



DOUBLE OAK

Town of Double Oak
Town Council –Public Meeting
Double Oak Town Hall
320 Waketon Road, Double Oak
TX 75077
Monday, March 18, 2024
7:00 p.m.

OUT OF RESPECT FOR ALL THOSE IN ATTENDANCE, PLEASE REFRAIN FROM TALKING TO OTHER MEMBERS OF THE AUDIENCE DURING THE MEETING AND SILENCE CELL PHONES.

- 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. Citizen Comments-Non-Agenda Subjects

- 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.

1. Consideration and action on minutes of March 4, 2024. *
2. Consideration and action on the car show dash plaque, car show plaque, Sweetimes 4 All, LISD, DFW Main Attractions, cupcakes, portable toilet, Classic Pro DJ, Lewisville Lettering, and Etsy quotes and invoices for the 50th Birthday Party.

IV. Mayor, Council Members, and Staff reports:

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

V. New business agenda (consideration and action):

9. Discussion, consideration, and action on Censure of Councilperson Jean Hillyer for her interference with the Double Oak EMS contract negotiations.

Presentation: Mayor Pro Tem Mike Gwartney
10. Presentation of a 50th Birthday T-shirt to the logo contest winner, Bill Lungren, in recognition of his contributions to the 50th Birthday Celebration.

Presentation: Deputy Mayor Pro Tem Pat Wellen and
50th Birthday Committee Member Bonnie Morrow
11. Discussion, consideration, and action on food vendors for the May 18th Town Birthday Party - Burgerlicious for \$6,475.00 and Clare and Sons BBQ for \$3,507.50 (after tax is removed).

Presentation: Deputy Mayor Pro Tem Pat Wellen
12. Discussion and consideration to discuss drainage and road damage to roads in Double Oak.

Presentation: Mayor Pro Tem Mike Gwartney
13. Discussion and consideration of a Road and Drainage survey to be used to collect preliminary information from citizens regarding what they would like to see for Kings Road and to collect resident information to supplement the drainage study when it is delivered.

Presentation: Deputy Mayor Pro Tem Pat Wellen
14. Discussion, consideration, and action on engineered plans for new septic system from KCB Engineering, LLC.

Presentation: Public Services Coordinator Randall Anglin
15. Discussion, consideration, and action on an estimate from Scott's Sprinkler (RZP, Wi-Fi Sprinkler Box).

Presentation: Public Services Coordinator Randall Anglin

VI. Old business agenda (consideration and action):

16. Council - staff announcements and comments:
 - Town Hall will be closed March 29, 2024, in observance of Good Friday. However, in accordance with election code laws, the Town Secretary's Office at Town Hall will remain open from 10:00 a.m.-1:00 p.m. on Friday, March 29.

- Saturday, May 4, 2024, is the General Election for Double Oak. Filing started on January 17, 2024, and ended on February 16, 2024, at 5:00pm.

Terms expiring are:

2-Year Term:

- Council Member - Jean Hillyer (Incumbent)

1-Year Term:

- Council Member - Mark Dieterich (Incumbent)
- Council Member - Khourschid Favero Dr. "K" (Incumbent)

17. Adjournment

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into a 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, March 15, 2024, by 5:00 p.m. on:

- 1) The bulletin board located to the right of the front door at Town Hall, 320 Waketon Road, Double Oak, Texas.
- 2) On the Town's website (<https://www.doubleoak.texas.gov>)



Town Secretary

PUBLIC PARTICIPATION If you wish to address the Council, please sign the "CITIZENS WHO WISH TO SPEAK TO THE TOWN COUNCIL" sheet before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the Town Council.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the Town Secretary's office at 972.539.9464, fax 972.539.9613 or email to eileen.kennedy@doubleoak.texas.gov for additional information.

UNAPPROVED - NOT FOR PUBLICATION

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, March 4, 2024, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Patrick Johnson	Mayor
Mike Gwartney	Mayor Pro Tem
Pat Wellen	Deputy Mayor Pro Tern
Jean Hillyer	Council Member
Mark Dieterich	Council Member
Khourschid Favero	Council Member

Also in attendance were Town Secretary Eileen Kennedy, Assistant Police Chief Cassandra Gaines, and Public Services Coordinator Randall Anglin.

