



Town of Double Oak  
Town Council – Public Online Meeting

Double Oak Town Hall  
320 Waketon Road, Double Oak TX 75077  
Monday, April 20, 2020  
7:00 p.m.

**In accordance with order of the Office of the Governor issued March 31, 2020, the Double Oak Town Council will conduct an online meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19).**

**How to Watch:**

The town's online public meetings can be viewed online during the meeting.

- Facebook Live on the [facebook.com/doubleoaktx/](https://www.facebook.com/doubleoaktx/) (*Anonymous viewing*)

**How to Participate:**

Residents can view, and participate in the following ways below, but must first register with the link below:

- **Online by joining the Zoom Meeting (via phone or computer)**
  - ZOOM ACCOUNT: Sign up for a free Zoom account: <https://zoom.us/signup> or login with an existing account.
  - TEST AUDIO IN ZOOM: Participants must enable their microphone. Please test your microphone and speaker prior to the meeting.
  - REGISTER: [https://zoom.us/webinar/register/WN\\_eufWR\\_EzSmGOG2FRy9AcBA](https://zoom.us/webinar/register/WN_eufWR_EzSmGOG2FRy9AcBA)  
Participants must register for the Zoom webinar and share their full name, email address, home address, and phone number (*only your name will be visible to other attendees*).
  - RAISE YOUR HAND: During the public meeting, you must select “Raise Hand” in Zoom to indicate you are ready to speak when the Mayor offers to take comments from remote participants. Participants will be enabled to speak by the Zoom webinar host. The participant will return to listen- only mode once finished or when the three-minute time limit is reached.
- **Call the Zoom Phone Meeting line (US toll free)**
  - Call (877)853-5247 or (888)788-0099
  - The system will prompt you to enter the Webinar ID: **946 0301 1617**, followed by “#”.
  - To indicate you’d like to speak, enter “\*9”. The system will enter your phone number into the speaker queue and when it’s your turn, staff will call out a portion of your phone number to identify you, and your phone will be unmuted during the designated time (public participation or public hearing).
  - Your comments should be limited to three minutes (the same amount of time given to comments during an in- person meeting)
- **Email Town Secretary Eileen Kennedy ([eileen.kennedy@doubleoak.texas.gov](mailto:eileen.kennedy@doubleoak.texas.gov))**
  - Residents can participate by emailing their questions/comments for the meeting.
  - Emails must be received by 5:00 p.m. the day of the meeting.
  - Please state whether your emailed comment is regarding a specific agenda item or a non agenda item. Your comment will be read into the record during the meeting. (must be within the 3 minute time limit)

All meetings will be recorded and available for viewing the following day at [doubleoak.texas.gov](https://doubleoak.texas.gov), under the “Town Council” tab.

- I. Opening:
  - Call to Order
  - Roll Call
  - Invocation
  - Pledge of Allegiance – American Flag
  - Pledge of Allegiance – Texas Flag

*"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

II. Citizens comments

- III. Consent Agenda - All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

- 1. Consideration on amendment to minutes of January 21, 2020
- 2. Consideration on minutes of February 3, 2020
- 3. Consideration on minutes of March 23, 2020
- 4. Consideration on work order authorization agreement with Halff & Associates to prepare the TCEQ MS4 Annual Report (Year 1) FY 2020
- 5. Consideration on quote from Comen Enterprise to repair two damaged guardrails on Kings Road in the amount of \$1,500.00.

IV. Mayor, Council Members and Staff reports:

- 6. Mayor and Council
- 7. Administration
- 8. Public Safety

V. New business agenda (consideration and action):

- 9. Discussion, consideration and action on the certification of unopposed candidates by the Town Secretary

Presentation: Eileen Kennedy, Town Secretary

- 10. Discussion, consideration and action on an ordinance canceling a general election to be held on May 2, 2020 for the purpose of electing three town council members, and canceling a special election to elect one council member to fill a vacancy in office to serve for the remainder of the unexpired term of office.

Presentation: Eileen Kennedy, Town Secretary

11. Citizens comments
12. Council – staff announcements and comments:
  - Town Secretary Eileen Kennedy celebrated her 14<sup>th</sup> anniversary with the town on March 15<sup>th</sup>.
13. Adjournment

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney, or on any other item covered under the code, on any agenda item listed herein.

The Town of Double Oak reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

I certify that the above notice of meeting was posted by Friday, April 17, 2020 by 4:00 p.m. on:

- 1) Bulletin boards located in the Town Hall Parking Lot at Lot at 320 Waketon Road, Double Oak, Texas
- 2) On the Town's website (<https://doubleoak.texas.gov>)

*Eileen Kennedy*

Town Secretary

## AMENDED

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

The Double Oak Town Council met in a regular session at 7:00 p.m. January 21, 2020 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Scott Whisenhunt	Mayor Pro-Tem
Joe Dent	Deputy Mayor Pro-Tem
Anita Nelson	Council Member
Billie Garrett	Council Member
Von Beougher	Council Member

Also, in attendance were Town Secretary Eileen Kennedy, Administration Town Clerk Brian Shults and Police Chief Derrick Watson.

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

Mayor Pro-Tem Whisenhunt gave the invocation and Council member Nelson led the pledge of allegiance to the American and Texas flags.

II. Citizens comments

None

III. Consent Agenda

- I. Consideration and action on an invoice from ASC in the amount of \$7,252.38 for the balance on the outdoor weather siren located at DOVFD.

Motion Dent, second Beougher to approve the consent agenda as presented.

AYE:	Garrett, Dent, Nelson, Whisenhunt, Beougher
ABSTAIN:	None
NAY:	None

MOTION PASSED

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council

Mayor Donnelly recognized Council member Von Beougher and his company, McAdams, for being featured in the *Cross Timbers Gazette*.

Council member Beougher gave a brief history of G&A Consultants and how the McAdams merger with G&A came about.

3. Public Works - Code Enforcement – Animal Control

Mayor Donnelly reported 1-2-Tree would be trimming up trees around town and some of the cost of the trimming along Waketon will be shared with Bridlewood. Mayor Donnelly thanked Gary Garrett for helping with trash pickup around town and filling some potholes.

