	Steve Woodard	Police Captain
Tony Jaramillo	Director of Parks and Recreation	John Zagurski	Budget Manager
Amber Karkauskas	Director of Finance	Steve Zieverink	Information Technology Specialist

Mayor Sanders announced the date of Tuesday, May 22, 2018, called the Town Council to order and announced a quorum at 6:30 p.m.

EXECUTIVE SESSION

1. Pursuant to the following designated section of the Texas Government Code, Annotated, Chapter 551 (Texas Open Meetings Act), the Council will convene into executive session to discuss the following:

- A) Section 551.071 Consultation with Attorney under Subsection (2) to consult with the Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, specifically:

Breach of Contract Issues, Procedures, and Claims (D. Dodd)

- B) Section 551.072 Deliberation regarding Real Property to discuss or deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person:

North of State Highway 114, east of Trophy Club Drive and west of Town limits (Council Member Shoffner and Council Member Kurtz)

- C) Section 551.074 Personnel Matters under Subsection (1) to discuss or deliberate the appointment, evaluation and duties of a public officer or employee:

Mayor Pro Tem

CONVENED INTO EXECUTIVE SESSION - START TIME – 6:32 P.M.

RECONVENED INTO REGULAR SESSION - START TIME – 7:19 P.M.

RECONVENED INTO REGULAR SESSION

The Invocation was offered by Fire Chief Carroll.

The Pledges to the American Flag and Texas Flag were led by Council Member Fleury.

CITIZEN PRESENTATIONS

This is an opportunity for citizens to address the Council on any matter whether or not it is posted on the agenda. The Council is not permitted to take action on or discuss any presentations made to the Council at this time concerning an item not listed on the agenda. The Council will hear presentations on specific agenda items prior to the Council addressing those items. You may speak up to four (4) minutes or the time limit determined by the Mayor or presiding officer. To speak during this item you must complete the Speaker's form that includes the topic(s) of your statement. Topics of presentation should be limited to matters over which the Council has authority.

There were no citizen presentations.

ANNOUNCEMENTS AND REPORTS

2. Receive Town Manager Class' update and provide input regarding the following (T. Class):

- **Community Pool Opening** – Scheduled to open on Saturday, May 26th. Additionally, he invited residents to join the Metroport Veterans Association on May 26th at 10:00 a.m. to assist with flag planting along Trophy Club Drive and throughout Medlin Cemetery in honor of Memorial Day. A ceremony would be held at Medlin Cemetery on May 28th at 10:00 a.m., courtesy of the Metroport Veterans Association. Also, Town Hall offices would be closed on May 28th in observance of Memorial Day.
- **Volunteer Appreciation Reception** – Scheduled for June 21st and evites had been sent out to Council, volunteers, and Staff.

3. Receive Town Council Liaison update; discussion of same (H. Fimbres):

***Parks and Recreation Board, May 21, 2018**

Council Liaison - Council Member Philip Shoffner

Council Member Shoffner advised that the majority of the Parks and Recreation Board meeting was on Park updates. The Board discussed seeking volunteers to conduct a tree audit throughout the Town that would be an inventory of all trees on Town owned properties, including parks and medians. Also they discussed seeking volunteers to assist with maintenance of the flower beds in the beautification area within Trophy Club Park, which was currently not being maintained.

CONSENT AGENDA

All matters listed as Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- 4. Consider and take appropriate action regarding the Town Council Regular Session Minutes dated April 24, 2018 (H. Fimbres). (Town Secretary Note: Approved as presented in the Town Council agenda packet)**
- 5. Consider and take appropriate action regarding the Town Council Special Session Minutes dated May 16, 2018 (H. Fimbres). (Town Secretary Note: Approved as presented in the Town Council agenda packet)**

Motion:

Motion made by Mayor Pro Tem Rowe, seconded by Council Member Fleury, to approve the Consent Agenda Items 4 and 5.

Motion passed unanimously 6-0-0.

REGULAR SESSION

6. Administration of Oath of Office and presentation of Certificate of Election to Rhylan Rowe, Council Member Place 3 (H. Fimbres).

Judge Mark D. Chambers administered the Statement of Appointed Officer and Oath of Office to Rhylan Rowe, elected Council Member Place 3.

Mayor Sanders presented Mayor Pro Tem Rowe with a Certificate of Election.

RECESSED AT 7:29 P.M. FOR A BREAK

RECONVENED AT 7:43 P.M. INTO REGULAR SESSION

(Town Secretary Note: Council Member Lamont left the meeting due to a prior commitment)

7. Remarks to and from Rhylan Rowe, Council Member Place 3 (H. Fimbres).

Mayor Pro Tem Rowe expressed his gratitude to have the opportunity to serve another three years.

