

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. December 16, 2019 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 and Assistant Town Secretary Lynn Jones, Police Chief Derrick Watson and Town attorney David Berman.

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

1. Consideration and action on minutes of December 2, 2019

Motion Dent, second Nelson 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

None

3. Public Works - Code Enforcement – Animal Control

Mayor Donnelly reported the Midway Crackseal project was ready to begin on Shady Oaks Lane, Brown Cliff, Pepperport, Plantation Lane, Kings Road and Oakview.

4. Administration

Town Secretary Eileen Kennedy reported there will be a general and special election on May 2, 2020 to elect three city council members and ordering 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.

5. Public Safety

DOVFD-Chief Scott Whisenhunt reported the Santa run on December 8 was a big success. Chief Whisenhunt also reported the DOVFD assisted at a small fire in Bartonville.

6. Road and Drainage Committee

A Roads & Drainage meeting will be held late January or early February

V. New business agenda (consideration and action):

7. Public Hearing and consideration and action on Solid Waste Collection Agreement between the Town and Republic Services to approve a 6% increase in collection fees effective January 1, 2020.

The Mayor opened the public hearing at 7:09 p.m.

Jeri Harwell, Republic Services, went over the contract renewal proposal that was included in the agenda packet.

The Mayor closed the public hearing at 7:21 p.m.

Motion Beougher, second Whisenhunt to approve the Solid Waste Collection Agreement between the Town and Republic Services and approve a 6% increase in collection fees effective January 1, 2020.

AYE: Beougher, Garrett, Dent, Whisenhunt, Nelson

ABSTAIN: None

NAY: None

MOTION PASSED

8. Discussion on draft contract proposal with Republic Services for Solid Waste Collection.

Jeri Harwell, Republic Services discussed the contract proposal and suggested the town agree to a fixed CPI each year of 4%.

No action

9. Discussion, consideration and action on truck traffic and truck route prohibitions in Double Oak (Ref. existing Article 12.100(a) of our Code of Ordinances).

Mayor Donnelly discussed concerns from residents about truck traffic in Double Oak due to the Copper Canyon development. The Mayor stated that Double Oak already has an ordinance in place regarding truck traffic. Gary Garrett, 120 Trailing Oaks, suggested signs to deter such traffic.

No action taken.

10. Discussion, consideration and action on preparation of town zoning map.

Steve Templer, Halff, sent a work order authorization agreement for the town's zoning map. \*

Motion Dent, second Beougher to authorize Halff & Associates to proceed with the town's zoning map and approve the work order authorization agreement in an amount not to exceed \$4,000.

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

MOTION PASSED

11. Discussion, consideration and action on Town Hall repairs and renovations.

Council member Anita Nelson reported the new chairs and tables for the lobby have arrived. Deputy Mayor Pro-Tem Dent reported the outside panel has been completed and the timers will be finished soon.

12. Discussion and consideration on a new proposed ordinance regarding portable storage containers.

No action was taken. Item will carry over the next agenda.

\*copy attached and made a part of these minutes

13. Discussion and consideration on proposed amendment to the Code of Ordinance regarding accessory buildings and home additions.

No action was taken. Item will carry over the next agenda.

14. Discussion, consideration and action on an application for appointment to the Board of Adjustment

The council received an application from Curtis Glover requesting appointment to the Board of Adjustments.

Motion Beougher, second Nelson to appoint Curtis Glover as an alternate to the Board of Adjustments.

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

MOTION PASSED

15. Citizens comments

None

16. Council – staff announcements and comments:

- Mayor Donnelly attended the Flower Mound Council meeting on December 16<sup>th</sup> where Angie Cox was named Citizen of the Year and the Cross Timbers Rotary was named Outstanding Group.
- Council member Billie Garrett thanked the DOVFD's Santa for his participation at the DOWC children's event.
- Town Secretary Eileen Kennedy announced the following holiday closings at Town Hall:

Christmas Eve – December 24<sup>th</sup>  
Christmas Day – December 25<sup>th</sup>  
New Year's Eve – December 31<sup>st</sup>  
New Year's Day – January 1, 2020

- 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 is January 15, 2020  
Last day to file is February 14, 2020

16. Adjournment

With no further business to come before Council, motion Whisenhunt, second Beougher, the meeting adjourned at 7:58 p.m.

*Eileen Kennedy*

Town Secretary

*Mike Donnelly*

Mayor

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

**GIS Zoning Map Update  
FY 2020 Work Order Authorization  
December 16, 2019**

|                                 |   |
|---------------------------------|---|
| <b>Scope of Work:</b>           | <p>Halff's proposed services will include assisting the Town in the update of their zoning map.</p> <p><b><u>Zoning Map Update</u></b></p> <ol style="list-style-type: none"> <li>1. Re-path data and identify boundary updates since 2011</li> <li>2. Download parcels from Denton CAD, update re-platted boundaries, update custom parcel attributes</li> <li>3. Revise annotation within the exhibit to include all re-platted properties and address comments</li> <li>4. Update zoning categories</li> <li>5. Finalize layout</li> <li>6. Review and QC process</li> </ol> |
| <b>Deliverables:</b>            | <ol style="list-style-type: none"> <li>1. PDF containing Zoning map.</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 by January 1, 2020.  |

|                   |   |                   |                   |           |                 |                   |                   |
|-------------------|---|-------------------|-------------------|-----------|-----------------|-------------------|-------------------|
| <b>Fees:</b>      | <p><b><u>Tasks (Authorized to begin work upon signed Work Order):</u></b></p> <table> <tr> <td>Zoning Map update</td><td><u>\$3,600.00</u></td></tr> <tr> <td>QC Review</td><td><u>\$400.00</u></td></tr> <tr> <td><b>Total Fee:</b></td><td><b>\$4,000.00</b></td></tr> </table> <p>This is a <u>hourly not to exceed Fee.</u></p> | Zoning Map update | <u>\$3,600.00</u> | QC Review | <u>\$400.00</u> | <b>Total Fee:</b> | <b>\$4,000.00</b> |
| Zoning Map update | <u>\$3,600.00</u>   |                   |                   |           |                 |                   |                   |
| QC Review         | <u>\$400.00</u>   |                   |                   |           |                 |                   |                   |
| <b>Total Fee:</b> | <b>\$4,000.00</b>   |                   |                   |           |                 |                   |                   |
|                   |   |                   |                   |           |                 |                   |                   |

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

Halff Associates is performing the services above under the terms and conditions described in the **Agreement for Professional Engineering Services**, dated October 7, 2008, between Halff Associates and the Town of Double Oak. Halff Associates will bill the above described services under AVO 37946.002.

Submitted:

Approved:

**HALFF ASSOCIATES, INC.**

**TOWN OF DOUBLE OAK, TEXAS**

By:

  
Signature

By:

\_\_\_\_\_  
Signature

David Smith

Printed Name

\_\_\_\_\_  
Printed Name

Public Works Team Leader

Title

\_\_\_\_\_  
Title

December 16, 2019

Date

\_\_\_\_\_  
Date