Animal Control report was included in the agenda packet.

4. Administration

Town Secretary Eileen Kennedy reported a pre con meeting was held on the retail center and a building permit has been issued.

5. Public Safety

DOVFD-Chief Scott Whisenhunt reported a record number of calls in 2019, 198 calls.

DOPD-None

6. Road and Drainage Committee

A Roads & Drainage meeting will be held in February or March

V. New business agenda (consideration and action):

7. Discussion, consideration and action on Solid Waste Collection Agreement between the Town and Republic Services.

Jeri Harwell, Republic Services discussed the contract proposal and looking to renew on October 1, 2020. Ms. Harwell pointed out that penalty language was left out of the draft contract. Ms. Harwell also mentioned they would be increasing the number of free hauls during the year and the rate level would remain at the current level. Mayor Donnelly commented that the town attorney, David Berman, has given his approval of the contract.

Motion Beougher, second Nelson to approve the consent agenda as presented.

AYE: Garrett, Dent, Nelson, Whisenhunt, Beougher  
ABSTAIN: None  
NAY: None

MOTION PASSED

8. Discussion, consideration and action on an ordinance ordering a General Election to be held on May 2, 2020 for the purpose of electing three Town Council members and ordering a Special Election to elect one Town Council member to fill a vacancy in office and to serve a one-year term for the remainder of the unexpired term of office.

Motion Beougher, second Nelson to approve the contract with Republic Services contingent upon the town's attorney approval after adding penalty language and the senior discount and authorize the Mayor to sign.

AYE: Dent, Whisenhunt, Nelson Garrett, Beougher  
ABSTAIN: None  
NAY: None

MOTION PASSED

9. Discussion, consideration and action on approving revised town zoning map.

Motion Nelson, second Garrett to approve the revised town zoning map\* as presented.

AYE: Whisenhunt, Nelson, Garrett, Beougher, Dent  
ABSTAIN: None  
NAY: None

MOTION PASSED

10. Discussion, consideration and action on website design and hosting.

Administrative Town Clerk Brian Shults talked about the necessity of a new website and discussed the advantages of going with a third party instead of in-house. Brian recommended CivicPlus and noted that several of the surrounding towns used them for their websites. The general consensus of the Council is to go with Civic Plus. No action was taken, and the Mayor asked for action at the next council meeting, February 3.

11. Discussion, consideration and action on authorizing the purchase of a new police vehicle and associated equipment.

Police Chief Watson distributed quotes for a new police vehicle plus equipment\*.

\*copy attached and made a part of these minutes

Motion Beougher, second Nelson to approve the purchase of a new police vehicle plus equipment in an amount not to exceed \$48,000.

AYE: Nelson, Dent, Whisenhunt, Garrett, Beougher  
ABSTAIN: None  
NAY: None

MOTION PASSED

12. Discussion, consideration and action on first quarter 2019-2020 financials

Town Secretary Eileen Kennedy and Town Treasurer Billie Garrett asked the council for questions regarding the 1<sup>st</sup> quarter financials. There were none.

Motion Dent, second Nelson to accept the 1<sup>st</sup> quarter 2019-2020 financial report as presented in the agenda packet.

AYE: Garrett, Nelson, Beougher, Whisenhunt, Dent  
ABSTAIN: None  
NAY: None

MOTION PASSED

13. Discussion, consideration and action on an Interlocal Cooperative Agreement (ICA) between the Town of Double Oak and the Town of Flower Mound for the Waketon Road Improvement Project.

Steve Templer, Halff & Associates emailed earlier in the day an explanation of ICA\* between Denton County and the Town. Mayor Donnelly commented that the Town may have to \$10-\$15K for prescriptive right of ways.

No action taken.

14. Discussion, consideration and action on audio and visual improvements for Double Oak Town Hall.

Administrative Town Clerk Brian Shults went over the information that was included in the agenda packet.

No action taken.

15. Citizens comments

None

\*copy attached and made a part of these minutes

16. Council – staff announcements and comments:

- Lynn Jones celebrated her 6-year anniversary with Double Oak on January 20
- May 2, 2020 municipal election day

Terms expiring are: Council Members Anita Nelson, Joe Dent, Billie Garrett and Von Beougher

First day to file for a place on the ballot was January 15, 2020  
Last day to file is February 14, 2020

16. Adjournment

With no further business to come before Council, Whisenhunt motion, Beougher second, the meeting adjourned at 8:54 p.m.

---

Town Secretary

---

Mayor





# DODGE CITY

**GRAB LIFE!!**

321 NORTH CENTRAL SUITE# 240  
MCKINNEY, TX. 75070  
PHONE : 972-569-9650



# QUOTE

**DATE:** 10/21/2019

**INVOICE #**

**Bill To:**

**DOUBLE OAK**

**Ship To:**

**Comments or Special Instructions:**

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	STATE ORDER #	TERMS
JEFF Y			Best Way		
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
1	2020 DODGE DURANGO PURSUIT			\$30,886.00	\$30,886.00
1	BLACK LEFT SPOT LIGHT			\$550.00	\$550.00
1	SPARE TIRE			\$0.00	\$0.00
1	BLACK VINYL FLOOR COVERING			\$675.00	\$675.00
1	HEAVY DUTY CLOTH SEATS			\$0.00	\$0.00
				SUBTOTAL	\$ 32,111.00
				TAX RATE	0.00%
				SALES TAX	-
				SHIPPING AND HANDLING	150.00
				TOTAL	\$ 32,261.00



# DODGE CITY

**GRAB LIFE!!**

321 NORTH CENTRAL SUITE# 240  
MCKINNEY, TX. 75070  
PHONE : 972-569-9650



# QUOTE

DATE: 9/26/2019  
INVOICE #

**Bill To:**

**Ship To:**

**SCOTT BEAL**

Dana Safety Supply, Inc.  
4809 Koger Blvd.  
Greensboro, NC 27407

**Comments or Special Instructions:**

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	STATE ORDER #	TERMS
JEFF Y			Best Way		
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
1	2020 DODGE DURANGO AWD PURSUIT V-8			\$31,009.00	\$31,009.00
1	BLACK LEFT SPOT LIGHT			\$550.00	\$550.00
1	SPARE TIRE			\$0.00	\$0.00
1	VIYNL FLOOR COVERING			\$725.00	\$725.00
1	HEAVY DUTY CLOTH FRONT AND REAR SEATS			\$0.00	\$0.00
				SUBTOTAL	\$ 32,284.00
				TAX RATE	0.00%
				SALES TAX	-
				SHIPPING AND HANDLING	250.00
				TOTAL	\$ 32,534.00