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

II. Citizen Comments Non-Agenda Subjects

- Ginger Brittain, 35 Kings Road, commented on the 50th Anniversary.
- Dan McCormick, 190 Cedarcrest, commented on disappointed he is over the election campaigning and comments from council members and others.
- Phyllis Meyerson, 133 East View Court, commented on how party affiliation works in Texas, according to the Secretary of State.
- Billie Garrett, 103 W. Carruth, reminded everyone of the Pancake Breakfast and Egg Hunt on March 23.

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.

1. Consideration and action on minutes of February 20, 2024.*
2. Consideration and action on Extended Warrant for Dell Server.
3. Consideration and action on Smarsh renewal June 23, 2024 to June 23, 2025 in the amount of \$3,874.07.

Motion Gwartney, seconded by Dieterich to approve the consent agenda with one correction to the minutes. (Gwartney was absent and did not vote to approve the consent agenda)

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

Motion carried 5-0-0

IV. Mayor, Council Members, and Staff reports:

3. Mayor and Council-Mayor Pro Tem Gwartney, Deputy Mayor Pro Tem Wellen, and Council member Hillyer read individually prepared statements.*
4. Public Works - Code Enforcement -Animal Control
5. Administration
6. Public Safety
7. Roads Committee
8. Drainage Committee

V. New business agenda (consideration and action):

9. Discussion, consideration and action on expenses for the Double Oak 50th Birthday Celebration which are over \$2,000.

Motion Favero, seconded by Gwartney to approve the rental contract with Texas Sumo in the amount of \$2,460.00 and Lewisville Lettering for t-shirts and caps in the amount of \$3,686.00.

AYE: Favero, Dieterich, Wellen, Gwartney

NAY: Hillyer

ABSTAIN: None

Motion carried 4-1-0

10. Discussion on expenses for the Double Oak 50th Birthday Celebration which are under \$2,000.

No action taken. Will be on the March 18, 2024 Consent Agenda.

11. Discussion, consideration, and action on appointing Laura Meilinger as the Town Treasurer.

Motion Wellen, seconded by Gwartney to appoint Laura Meilinger as the Town Treasurer.

AYE: Hillyer, Dieterich, Gwartney, Favero, Wellen

NAY: None

ABSTAIN: None

Motion carried 5-0-0

12. Discussion, consideration, and action on funding and contracting with Denton County elections for early voting and election day voting for the May 4, 2024, general election.

Motion Hillyer, seconded by Dieterich to approve funding and contracting with Denton County elections for early voting and election day voting for the May 4, 2024, general election.

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

Motion carried 5-0-0

13. Discussion, consideration, and action on an Inter-Local Agreement between Denton County and the Town of Double Oak Police and Volunteer Fire Departments for Shared Governance Communications and Dispatch Services.

Motion Hillyer, seconded by Wellen to approve the Inter-Local Agreement between Denton County and the Town of Double Oak Police and Volunteer Fire Departments for Shared Governance Communications and Dispatch Services in the amount of \$5,551.00.

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

Motion carried 5-0-0

14. Discussion, consideration, and action on the MS4 5 Year SWMP Annual Report Review, Prepare & Submit Halff Engineering.

Motion Wellen, seconded by Favero to prepare the MS4 5 Year SWMP Annual Report Review, Prepare & Submit Halff Engineering in the amount of \$7,500.00.

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

Motion carried 5-0-0

VI. Old business agenda (consideration and action):

15. Discussion, consideration, and action on the purchasing of night vision equipment.

Motion Gwartney, seconded by Favero to purchase night vision equipment from Night Fitters for \$4,395.00.

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

Motion carried 5-0-0

16. Council - staff announcements and comments:

- Eileen Kennedy will celebrate her 18-year anniversary with Double Oak on March 15, 2024.
- Randall Anglin will celebrate his 2-year anniversary with Double Oak on March 28, 2024.
- Saturday, May 4, 2024, is the General Election for Double Oak. Filing started on January 17, 2024, and ended on February 16, 2024, at 5:00pm.

Terms expiring are:

2-Year Term:

- Council Member - Jean Hillyer (Incumbent)

1-Year Term:

- Council Member - Mark Dieterich (Incumbent)
- Council Member - Khourschid Favero Dr. "K" (Incumbent)

17. Adjournment

With no further business to come before the Council the meeting was adjourned at 8:19 p.m.

