



Town of Trophy Club

Meeting Agenda

1 Trophy Wood Drive
Trophy Club, Texas 76262

Town Council

Tuesday, October 22, 2019

7:00 PM

Council Chambers

A quorum of the Town Council will be present at Trophy Club Town Hall, 1 Trophy Wood Drive, Trophy Club, Texas 76262 on Tuesday, October 22, 2019, at 7:00 p.m. The Mayor will preside over the meeting and will be present at Trophy Club Town Hall. One or more members of the Town Council may participate remotely using video conferencing pursuant to Chapter 551 of the Texas Government Code. Two way audio and video communication will be provided and members of the public may speak.

CALL TO ORDER AND ANNOUNCE A QUORUM

INVOCATION

PLEDGES

*Pledge of allegiance to the American Flag.
Pledge of allegiance to the Texas Flag.*

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.

ANNOUNCEMENTS AND REPORTS

- 2019-503-T** Receive Town Manager Norwood's update and provide input regarding the following (S. Norwood):
 - *Early Voting
 - *Veterans Day Ceremony
 - *Fall Family Campout
 - *November and December 2019 Meeting Dates

Action: Update was provided and is available on www.trophyclub.org. No action was taken.

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.

2. **2019-505-T** Consider and take appropriate action regarding the Town Council Regular Session Minutes dated October 8, 2019 (S. Norwood).
Attachments: [Draft TC Regular Session Minutes October 8, 2019.pdf](#)
3. **2019-521-T** Consider and take appropriate action regarding designating an Acting Town Manager in compliance with Section 4.06, Acting Town Manager, of the Trophy Club Town Charter (S. Norwood).
Attachments: [Acting Town Manager Designation Letter.pdf](#)
4. **2019-507-T** Consider and take appropriate action regarding a Requisition Request for Annual Benefits Consulting and Online Benefit Enrollment; and authorizing the Mayor or his designee to execute all necessary documents (S. Norwood).
Attachments: [Staff Report - Renewal of HUB International Insurance Services Annual Consulting.pdf](#)
 [Requisition Request.pdf](#)
 [HUB International Insurance Services Invoice No 1621041.pdf](#)
5. **2019-508-T** Consider and take appropriate action regarding a Requisition Request for procurement of Microsoft licensing from SHI; and authorizing the Mayor or his designee to execute all necessary documents (S. Norwood).
Attachments: [Staff Report - Annual licensing for Microsoft.pdf](#)
 [Requisition Request.pdf](#)
 [SHI Quote for MS Licensing.pdf](#)
6. **2019-509-T** Consider and take appropriate action regarding a Requisition Request for procurement of legal representation between the Town of Trophy Club and JD Dodd Law for operations in legal services; and authorizing the Mayor or his designee to execute all necessary documents (S. Norwood).
Attachments: [Staff Report - Renewal of Legal Services.pdf](#)
 [Requisition Request.pdf](#)
 [Town Attorney Agreement.pdf](#)
7. **2019-517-T** Consider and take appropriate action regarding a Requisition Request for the replacement of a fleet patrol vehicle for the Police Department; and authorizing the Mayor or his designee to execute all necessary documents (S. Norwood).
Attachments: [Staff Report - Purchase of a Police Replacement Vehicle.pdf](#)
 [Requisition Request.pdf](#)
 [Freedom Chevrolet Quote.pdf](#)
 [Vehicle Evaluation Summary Report.pdf](#)
8. **2019-522-T** Consider and take appropriate action regarding a Requisition Request for the replacement of a Fire Marshal vehicle for the Fire Department; and authorizing the Mayor or his

designee to execute all necessary documents (S. Norwood).

Attachments: [Staff Report - Purchase of a Replacement Vehicle.pdf](#)

[Requisition Request.pdf](#)

[Reliable Chevrolet Quote.pdf](#)

[Vehicle Evaluation Summary Report.pdf](#)

9. **2019-523-T** Consider and take appropriate action regarding a Payment Authorization Memo for TML Property, Casualty and Worker's Comp Insurance; and authorizing the Mayor or his designee to execute all necessary documents (S. Norwood).

Attachments: [Staff Report - Renewal of TML-IRP Insurance.pdf](#)

[Payment Authorization Memo.pdf](#)

[TML-IRP Invoice No 3411.pdf](#)

Action: Motion to approve the Consent Agenda as presented. Motion passed unanimously.