# Sales Quote

**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

**Telephone:** 800-845-0405

<b>Sales Quote No.</b>	302373-C
<b>Customer No.</b>	MISC

**Bill To**

DOUBLE OAK POLICE DEPT,  
 320 WAKETON RD  
 DOUBLE OAK, TX 75077  
 USA

**Ship To**

**Contact:** LT. RUBEN RIVAS  
**Telephone:** 972-434-5500

**E-mail:** RUBEN.RIVAS@DOUBLE-OAK.COM

**Contact:**  
**Telephone:**  
**E-mail:**

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND	QUOTED FREIGHT		NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Scott Beal		Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
0	0	N	INFO BUYBOARD CONTRACT 524-17 Warehouse: DROP Vin #:	0.0000	0.00
1	1	Y	TINT Vehicle Window Tint Per Customers Specs - TWO FRONT Warehouse: DROP Vin #:	85.0000	85.00
1	1	Y	CCSRN3 WHELEN REMOTE SIREN & 18-BUTTON CONTROL SYSTEM Warehouse: DROP Vin #: REPLACES CCSRN2 CENCOM GOLD SIREN/SWITCH (DISCONTINUED) INCLUDES: AMP/RELAY MODULE, CONTROL HEAD, MIC, 20' MICROPHONE EXTENSION AND CABLES *****	872.5000	872.50
1	1	Y	SAK54 WEC SA315P SPEAKER BRACKET - 2013+ DURANGO Warehouse: DROP Vin #:	25.6300	25.63
10	10	Y	TLI2J WEC ION T-SERIES LINEAR DUO R/B Warehouse: DROP Vin #: MOUNTED TO UPPER CENTER GRILL, IN SMALL GRILL OPENING ABOVE FOG LAMP, CARGO WINDOWS, LICENSE PLATE, REAR HATCH EDGES- TWO FACING REAR AND TWO FACING SIDES	103.6200	1,036.20

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<b>Ship To</b>
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**Telephone:** 972-434-5500

**E-mail:** RUBEN.RIVAS@DOUBLE-OAK.COM

**Contact:**  
**Telephone:**  
**E-mail:**

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND	QUOTED FREIGHT		NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Scott Beal		Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	TIONBKT1 WEC ION T-SERIES UNIVERSAL MOUNTING BRACKET Warehouse: DROP Vin #:	14.0000	28.00
1	1	Y	CARGO WINDOW T-IONS TIONBKT2 WEC UNIVERSAL ADJUSTABLE T-ION LICENSE PLATE BRACKET Warehouse: FTWO Vin #:	23.9400	23.94
1	1	Y	BRACKET WILL MOUNT 2 T-ION HEADS ***** 425-6655 JOTTO, Dodge Durango PPV (2019+) 12" Console Warehouse: DROP Vin #:	373.1200	373.12
1	1	Y	425-3704 JOTTO DUAL INTERNAL CUP HOLDER Warehouse: DROP Vin #:	36.3700	36.37
1	1	Y	425-6260 JOTTO SIDE MOUNTED CONSOLE ARM REST Warehouse: DROP Vin #:	44.8800	44.88
1	1	Y	425-6164 JOTTO DOUBLE CIGAR OUTLET W/ USB OUTLETS Warehouse: DROP Vin #:	67.6700	67.67

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08/26/19	GROUND		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Scott Beal			Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	425-6295 JD EQUIPMENT BRACKET FOR CONSOLE Warehouse: DROP    Vin #:		0.0000	0.00
1	1	Y	425-6101 JOTTO FACEPLATE WEC CENCOM Warehouse: DROP    Vin #:		0.0000	0.00
2	2	Y	C-MCB HAV CONSOLE MICROPHONE CLIP BRACKET Warehouse: DROP    Vin #:		24.9500	49.90
2	2	Y	EM001 PG EASY MIC MAGNETIC SYSTEM Warehouse: DROP    Vin #:		34.9500	69.90
1	1	Y	MISC PRO-GARD PVS4714UIN20A VIPER SHIELD PARTITION Warehouse: DROP    Vin #:		2,950.5000	2,950.50
1	1	Y	MISC PRO-GARD S4702UIN20OSB SEAT W/ OUTBOARD BELTS Warehouse: DROP    Vin #:		1,276.5000	1,276.50
1	1	Y	GVPM4713D-H PRO GARD Vertical Partition Mount Dual Weapon Tri-Lock Warehouse: DROP    Vin #:		401.2500	401.25

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Scott Beal			Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	FEN-H-2209 FENIEX 12 DIODE HID-A-WAY LED HEAD W/FLSHR Blue/White Warehouse: DROP      Vin #:		75.0000	75.00
1	1	Y	PASS. REVERSE LIGHT FEN-H-2209 FENIEX 12 DIODE HID-A-WAY LED HEAD W/FLSHR Red/White Warehouse: DROP      Vin #:		75.0000	75.00
1	1	Y	DRIVER REVERSE LIGHT MISC CUSTOMER SUPPLIED EQUIPMENT FOR INSTALLATION Warehouse: DROP      Vin #:		0.0000	0.00
1	1	Y	RADAR RADIO WATCHGUARD CAMERA SYSTEM COMPUTER STAND AND DOCK 5025 BLUE SEA 6-CIRCUIT ST BLADE FUSE BLOCK WITH COVER Warehouse: DROP      Vin #:		40.0000	40.00
1	1	Y	5026 BLUESEA BLUE SEA 12-CIRCUIT ST BLADE FUSE BLOCK WITH COVER Warehouse: DROP      Vin #:		45.0000	45.00

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Scott Beal			Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: DROP      Vin #: LOOM, WIRE, HARDWARE, CONNECTORS, ETC .....		125.0000	125.00
1	1	Y	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: DROP      Vin #:  Approved By: _____ <input type="checkbox"/> Approve All Items & Quantities Quote Good for 30 Days		2,240.0000	2,240.00

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<b>Subtotal</b>	9,941.36
<b>Freight</b>	400.00
<b>Order Total</b>	10,341.36

## Interlocal Cooperation Agreement (ICA) between Denton County and Town of Double Oak

**December 29, 2009**

Denton County Commissioners Court approved an ICA between Denton County and the Town of Double Oak in the amount of \$192,237.40 for Professional Design Services related to Waketon Road.