Council Member Jensen commented that it spoke volumes of the respect that residents had for Mayor Pro Tem Rowe since he ran unopposed for three elections, in May 2014 for an unexpired term, in May 2015, and in May 2018.

Council Member Fleury congratulated Mayor Pro Tem Rowe and she looked forward to working with him for at least a couple more years. She thanked him for his guidance and assistance through her first year serving on the Council.

Mayor Sanders recognized Mayor Pro Tem Rowe for his involvement and guidance with PD-30 related items that assisted in crafting something that would be successful for the residents.

8. Receive an update from Town Staff and take appropriate action regarding Town maintained property with acquisition potential for adjacent property owners (Council Member Shoffner and Council Member Jensen).

Town Manager Class advised that at the April 24th Council meeting, Staff was provided direction to seek to acquire *The Woods* property adjacent to Trophy Club Drive; excluding the brick wall, which was currently being maintained by Park Staff in exchange for the continued maintenance. Likewise, Staff was provided direction to seek to acquire property along *Indian Creek Drive* (from the edge of 2 Lake Forest Drive to the Hogan's Glen property); excluding the fence, which was currently being maintained by Park Staff in exchange for the continued maintenance. Additionally, Staff was directed to convey to the property owners that should they approve the acquisition of the property in exchange for continued maintenance, the Town would pay all legal, surveying, and platting fees associated with the transaction. During the May 8, 2018 Council meeting, Council Member Shoffner requested additional specificity with regard to the impacted properties located along *Indian Creek Drive*. Based upon a review of aerial photographs, Staff sought to acquire the property along *Indian Creek Drive*, more specifically described as adjacent to:

1. 2 Troon Drive;
2. 11 Muirfield Court;
3. 13 Muirfield Court;
4. 14 Muirfield Court;
5. 1 Cypress Court;
6. 2 Cypress Court;
7. 4 Cypress Court;
8. 11 Colonial Court;
9. 12 Colonial Court; and
10. 14 Colonial Court.

Staff would also seek to acquire *The Woods* property along Trophy Club Drive, more specifically described as adjacent to:

1. 1 Michelle Court;
2. 7 Michelle Court;
3. 9 Jennifer Court;
4. 10 Jennifer Court; and
5. 11 Jennifer Court.

Letters would be mailed to the above listed property owners and a meeting would be set to discuss the potential acquisition of the property that would exclude the fence/wall areas or the possibility that the maintenance responsibility be returned to the property owners. In the case of *The Woods* property, Staff would also be seeking to transfer water and electricity back to the residents should they not desire the Town to acquire the property in exchange for the Town to continue maintenance.

Council Member Jensen inquired if there had been any discussions with the property owners up to this point. Town Manager Class responded that a discussion took place between the Director of Parks and Recreation and one of the property owners in *The Woods* advising that letters would be sent, but no terms were discussed.

Council Member Jensen asked if the Town was currently maintaining the properties. Town Manager Class responded that the properties were currently being maintained by the Town.

Mayor Pro Tem Rowe desired for ownership and maintenance to line up. He was not opposed to continuing maintenance of the areas mentioned because they were not large pieces of property. If maintenance was to continue, he hoped that a solution would be achieved to bring the property under the Town's control.

Council Member Shoffner advised that he requested this item to be presented because the Main Motion as Amended, specific to *Indian Creek Drive*, made at the April 24th Council meeting should have included the portion from Lake Forest Drive to Troon Drive.

Motion:

Motion made by Council Member Shoffner, seconded by Council Member Jensen, that the Town work to acquire the property along *Indian Creek Drive* that the Town currently maintained in order for the Town to own the property; to acknowledge to the property owners when the offer was made that the Town would maintain the land if they were willing to authorize the Town to acquire the land excluding the fence; and pending permission from all the homeowners to release their property along *Indian Creek Drive*, then the Town would be responsible for all legal fees, surveying, and platting fees to acquire the land allowing for the Town to be responsible for maintaining the property.

Council Member Shoffner noted that he did not include *The Woods* property because action had already been taken and approved. His motion was a blanket to cover the properties along *Indian Creek Drive* that the Town currently maintained.

The vote was taken.

Motion passed unanimously 5-0-0.

9. Discussion of items for Future Agendas to include agenda items for consideration on the June 12, 2018 Council agenda and items from the Town Council Future Agenda Items list (H. Fimbres).

