

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

The Double Oak Town Council met in regular session at 7:00 p.m. Monday, November 6, 2023, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Patrick Johnson	Mayor
Connie Schoenrade	Mayor Pro-Tern
Mike Gwartney	Deputy Mayor Pro-Tern
Jean Hillyer	Council Member
Pat Wellen	Council Member
Mark Dieterich	Council Member

Also in attendance were Town Secretary Eileen Kennedy, Assistant Town Secretary Lynn Jones, and Police Chief Ruben Rivas.

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

**II. Citizen Comments Non-Agenda Subjects**

JoAn Meyer, 170 Park Land, Topic: Read a letter from Thomas Meyer.  
Ed Mehlhoff, 201 Colonial Court, Topic:  
Greg Schoenrade, 203 Colonial Court, Topic: Mayor Pro Tern Connie Schoenrade  
Bonnie Morrow, 105 North Forest Lane, Topic: DOWC

- 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 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.

- I. Consideration and action on minutes of October 16, 2023. \*
2. Consideration, and action on a resolution recognizing November 6-10 as Municipal Court Week.\*
3. Consideration and action Dell Server extended warranty valid through 12/14/2025.\*6.Consideration and action on an inter-local agreement between Denton County and the Town of Double Police and Volunteer Fire Departments for the use of the Denton County Radio Communications System. \*

Motion Wellen, seconded by Gwartney to approve the consent agenda.

AYE: Hillyer Wellen, Schoenrade, Gwartney, Dieterich  
NAY: None  
ABSTAIN: None

Motion carried 5-0-0

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

4. Mayor and Council
5. Public Works - Code Enforcement - Animal Control
6. Administration
7. Public Safety
8. Roads Committee
9. Drainage Committee

**V. New business agenda (consideration and action):**

10. Consideration and Action on accepting the resignation of Mayor Pro Tem Connie Schoenrade.

Mayor Pro Tem Schoenrade read a letter to the council and citizens of Double Oak.

Motion Wellen seconded by Gwartney accept the resignation of Mayor Pro Tem Connie Schoenrade.

AYE: Gwartney, Hillyer, Dieterich, Wellen, Schoenrade  
NAY: None  
ABSTAIN: None

Motion carried 5-0-0

11. Discussion, consideration, and action on filling vacant Council seat.

After discussion, the Mayor called for a recess to consult staff at 8:18 p.m.  
The meeting was reconvened at 8:22 p.m.

Motion Hillyer, seconded by Wellen to postpone any action and call for a special council meeting for November 13, 2023, at 5:00 p.m. to fill the vacancy.

AYE: Dieterich, Wellen, Hillyer,  
NAY: Gwartney  
ABSTAIN: None

Motion carried 3-1-0

12. Discussion, consideration, and action on selection of Mayor Pro-Tem.
13. CONTINGENT ITEM ONLY: Discussion, consideration, and action on selection of Deputy Mayor Pro-Tem (This is a contingent item only regarding if the current Deputy Mayor Pro-Tem is voted into the Mayor Pro-Tem position, will council act on this item)

The Mayor skipped items 12 and 13. These will be on November 20<sup>th</sup> council meeting agenda.

14. Public hearing on a request from Stacey Thompson to change the zoning from Agriculture 1 to Ranch Estates on land situated in the Town of Double Oak, Denton County, Texas being known and described as Nelson Estates Block A, Lot 2 or 260 Simmons Road.

Mayor Johnson opened the public hearing at 8:29 p.m.  
Mayor Johnson closed the public hearing at 8:30 p.m.

15. Discussion, consideration, and action on a request from Stacey Thompson to change the zoning from Agriculture 1 to Ranch Estates on land situated in the Town of Double Oak, Denton County, Texas being known and described as Nelson Estates Block A, Lot 2 or 260 Simmons Road.

Motion Hillyer, seconded by Dieterich to approve the recommendation from the Planning and Zoning Commission to change the zoning from Agriculture 1 to Ranch Estates on land situated in the Town of Double Oak, Denton County, Texas being known and described as Nelson Estates Block A, Lot 2 or 260 Simmons Road.

AYE: Dieterich, Hillyer, Wellen, Gwartney  
NAY: None  
ABSTAIN: None

Motion carried 4-0-0

16. Discussion, consideration, and action on an ordinance to move all line items relating to the Technology Administrator from account 560000-Municipal Court to 520000-Administrative and amend the FY 2023-2024 budget.

Motion Hillyer, seconded by Wellen to move all line items relating to the IT Administrator from account 560000-Municipal Court to 520000-Administrative and amend the FY 2023-2024 budget.

AYE: Hillyer, Dieterich, Gwartney Wellen  
NAY: None  
ABSTAIN: None

Motion carried 4-0-0

17. Discussion, consideration, and action on Amendment No. 3 to Interlocal Cooperation Agreement between Denton County, Texas, and the Town of Double Oak, Texas.\*

Motion Wellen, seconded by Hillyer to accept Amendment No. 3 to the Interlocal Cooperation Agreement between Denton County, Texas, and the Town of Double Oak, Texas.

AYE: Hillyer, Wellen, Dieterich, Gwartney  
NAY: None  
ABSTAIN: None

Motion carried 4-0-0

**VI. Old business agenda (consideration and action):**

18. Discussion, consideration, and action on an Ordinance adopting Code of Ethics.

Motion Gwartney, seconded by Hillyer to postpone this item to the November 20, 2023, council meeting.

AYE: Dieterich, Gwartney, Hillyer, Wellen  
NAY: None  
ABSTAIN: None

Motion carried 4-0-0

19. Discussion, consideration, and action on a time track/payroll system.

Motion Gwartney, seconded by Wellen to approve Paycom as the time track/payroll system.

AYE: Gwartney, Dieterich, Wellen  
NAY: Hillyer  
ABSTAIN: None

Motion carried 3-1-0

20. Discussion, consideration, and action on an upgrade to the sound system in the Pavilion.

Motion Gwartney, seconded by Hillyer to approve DFW AC Pros for the upgrade to the sound system in the Pavilion in an amount not to exceed \$7,000.

AYE: Hillyer, Wellen, Dieterich, Gwartney  
NAY: None  
ABSTAIN: None

Motion carried 4-0-0

21. Council - staff announcements and comments:

- Voting at Town Hall for the November 7, 2023, General and Special Election.
- In honor of Town's Veterans, Happy Veterans Day on Friday, November 11. Thanks to all who served.
- Town Hall will be closed Friday, November 10 in observance of Veterans Day.
- Congratulations to Reserve Police Officer Lanis Broderick on his 2-year anniversary with the Town on November 3.

- Congratulations to Brian Shults on his 16-year anniversary with the Town on November 12.
- Congratulations to Joe Scalco on his 1-year anniversary with the Town on November 21.
- DOWC Annual Auction on November 4 benefiting the DOVFD.
- Annual Double Oak Turkey Trot will be Thanksgiving morning, Thursday, November 23, 2023

22. Adjournment

With no further business to come before the Council, motion Gwartney, second Hillyer, the meeting was adjourned at 9: 15p.m.

Approved: 12/04/2023

*Patrick Johnson*

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Patrick Johnson, Mayor

Attest:

*Eileen Kennedy*

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Eileen Kennedy, Town Secretary