**April 4, 2017**

Denton County Commissioners Court approved an amendment to the original ICA for Waketon Road. This amendment provides contributions from Denton County which shall not exceed \$2,966, 904.87 for the construction of Waketon Road.

## Interlocal Cooperation Agreement (ICA) between Town of Double Oak and Town of Flower Mound

### **Background:**

The Town of Double Oak and Flower Mound agreed to bid their Waketon Road improvements together as one package. This will improve the overall mobility of Waketon Road and provide opportunity for lower bids due to economy of scale.

### **Reason for ICA between the two Towns:**

There needs to be an agreement between the Towns since these projects are being bid together as one project. The ICA between the two towns defines the following:

- Flower Mound will manage the construction of the project.
- Each entity will be responsible for the cost in their portion of the project. This means:
  - o Flower Mound will be responsible for decisions and paying for all items within their project limits.
  - o Double Oak, through Denton County, will be responsible for decisions and paying for all items within their project limits.
  - o Common bid items such as mobilization and traffic control will be split proportionately between the two towns. The ICA states that Double Oak is responsible for 61% of these shared costs. This is based on the ratio of the individual towns cost estimates in respect to the overall project cost.
  - o Neither town will be responsible for the other towns cost.

### **Next Steps:**

The ICA between Double Oak and Flower Mound needs to be executed. Steps to complete this task:

- The Town of Flower Mound has provided comments regarding the ICA. The Town of Flower Mound is in the process of reviewing these comments.
- Halff Associates Inc will set a meeting between the two entities and their legal advisors to further discuss the language in the ICA.
- Once the language has been agreed upon then the ICA is to be brought before Council and voted on.

### **Anticipated Project Schedule**

- **Advertisement: March 2020**
- **Bid: April 2020**
- **Award: May 2020**
- **Begin Construction: June 2020**

# UNAPPROVED-NOT FOR PUBLICATION

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

The Double Oak Town Council met in a regular session at 7:00 p.m. February 3, 2020 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Joe Dent	Deputy Mayor Pro-Tem
Anita Nelson	Council Member
Billie Garrett	Council Member
Von Beougher	Council Member

Mayor Pro-Tem Scott Whisenhunt was absent. Also, in attendance were Town Secretary Eileen Kennedy, Assistant Town Secretary Lynn Jones, Administration Town Clerk Brian Shults, Police Chief Derrick Watson, Town Attorney David Berman and Town Engineer Brian Haynes.

Mayor Donnelly called the meeting to order at 7:00 p.m.

Deputy Mayor Pro-Tem Joe Dent gave the invocation and Council member Billie Garrett led the pledge of allegiance to the American and Texas flags.

## II. Citizens comments

None

## III. Consent Agenda

1. Consideration and action on minutes of December 16, 2019
2. Consideration and action on minutes of January 21, 2020

Motion Nelson, second Dent to approve the consent agenda as presented.

AYE: Garrett, Dent, Nelson, Beougher  
ABSTAIN: None  
NAY: None

MOTION PASSED

Mayor Pro-Tem Scott Whisenhunt entered the meeting at 7:03 p.m.

## IV. Mayor, Council Members and Staff reports:

3. Mayor and Council

None

4. Public Works - Code Enforcement – Animal Control

Mayor Donnelly reported 1-2-Tree lifted up trees along Waketon/Bridlewood, Kings/Lusk, and Kings to McMakin. The shared cost of the trimming along Waketon/Bridlewood went from approx. \$8,000 to \$4,000. Mayor Donnelly commented the partnership meeting with Flower Mound, Halff Associates, and Denton County on the Waketon Road Reconstruction Project went well.

The Mayor complimented Administrative Town Clerk Brian Shults on the good job sending out Code Enforcement letters and receiving great responses from our residents.

5. Administration

Assistant Town Secretary Lynn Jones reported on the Election Law Seminar she attended in Frisco.

6. Public Safety

DOVFD-Chief Scott Whisenhunt reported on an assisted call to a structure fire in Lantana.

DOPD-Police Chief Derrick Watson went over the racial profiling report that was included in the agenda packet.

7. Road and Drainage Committee

A Roads & Drainage meeting is pending.

V. New business agenda (consideration and action):

At this time the Mayor move to item 12. in the agenda order.

12. Discussion, consideration and action on a presentation by Double Oak resident Ashley Hart on honoring military veterans for Memorial Day in the J B Wright Park

Ashley Hart, 6206 Pepperport, wants to honor our veterans on Memorial Day, May 26, 2020 with flags in the Towns park. Ms. Hart passed out a flyer of the Memorial Day Flag Display, May 15<sup>th</sup> – May 26<sup>th</sup>, 2020.\*

\*a copy is attached and made a part of these minutes

Motion Nelson, second Beougher to approve the use of the Town's property, J. B. Wright Park, to display flags honoring veterans May 16<sup>th</sup> – May 26<sup>th</sup>, 2020.

AYE: Beougher, Garrett, Dent, Whisenhunt, Nelson  
ABSTAIN: None  
NAY: None

MOTION PASSED

The Mayor returned to the regular agenda order.

8. Discussion, consideration and action on 2018-2019 audit report

Carl Deaton of Hankins, Eastup, Deaton, Tonn & Seay, the Town's auditor, gave the 2018/2019 fiscal year audit report. The Town remains financially solid.