Approved:

Patrick Johnson, Mayor

Attest:

Eileen Kennedy, Town Secretary



March 4, 2024

Mayor Johnson, Town Council, and citizens of Double Oak. At the February 20, 2024 meeting three prepared statements were read condemning me for calling out the mayor for his delay in completing employee annual evaluations during the January 16th meeting. These statements were their first amendment rights.

At the conclusion of the last item of business on the February 20, 2024 agenda, Mayor Johnson read "Statement by Mayor Johnson at 2/2024 Council meeting Regarding Council Decorum". After Mayor Johnson concluded reading his statement he closed the meeting, denying me and other council members our First Amendment right to speak and ignoring Item 16. Council -staff announcements and comments.

Once again, I am stating that I did not call the mayor a thief as has been stated by members of the town council and the community. I stated that the delay in employee evaluations and any resulting merit increases amounted to theft because interest earned on the increases would not be paid to the town employees. I never stated or inferred that Mayor Johnson was benefitting personally from his delayed action. Actual merit increases were paid almost 5 months after the beginning of the town budget year when they have traditionally been given in the month of October.

Regarding the demand for an apology to avoid censure. Since it was noted that I accused now Mayor Pro-Tem Wellen of breaking the quorum rule when committees and liaisons were being revised, there was no way of knowing if the email dialog was one-way or two-way. I asked the question out of concern for using proper procedure as advised by our town attorney during annual orientation. Mayor Johnson consulted with the town attorney and resolved the issue. At this same meeting, August 7, 2023, Deputy Mayor Pro-Tem Gwartney and Council member Wellen made a presentation on the DOVFD Active911 that contained inaccurate information. They insisted that their information was correct in spite of the fact that our Fire Chief

explained the error in setting the filters and noting that once he discovered the error that he fixed the problem. At the next meeting, Mayor Johnson clarified that indeed, the Active 911 filters were reset correctly. If apologies are to be made, then let us begin here with an apology to the DOVFD by Deputy Mayor Gwartney and Deputy Mayor Pro-Tem Wellen.

I apologize to Deputy-Mayor Pro-Tem Wellen for any angst that I caused in being careful to abide by the laws and regulations relating to quorum.

I am all for process improvement and suggest that Ordinance 9.400 Personnel Performance Evaluations be revised to include a requirement for employee evaluations to be completed between September 1st and October 31st of each year. I also recommend that the employee handbook be revised to reflect the evaluation period.

Thank you.

Jan Hillyer

At the last council meeting, a resident spoke about someone misinforming the public that the council was against the Double Oak Volunteer Fire Department. Well now that we have seen Jean's mailers, we know who that is. This mailer continues the onslaught of lies and misinformation to Double Oak residents. The latest misinformation includes a reference to the August 7, 2023 council meeting where I presented emails sent by the former DOVFD Chief Whisenhunt and Battalion Chief Bowen to the Flower Mound fire department. In these emails it becomes clear the former Chief, Scott Whisenhunt, turned off an early alert system to Flower Mound for ambulance calls to Double Oak. Jean asserts in her mailer that Mayor Pro Tem Mike Gwartney and I "gave factually incorrect information stating that the Fire Chief intentionally set filters in Active 911 app that endangered citizens and that this was researched by the Mayor and proved to be false."

The emails to Flower Mound EMS clearly show that Chief Whisenhunt is the one who said that he intentionally set these filters and that Flower Mound was extremely worried about these filters slowing ambulance response time and asked that they be removed -to which the Former Chief Whisenhunt replied – "No, the filter was out there by us for a reason, it will remain. I apologize if this causes inconvenience, but it was intentional."

Although former chief Whisenhunt tried to turn this into an attack against the DOVFD the night of the presentation, it was not. It was about the acts of two men in top positions of authority in the DOVFD who, without notifying Flower Mound, set filters on an early warning system that had been in place without filters for years. By doing so Flower Mound fire chiefs estimate this slowed ambulance response by up to 4 minutes. This action and the emails sent by Scott Whisenhunt and Bob Bowen also broke the trust of the Flower Mound Fire Department, a partner we rely on for contracted services and mutual aid. Mayor Pro Tem Gwartney and I feel that intentionally setting these filters that delayed ambulance service to town residents and not taking them off immediately when notified by Flower Mound was unacceptable.