This item allows Council to request the placement of items on upcoming agendas when the topic of discussion requires research and review that cannot be accomplished in the time frame between regular Council meetings. However, a Council Member may request that an item be placed on the next regularly scheduled meeting without first placing that item on the Future Agenda Items list. All requests for agenda items must comply with Charter requirements.

A) Item No. 1 - Review negotiating with the Trophy Club Municipal Utility District No. 1 to transfer the title for the land that the Annex Building is built on and the maintenance building by the Wastewater Treatment Plant. (Lamont 11/10/2015) (1-February 9, 2016) (2-May 10, 2016) (3-August 9, 2016) (4-November 8, 2016) (5-February 14, 2017) (6-May 23, 2017) (7-May 22, 2018)

Mayor Sanders commented that the new Trophy Club Municipal Utility District (TCMUD) No. 1 Board of Directors had not discussed these two properties.

Council Member Shoffner commented that these items could be discussed at the Joint Session that would be held in July 2018 between the Town Council and the TCMUD No. 1 Board of Directors. He was in favor of Town Manager Class reaching out to the TCMUD No. 1 General Manager to notify him of the Council's intention to have these items discussed at the Joint Session to allow the TCMUD No. 1 Board of Directors to potentially discuss the items beforehand.

B) Item No. 3 - Receive an update from Town Staff regarding Entryway Monumentation and Landscaping for the Town of Trophy Club. (Sanders 2/27/2018) (1-May 22, 2018)

Town Planner Payne provided an update regarding Entryway Monumentation, Wayfinding, and Parks signage. Staff researched options and locations based on direction given at the Council Subcommittee meeting that was held on March 7, 2018.

The signage types that Staff researched included the following:

- **Type 1 – Entryway Monument signs** (Entryway Monument locations and potential locations);
- **Type 2 – Wayfinding signs** (Points of Interest); and
- **Type 3 – Parks signs** (Park monument locations, trailhead signs, and pedestrian signs).

She displayed an aerial view of existing and potential locations of Entryway Monument signs:

1. Trophy Wood Drive marquee;
2. Trophy Club Drive marquee;
3. Trophy Club Drive logo;
4. Trophy Lake Drive marquee;
5. Roundabout;
6. Potential on Marshall Creek Road; and
7. Potential on Bobcat Boulevard.

Town Planner Payne presented Points of Interest identified by potential Wayfinding signs:

1. Town Hall / Police Station;
2. Harmony Park;
3. Fire Station;
4. TCMUD No. 1;
5. Country Club (golf course & clubhouse);
6. Medlin Cemetery;
7. Country Club (Tennis / Pool);
8. Lakeview Park;
9. Military Veterans Memorial;
10. Independence Park West;
11. Community Pool;

12. Independence Park East;
13. Freedom Dog Park; and
14. Trophy Club Park.

She noted that an existing wayfinding sign was located at the intersection of Trophy Club Drive and Trophy Park Drive. Additionally, she exhibited an illustration of existing and potential Parks monument signs:

1. Harmony Park;
2. Independence Park West;
3. Community Pool;
4. Independence Park East;
5. Trophy Club Park (Corps property outside Town limits);
6. Potential at Freedom Dog Park; and
7. Potential at Lakeview Park.

Mayor Sanders noted that the Lakeview soccer fields had not yet been named.

Town Planner Payne presented a map that denoted trailhead and pedestrian signs. Lastly, she went over the next steps that included the following:

- Finalize potential sign types and locations;
- Identify local universities to develop a thematic signage design;
- Determine right-of-way, easements, and other logistical needs;
- Identify fabrication and installation contractor; and
- Coordinate installation of signs.

Mayor Pro Tem Rowe was in favor of having the Wayfinding and Entryway Monumentation portion set aside in order to focus on the Parks piece. The majority of the Parks signage had a solution established and just needed some repair. He desired to concentrate on Parks monument and trailhead signage. The current monument sign at Independence Park East was six to seven years old and did not require anything further. His recommendation was to have the major Parks to have monumentation signage brought up to that standard. Likewise, there was already a theme set for the trailhead at Trophy Club Park and Skyline with the rock signage; therefore he suggested that for any new trailheads added within Town limits that the Town replicate the theme established.

Motion:

Motion made by Mayor Pro Tem Rowe, seconded by Council Member Shoffner, to direct the Town Manager to work with Staff to bring back a plan for repairing and updating Parks monument signs and a plan for standardizing trailhead signs.

Mayor Pro Tem Rowe commented that this could be phased into the budget over a couple of years.