Motion Whisenhunt, second Nelson to accept the 2018-2019 fiscal year audit report.

AYE: Dent, Whisenhunt, Nelson Garrett, Beougher  
ABSTAIN: None  
NAY: None

MOTION PASSED

9. Discussion, consideration and action on an Interlocal Cooperative Agreement (ICA) between the Town of Double Oak and the Town of Flower Mound for the Waketon Road Improvement Project.

Brian Haynes, Halff & Associates, distributed a flow chart\* showing how the payment process for the Waketon Road Improvement Project will go. Flower Mound is to administer the project.

Motion Whisenhunt, second Nelson to approve the Interlocal Cooperative Agreement (ICA) between the Town of Double Oak and the Town of Flower Mound for the Waketon Road Improvement Project and authorize the Mayor to sign.

AYE: Whisenhunt, Nelson, Garrett, Beougher, Dent  
ABSTAIN: None  
NAY: None

MOTION PASSED

The Mayor skipped to agenda items 13, 11.

\*a copy is attached and made a part of these minutes

13. Discussion, consideration and action on approval of invoice from Midway Sealcoating & Striping Company in the amount of \$38,758.00 for crack sealing on Shady Oaks Lane, Brown Cliff, Pepperport, Plantation Lane, Kings Road and Oakview.

Motion Nelson, second Beougher to recommend approval of invoice from Midway Sealcoating & Striping Company in the amount of \$38,758.00 for crack sealing on Shady Oaks Lane, Brown Cliff, Pepperport, Plantation Lane, Kings Road and Oakview.

AYE: Nelson, Dent, Whisenhunt, Garrett, Beougher  
ABSTAIN: None  
NAY: None

MOTION PASSED

11. Discussion, consideration and action on Backup/Fail Over and Disaster Recovery with Cloud Data Storage.

Lee Wise, datamax, gave an overview of the Backup/Fail Over and Disaster Recovery with Cloud Data Storage.

Motion Garrett, second Whisenhunt, to approve the Backup/Fail Over and Disaster Recovery with Cloud Data Storage for a monthly charge of \$1,069 and a one-time charge of \$4,500.

AYE: Beougher, Whisenhunt, Dent, Nelson, Garrett,  
ABSTAIN: None  
NAY: None

MOTION PASSED

The Mayor returned to the regular agenda order.

10. Discussion, consideration and action on an Interlocal Cooperative Contract Failure to Appear (FTA) Program (ICA) between the Town of Double Oak and the Texas Department of Public Safety.

Assistant Town Secretary Lynn Jones explained that when unpaid citations are sent to DPS/Omni holds are placed on defendant's driver licenses.

Motion Garrett, second Dent to approve the Interlocal Cooperative Contract Failure to Appear (FTA) Program (ICA) between the Town of Double Oak and the Texas Department of Public Safety.

AYE: Whisenhunt, Dent, Garrett, Beougher, Nelson  
ABSTAIN: None  
NAY: None

MOTION PASSED

14. Discussion, consideration and action on approval of CivicPlus as the website developer and host of the Town's website. The first-year investment is \$9,000 with an option to spread all costs over 3 years at \$4,334 per year.

Administrative Town Clerk Brian Shults talked about the necessity of a new website and discussed the advantages of going with a third party instead of in-house.

Motion Whisenhunt, second Beougher to approve CivicPlus as the website developer and host for the Town's website for \$7,000 year one and \$2,000 annually for the next two years.

AYE: Nelson, Whisenhunt, Beougher, Garrett, Dent  
ABSTAIN: None  
NAY: None

MOTION PASSED

15. Citizens comments

Dave Nelson, 345 Oak Trail, relayed to Council that a lady named Melanie Byrd takes retired flags, washes, folds and gives them to retired veterans with PTSD.

16. Council – staff announcements and comments:

- Town Hall will be closed for the President's Day holiday, Monday, February 17<sup>th</sup> therefore, the second council meeting in February will be Tuesday, February 18<sup>th</sup>.
- March 3, 2020 Election Day voting for the 2020 Primary Election will be at Town Hall. The assigned Republican and Democratic party precincts will vote at Town Hall.
- May 2, 2020 municipal election day

17. Adjournment

With no further business to come before Council, Whisenhunt motion, Garrett second, the meeting adjourned at 8:35 p.m.