REGULAR SESSION

10. **2019-518-T** **Case SUP-19-001 (Hampton Inn Alcohol Sales)**
- A) Conduct a Public Hearing regarding a request made by Hampton Inn for a Specific Use Permit for alcoholic beverage sales for off-premise consumption, generally located at the northwest corner of Trophy Wood Drive and Plaza Drive (S. Norwood).
- B) Consider and take appropriate action regarding a request made by Hampton Inn for a Specific Use Permit for alcoholic beverage sales for off-premise consumption, generally located at the northwest corner of Trophy Wood Drive and Plaza Drive (S. Norwood).

Attachments: [Staff Report - Case SUP-19-001.pdf](#)

[ORD 2019-25 P&Z - Hampton Inn Alcohol SUP.pdf](#)

[Exhibit A - Location Map.pdf](#)

[Exhibit B - TABC Application \(First Page Only\).pdf](#)

Action: Motion was made to approve. Motion passed unanimously.

11. **2019-519-T** **Case SUP-19-002 (The Byron Freestanding Development Identification Sign)**
- A) Conduct a Public Hearing regarding a request for a Specific Use Permit to allow for a freestanding development identification sign as required by Planned Development No. 30, generally located southeast of Trophy Club Drive and approximately 650 feet north of SH 114 (S. Norwood).

B) Consider and take appropriate action regarding a request for a Specific Use Permit to allow for a freestanding development identification sign as required by Planned Development No. 30, generally located southeast of Trophy Club Drive and approximately 650 feet north of SH 114 (S. Norwood).

Attachments: [Staff Report - Case SUP-19-002.pdf](#)

[Ord 2019-26 P&Z - Byron Freestanding Sign.pdf](#)

[Exhibit A - Location Map.pdf](#)

[Exhibit B - Sign Plans.pdf](#)

Action: Motion was made to approve. Motion passed unanimously.

12. 2019-520-T **Case ME-19-001 (The Byron Leasing Canopy Sign)**

Consider and take appropriate action regarding a request for a Meritorious Exception for a proposed canopy sign within Planned Development No. 30, generally located southeast of Trophy Club Drive and approximately 650 feet north of SH 114 (S. Norwood).

Attachments: [Staff Report - Case ME-19-001.pdf](#)

[Exhibit A - Location Map.pdf](#)

[Exhibit B - Sign Plans.pdf](#)

Action: Motion was made to approve. Motion passed unanimously.

13. 2019-513-T Receive an update from the Council Liaison, Council Member Philip Shoffner, regarding the October 15, 2019 Charter Review Commission meeting; and discussion of and take appropriate action regarding Charter provisions to have the Charter Review Commission review (S. Norwood).

Attachments: [Town of Trophy Club Home Rule Charter.pdf](#)

Action: Update presented. Direction provided to staff. No action necessary

14. 2019-514-T Discussion of items for Future Agendas to include agenda items for consideration on the November 12, 2019 Council agenda and items from the Town Council Future Agenda Items list (S. Norwood)

A) Item No. 2 from the Future Agenda Items list: 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) (2-August 28, 2018) (3-December 11, 2018) (4-March 26, 2019) (5-June 25, 2019) (6-July 23, 2019) (7-October 22, 2019)

Attachments: [November 12, 2019 Proposed Council Meeting Agenda.pdf](#)

[Town Council Future Agenda Items List updated 10-17-2019.pdf](#)

Action: Item discussed with necessary direction provided.

EXECUTIVE SESSION

15. 2019-515-T 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 551.072 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:

- 1) North of State Highway 114, east of Trophy Club Drive and west of Town limits (Mayor Pro Tem Jensen and Council Member Shoffner)
- 2) Parcel between Bread Winners and Trophy Club Town Hall (S. Norwood)
- 3) Potential transfer of property between the Town and TCMUD No. 1 (S. Norwood)

RECONVENE INTO REGULAR SESSION

16. 2019-516-T Consider and take appropriate action regarding the Executive Session (S. Norwood).

Action: No action necessary. Mayor Sanders adjourned the meeting

ADJOURN

*** The Town Council may convene into executive session to discuss posted items as allowed by the Texas Open Meeting Act, LGC.551.071**

CERTIFICATION

I certify that the above notice was posted on the bulletin board at Trophy Club Town Hall, 1 Trophy Wood Drive, Trophy Club, Texas, on October 18, 2019 by 5:00 p.m. in accordance with Chapter 551, Texas Government Code.

**Holly Fimbres
Town Secretary/RMO**

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 682-237-2900, 48 hours in advance, and reasonable accommodations will be made to assist you.

I certify that the attached notice and agenda of items to be considered by the Council was removed by me from the bulletin board at Trophy Club Town Hall, 1 Trophy Wood Drive, Trophy Club, Texas, on the _____ day of _____, 2019.

_____, Title: _____