Mayor Sanders commented that Harmony Park and Independence Park West signs were potentially repairable and should be updated. His concern was the monument signs at Independence Park did not indicate the commonly used East and West reference.

Council Member Fleury recommended reviewing the cost associated with having the wood portion of the Parks monument signs that had stone columns replaced with stucco or stone since wood easily showed sun damage over a short period of time and deteriorated. She commented that stucco or stone would provide an up-to-date appearance and that it may be appropriate to add the East and West reference to Independence Park signage.

Council Member Shoffner believed that it may be more suitable to remove the Parks monument signs, including the wooden portion and stone columns, and replacing them with an updated sign similar to the Independence Park East monument sign. Having the signs backlit was not necessary since Town Parks closed at specific times dependent on the season. He agreed that East and West should be referenced on the signage with the inclusion of notations for Fields 1 through 4 and Fields 5 through 8.

Mayor Sanders agreed with replicating the Independence Park East monument sign at the other Parks but he would like to know the cost associated with rebuilding the signs versus repairing the signs.

Mayor Pro Tem Rowe recommended reviewing multiple options for installing signage for Fields 1 through 4 and Fields 5 through 8, such as placing the information on a metal pole sign.

Council Member Shoffner offered the suggestion that the reference to field numbers could potentially be placed on the stone columns.

The vote was taken.

Motion passed unanimously 5-0-0.

Mayor Sanders remarked that the Wayfinding signage could be brought back to Council with three design concepts with the Subcommittee's approval.

Council Member Shoffner relayed Council Member Kurtz's, who was part of the Subcommittee, desire to engage with a university to get their talents and provide options for Wayfinding signage. This would serve as a great opportunity for a university to tackle this portion and then make a presentation before the Council. Additionally, Council Member Shoffner suggested performing a sign audit because there was an overnight parking sign that referenced an ordinance no longer in place and to confer with the TCMUD No. 1 for verification of their required signage; therefore possibly eliminating some signs that did not necessarily need to be in place.

Council Member Fleury proposed to install a more substantial sign at Freedom Dog Park as opposed to the current metal sign on the chain link fencing.

Motion:

Motion made by Mayor Sanders, seconded by Council Member Shoffner, to direct the Town Manager to work with Staff to come up with a design plan for Freedom Dog Park to be brought back to Council at the first opportunity.

Council Member Shoffner clarified that the Motion that was just approved captured the Mayor's intent because it was broad enough to cover all Town Parks.

Mayor Sanders withdrew the Motion and Council Member Shoffner agreed.

Mayor Sanders inquired if the Council's Subcommittee's intended to engage with a university for assistance with the design of monument signage. Town Planner Payne responded that was the intent because they had students who studied that specific area.

Council Member Shoffner commented that the intention was not to get locked into an agreement at the beginning of conversations with a university but instead present this to a few universities and seek their ideas, then an agreement could be established.

Town Planner Payne reiterated that her understanding from tonight's conversation was to provide a few universities with the information presented and have them design the signs.

Mayor Pro Tem Rowe remarked that the design language was determined by the approved Motion to use the existing Independence Park East monument sign and existing trailhead signs as the design standard.

10. Consider and take appropriate action regarding the appointment of the Mayor Pro Tem; discussion of same (H. Fimbres).

Mayor Pro Tem Rowe nominated Council Member Shoffner to serve as the Mayor Pro Tem.

Mayor Sanders received no further nominations and requested a vote to appoint Council Member Shoffner to serve as the Mayor Pro Tem.

The vote was taken.

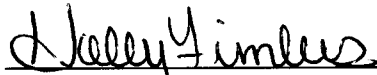
Motion passed unanimously 5-0-0.

11. Consider and take appropriate action regarding the Executive Session (H. Fimbres).

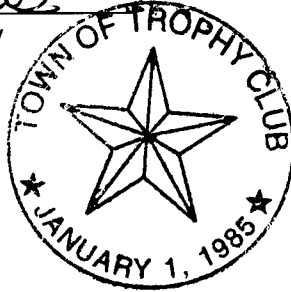
No action was taken on this item.

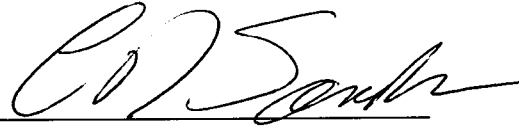
ADJOURN

Mayor Sanders adjourned the meeting at 8:25 p.m.



Holly Fimbres, Town Secretary
Town of Trophy Club, Texas





C. Nick Sanders, Mayor
Town of Trophy Club, Texas