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Town Secretary

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Mayor





## **Memorial Day Flag Display**

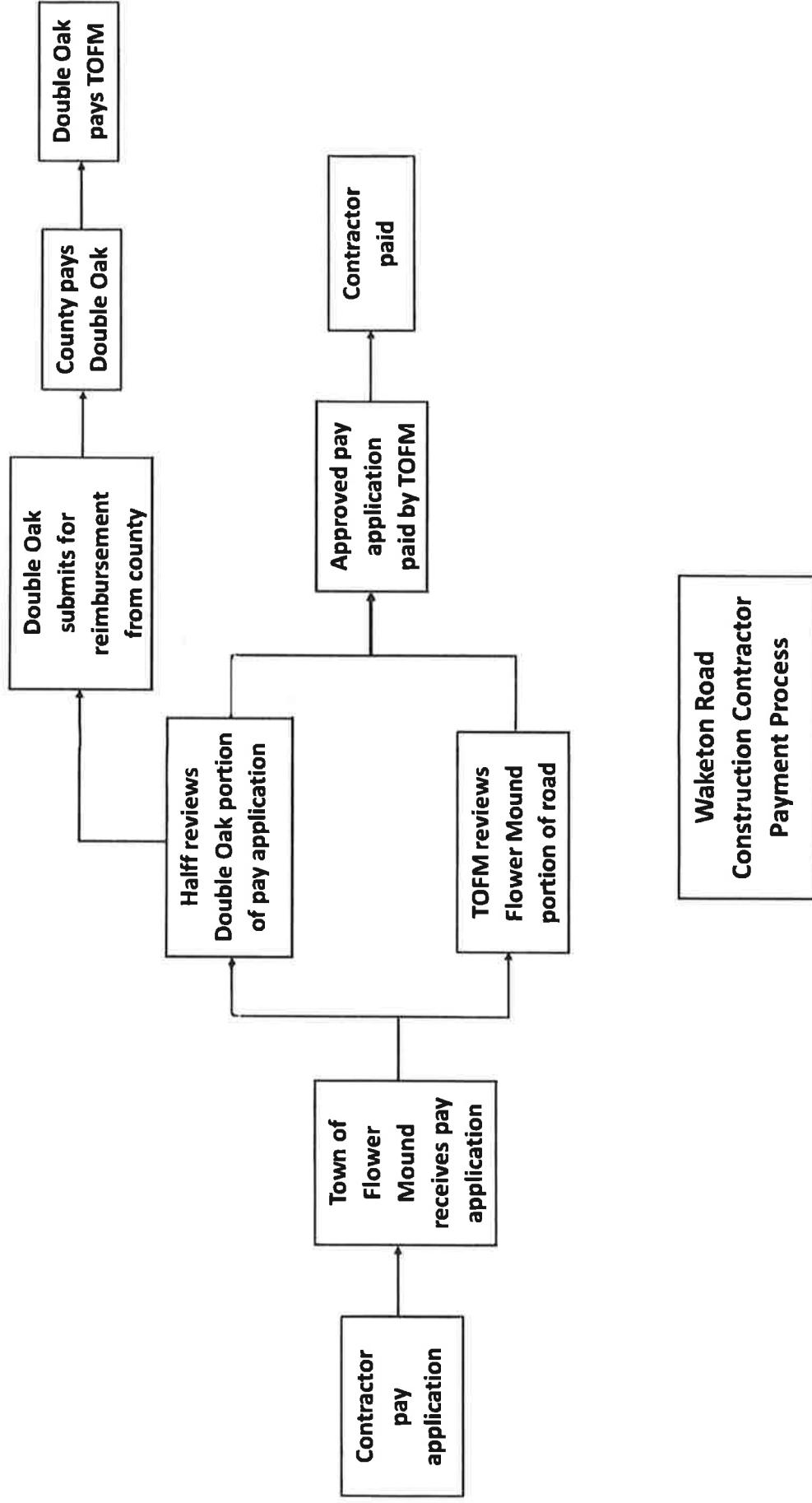
May 16th - May 26th, 2020

Memorial Day is a time to remember and honor the military personnel who made the ultimate sacrifice while serving our country.

As a sincere token of appreciation, Ashley Hart, on behalf of the Town of Double Oak, invites you to participate by placing a flag in honor of your friend, family member, or neighbor at Town Hall during this time.

A national moment of remembrance will take place at 3pm on Monday, May 25th. Refreshments will be served immediately following.

*\*Contact Ashley Hart by April 30th to reserve your flag.  
[ashleyhart@kw.com](mailto:ashleyhart@kw.com)*



## UNAPPROVED-NOT FOR PUBLICATION

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

The Double Oak Town Council met in an emergency called session at 4:30 p.m. March 23, 2020 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Joe Dent	Deputy Mayor Pro-Tem
Anita Nelson	Council Member
Von Beougher	Council Member

Council Member Billie Garrett was absent. Also, in attendance were Town Secretary Eileen Kennedy and Police Chief Derrick Watson,

Mayor Donnelly called the meeting to order at 4:33 p.m.

### II. Citizens comments

None

### III. New Business Agenda (Consideration And Action):

3. Disaster Declaration - Discussion, consideration and action on approval of a resolution extending and continuing the Mayor's Declaration of Local Disaster.

Motion Whisenhunt, second Beougher to approve continuing the Mayor's Declaration of Local Disaster through April 4, 2020 at 11:59 p.m.

AYE: Dent, Nelson, Beougher, Whisenhunt  
ABSTAIN: None  
NAY: None

MOTION PASSED

Council Member Billie Garrett entered the meeting at 4:36 p.m.

Motion Nelson, second Dent to approve a resolution extending and continuing the Mayor's Declaration of Local Disaster as presented.

AYE: Beougher, Garrett, Dent, Whisenhunt, Nelson  
ABSTAIN: None  
NAY: None

MOTION PASSED

4. Comments

None

5. Adjournment

With no further business to come before Council, Whisenhunt motion, Beougher second, the meeting adjourned at 4:43 p.m.

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Town Secretary

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Mayor

**Town of Double Oak  
Work Order Authorization Agreement  
For  
Professional Engineering Services with Halff Associates, Inc.**

**TCEQ MS4 Permit Annual Report (Year 1)  
FY 2020 Work Order Authorization  
February 14, 2020**

<b>Scope of Work:</b>	<p>Halff's proposed services will include assisting the town in the development of a Year 1 Annual Report in compliance with the TCEQ MS4 storm water rules and regulations referred to in draft TPDES General Permit No. TXR040000.</p> <p><b><u>Year 1 Annual Report</u></b></p> <ol style="list-style-type: none"><li>1. Gather information from town staff</li><li>2. Prepare checklist and timeline for following year SWMP implementation</li><li>3. Provide information for self-training and other training opportunities.</li><li>4. Prepare and submit Annual Report for submittal to TCEQ.</li><li>5. This task includes one (1) revision to the Annual Report to be submitted to TCEQ.</li></ol> <p><b><u>Scope Exclusions:</u></b></p> <ol style="list-style-type: none"><li>1. Implementation of the SWMP activities. City Staff shall implement the SWMP activities and goals.</li><li>2. Year 2 annual report assistance to be provided in the future upon written approval from the City.</li></ol>
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. Year 1 Annual Report (One revision and re-submittal to TCEQ)</li></ol>
<b>Items Furnished by Town:</b>	<ol style="list-style-type: none"><li>1. To be coordinated during Data Collection task.</li></ol>
<b>Schedule:</b>	Complete and submit to TCEQ by March 31, 2020.

**Town of Double Oak**  
**Work Order Authorization Agreement**  
**For**

<b>Fees:</b>	<u>Tasks (Authorized to begin work upon signed Work Order):</u> Year 1 MS4 Annual Report (FY 2020) <u>\$5,0000.00</u> <b>Total Fee:</b> <b>\$5,000.00</b>  This is a Lump Sum Fee and will be billed monthly based on percent complete. A separate fee will be charged for each future annual report.

Half Associates is performing the services above under the terms and conditions described in the **Agreement for Professional Engineering Services**, dated October 7, 2008, between Half Associates and the Town of Double Oak. Half Associates will bill the above described services under AVO 37946.300, Phase 002020.

Submitted:

## HALFF ASSOCIATES, INC.

By:   
Signature

David Smith  
Printed Name

Public Works Team Leader

Title

February 14, 2020  
Date

**Approved:**

**TOWN OF DOUBLE OAK, TEXAS**

By:   
Signature

MIKE DONNELLY  
Printed Name

Mayor  
Title

Date 02/24/2020





## QUOTE

**DBE & SBE Cert No.: HMDB60048N1019**

**(817) 616-3377 Office**

**(817) 887-0872 Fax**

7353 Airport Freeway, Richland Hills TX 76118

**www.ComenEnterprise.com**

<b>Attn:</b>	<b>Date:</b> 4/2/2020
<b>Company:</b> CITY OF DOUBLE OAK TX	

## Job Specifications

## Double Oak Tx Guardrail Repair

[illegible]

**Special Notes:**

Fabian Mendez

Submitted by: (817) 896-6791 Mobile  
Comen Enterprise LLC  
[fabian@comenenterprise.com](mailto:fabian@comenenterprise.com)

**Accepted by:**

**Order Date:** \_\_\_\_\_

Requested by: \_\_\_\_\_

[www.ComenEnterprise.com](http://www.ComenEnterprise.com)

**Comen Enterprise LLC**  
**Terms and Conditions**

Prices include installation and material. Sign and mailbox Bid Items include concrete, posts, and reflective signs. Unless Stated in proposal, MBGF and CCA Bid Item prices do not include any of the following: Concrete Work (Concrete Pads/Concrete Demolition/Mow Strip), Traffic Control, Attenuator Truck, Signal Boards, or any other outside of the scope of the bid items.

Our prices are valid for 45 days after bid date and may be reconsidered if after the 45 day period. Prices are based on plan quantities, any alteration on size or quantity can alter the unit pricing.

DBE terms and conditions apply.

We carry General Liability Insurance, Workers Comp, and Vehicle Insurance. Contact us for policy limits.



## MONTHLY REPORT JANUARY 2020

010120: Patrol from 11:20 until 13:20. No Activity.

010220: Patrol from 15:30 until 17:30. No Activity.

010320: Animal in private trap at 125 Ridgebriar. Relocated.

010420: Patrol from 13:10 until 15:10. No Activity.

010620: Reset trap @ 125 Ridgebriar.  
Injured wildlife reported 400 block Kings Road (Emergency Call Out).  
Impounded & Euthanized.

010720: Patrol from 11:00 until 13:00. No Activity.

010820: Animal in private trap at 125 Ridgebriar. Relocated.

011020: Patrol from 09:00 until 11:00. No Activity.

011120: Patrol from 13:10 until 15:10. No Activity.

011320: Patrol from 10:45 until 12:45.  
Owner Surrender Pet @ 121 Oakview Drive. Impounded.

011520: Patrol from 11:30 until 13:30. No Activity.

011720: Patrol from 09:00 until 11:00. No Activity.

012120: Animal in private trap @ 240 McMakin Road. Impounded.

012220: Patrol from 09:00 until 11:00. No activity.

012320: Patrol from 14:15 until 16:15.  
Animal in private trap @ 240 McMakin Road. Impounded.

012520: Patrol from 10:15 until 12:15. No Activity.

012920: Patrol from 14:30 until 16:30. No Activity.

013020: Patrol from 09:00 until 11:00. No Activity.

013120: Patrol from 15:45 until 17:45. No Activity.

## SUMMARY

Total calls received: 6      By Double Oak residents: 6      Initiated by NTACA: 0  
Animals impounded: Dogs: 0      Puppies: 0      Cats: 0      Kittens: 0      Other: 3      Deceased: 0  
Verbal Warnings issued: 0      Written Warnings issued: 0      Citations: 0

# MONTHLY REPORT FEBRUARY 2020

02/03: Private trap service 6700 Hawk Road. Impounded.

02/06: Patrol from 09:00 until 11:00.  
Dead wildlife reported at 306 Highland Court. Removed.

02/07: Patrol from 10:30 until 12:30. No activity.

02/08: Private trap service 240 McMakin Road. Impounded.

02/10: Patrol from 10:15 until 12:15. No activity.

02/12: Patrol from 15:50 until 17:50.  
Private trap service 6700 Hawk Road. Impounded.

02/13: Private trap service 240 McMakin Road. Impounded.

02/14: Patrol from 12:30 until 14:30.  
Private trap service 240 McMakin Road. Impounded.  
Stray dog initiated 231 Cedarcrest Lane. 2XCitation.

02/15: Patrol from 10:00 until 12:00.  
Private trap service 240 McMakin Road. Impounded.

02/18: Patrol from 13:30 until 15:30. No activity.

02/23: Rabies exposure investigation @ 105 LaVista Lane. CSO.

02/24: Private trap service 240 McMakin Road. Impounded.

02/25: Patrol from 14:00 until 16:00.  
Private trap service 240 McMakin Road. Impounded.

02/26: Private trap service 240 McMakin Road. Impounded.

02/27: Patrol from 15:00 until 17:00.  
Private trap service 240 McMakin Road. Impounded.

## SUMMARY

Total calls received: 13 By Double Oak residents: 12 Initiated by NTACA: 1  
Animals impounded: Dogs: 0 Puppies: 0 Cats: 0 Kittens: 0 Other: 10 Deceased: 2  
Verbal Warnings issued: 0 Written Warnings issued: 0 Citations: 2

## MONTHLY REPORT MARCH 2020

03/02/20: Nuisance wildlife @ 350 Oakview Dr. Trap set.

03/03/20: Patrol from 11:30 until 13:30. No activity.

03/04/20: Patrol from 09:50 until 11:50. No activity.

03/05/20: Animal in trap at 350 Oakview Dr. Relocated.

03/06/20: Patrol from 15:30 until 17:30. No activity.

03/09/20: Patrol from 08:20 until 10:20. No activity.

03/10/20: Patrol from 12:00 until 14:00.  
Animal bite reported 3901 Chapel Court. Report.

03/11/20: Patrol from 16:00 until 18:00. No activity.

03/13/20: 2 stray dogs confined @ 320 Waketon Road. RTO.

03/14/20: Stray dog reported 120 McMakin Road. UTL.

03/16/20: Loose livestock 3805 Berry Hill Court. RTO.  
Sick wildlife reported 150 Shady Oaks. Impounded.

03/18/20: Patrol from 10:00 until 12:00.  
Orphaned wildlife 230 Cross Timbers Dr. Taken to Rehab.

03/19/20: Patrol from 11:45 until 13:45.  
Orphaned wildlife 230 Cross Timbers Dr. Taken to Rehab.  
Stray dog initiated 260 Valley View Trail. W/Warning.

03/21/20: Patrol from 10:00 until 12:00. No activity.

03/24/20: Patrol from 11:00 until 13:00. No activity.

03/25/20: Patrol from 13:30 until 15:30. No activity.

03/28/20: Patrol from 16:00 until 18:00. No activity.

## SUMMARY

Total calls received: 10 By Double Oak residents: 9 Initiated by NTACA: 1  
Animals impounded: Dogs: 0 Puppies: 0 Cats: 0 Kittens: 0 Other: 1 Deceased: 0  
Verbal Warnings issued: 0 Written Warnings issued: 1 Citations: 0

**CERTIFICATION OF UNOPPOSED  
CANDIDATES BY THE TOWN SECRETARY**

**STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK**

I, the undersigned, certify that I am the Town Secretary of the Town of Double Oak, Texas, and the authority responsible for preparing the ballot for the May 2, 2020 general and special municipal elections. I further certify that no person has made a declaration of write-in candidacy, and all of the following candidates were unopposed:

<u>Anita Nelson</u>	- Council Member, for a term of two (2) years
<u>Joe Dent</u>	- Council Member, for a term of two (2) years.
<u>Billie Garrett</u>	- Council Member, for a term of two (2) years.
<u>Von Beougher</u>	- Council Member, for a term of one (1) year.

**WITNESS MY HAND AND SEAL OF OFFICE** in Double Oak, Texas, this **20<sup>th</sup>** day  
of April, 2020.

\_\_\_\_\_  
Town Secretary  
Town of Double Oak, Texas

SEAL:

**ORDINANCE NO. 20-**\_\_\_\_\_

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS, CANCELING A GENERAL ELECTION TO BE HELD ON MAY 2, 2020 FOR THE PURPOSE OF ELECTING THREE CITY COUNCIL MEMBERS, AND CANCELING A SPECIAL ELECTION TO ELECT ONE COUNCILMEMBER TO FILL A VACANCY IN OFFICE TO SERVE FOR THE REMAINDER OF THE UNEXPIRED TERM OF OFFICE; PROVIDING FOR THE PUBLICATION AND POSTING OF NOTICES; PROVIDING FOR EARLY VOTING; PROVIDING FOR THE APPOINTMENT OF ELECTIONS ADMINISTRATORS AND JUDGES; PROVIDING A SEVERABILITY CLAUSE; AND, PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Double Oak, Texas, has heretofore called a general election for May 2, 2020, to elect three council members to the Town Council, and a special election to be held in conjunction with the general election on May 2, 2020, to elect one council member at large to fill a vacancy in office, to serve for the remainder of the unexpired term; and

**WHEREAS**, no opposed race appears on the ballot; and no candidate's name was placed on a list of write-in candidates for any office under applicable law; and

**WHEREAS**, the Town Secretary has certified that there are only three candidates for seats on the Town Council and one candidate for the vacant seat on the council and that, therefore, each candidate is unopposed for office: and

**WHEREAS**, the Town Secretary has delivered a certification to the Town Council certifying that no person has made a declaration of write-in candidacy, and that each candidate on the ballot is unopposed for election to office; and

**WHEREAS**, under these circumstances, Subchapter C, Chapter 2, Texas Election Code, authorizes the Town Council to declare the candidates elected to office and cancel the election. Now, Therefore

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS:**

**SECTION 1.** That the following candidates, who are unopposed in the May 2, 2020 general town election for Council members, be and are hereby declared elected to office at large and to serve a term of office of two years, and shall be issued certificates of election following the time the election would have been canvassed:

**Anita Nelson** - Council Member, for a term of two (2) years

**Joe Dent** - Council Member, for a term of two (2) years.

**Billie Garrett** - Council Member, for a term of two (2) years.

**SECTION 2.** That the following candidate, who is unopposed in the May 2, 2020 special town election to fill a vacancy on the Town Council, be and is hereby declared elected to office at large and to serve for one year, being the remainder of the unexpired term of office, and shall be issued a certificate of election following the time the election would have been canvassed:

**Von Beougher** - Council Member, for a term of one (1) year.

**SECTION 3.** That the May 2, 2020 general town election and special town election be and are hereby canceled, and the Town Secretary is directed to cause a copy of this ordinance or notice of the cancellation ordered herein to be posted during the periods of early voting by personal appearance and on Election Day at each polling place that would have been used in the election. The Town Secretary is directed to issue a Certificate of Election to each of the above-named members of the Town Council following the time the election would have been canvassed. Each person elected must nevertheless qualify for the office in the manner provided by the Texas Constitution and laws of the State of Texas.

**SECTION 4.** That it is declared to be the intent of the Town Council that the phrases, clauses, sentences, paragraphs, and section of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of the resolution is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining

phrases, clauses, sentences, paragraphs, or sections of this ordinance since the Town Council would have enacted them without the invalid portion.

**SECTION 5.** That this ordinance shall take effect immediately from and upon its final passage, as the law in such cases provides.

**DULY ADOPTED** by the Town Council of the Town of Double Oak, Texas on the **20th** day of **April, 2020**.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
TOWN SECRETARY

APPROVED AS TO FORM:

/S/  
TOWN ATTORNEY