As to why Mayor Johnson put out the statement that he did to the town – I do not have an answer for you and I was not allowed to see the response before it went out or I would have asked for changes so the statement more accurately reflected the facts that filters were on for over a month and had been intentionally set by Chief Whisenhunt and a call to Active 911 that I set up clarified that Ambulance calls through this early alert system were now being allowed through to Flower Mound. There was no other investigation by the Mayor as the mailer implies.

We now have a new DOVFD chief. I have spoken with Chief Eichinger and he has assured me that he feels the weight of responsibility for the safety of the residents of this town and will maintain a positive working relationship with the surrounding departments. I feel confident in his leadership and commitment to making sure the DOVFD is well-trained and responsive to the citizens of this town. I do support the DOVFD and recognize the value they bring to our community.

Sent from my iPhone

On May 13, 2023, at 6:28 AM, [REDACTED]@flower-mound.com> wrote:

Chief,

Can you please check your settings for Active911? Our members are no longer receiving Active911 alerts for Double Oak. I noticed this in April and asked Bob about it, but he has not gotten back with me.

Thank you

[REDACTED]
Captain
Flower Mound Fire Department

From: Bob Bowen <bc551@dovfd.org>
Sent: Saturday, May 13, 2023 12:56:09 PM
To: [REDACTED]@flower-mound.com>
Cc: Chief551 <chief551@dovfd.org>
Subject: Re: Active911

Hello Captain [REDACTED]

I had someone check active 911 and was assured that the settings are correct. I apologize for not getting back to you. I thought I had already sent you a reply.

Bob Bowen
Battalion Chief
Double Oak Volunteer Fire Department
972-510-9049

From: [REDACTED]@flower-mound.com>
Date: 5/16/23 11:53 (GMT-06:00)
To: Bob Bowen <bc551@dovfd.org>
Cc: Chief551 <chief551@dovfd.org>, [REDACTED]@flower-mound.com>
Subject: Re: Active911

I contacted Active911. Someone with admin access added a "Structure Fire" filter to all FM devices. They advised that a DOVFD administrator would need to contact them and they can delete the filter.

Active911 is a valuable tool that most members use. I am requesting that this filter is removed from FM devices.

[REDACTED] Captain
Flower Mound Fire Department

From: Chief 551 <chief551@dovfd.org>
Sent: Tuesday, May 16, 2023 2:25 PM
To: [REDACTED]@flower-mound.com>; Bob Bowen <bc551@dovfd.org>
Cc: [REDACTED]@flower-mound.com>
Subject: Re: Active911

No, the filter was out there by us for a reason, it will remain. I apologize if this causes inconvenience but it was intentional.

Sent from my T-Mobile 5G Device

From: [REDACTED]@flower-mound.com>
Sent: Tuesday, May 16, 2023 2:49 PM
To: [REDACTED]@flower-mound.com>; [REDACTED]@flower-mound.com>; [REDACTED]@flower-mound.com>
Subject: FW: Active911

FYI- Double Oak has created a filter on Active 911 that removes Flower Mound from seeing their calls except for structure fires.



Question to FM Assistant Chief Duffield by Councilwoman Wellen

In your experience, how reliable is Active 911?

“95% of the time it beats the dispatch that is relayed to Flower Mound.”

ACTIVE 911 GIVES FLOWER MOUND UP TO A 240 SECOND (4 MINUTES) HEAD START ON AMBULANCE AND FIRE CALLS TO DOUBLE OAK –FM FIRE CHIEF’S ESTIMATE

Chief Whisenhunt statement at the 6-5-23 council meeting:

“Active 911 does allow the neighboring departments when we get toned out, the Active 911 is pushed, um if it's going to go to other agencies, it gets pushed then also and it can sometimes, sometimes not all the time, but sometimes beat the dispatch handoff um so they get notified a little bit quicker so that's kind of why we use it .”

To Council March 4th 2024

On September 25, 2024 in the Town Council meeting, Mayor Johnson stated

"September 18th I (the Mayor) received a phone call from the chief of the Flower Mound EMS and the chief of the EMS immediately said to me boy I thought we were working together, that we had a relationship to move this forward we just found out that someone from your town has contacted two other EMS services to inquire about a potential for a proposal or a contract. One of those was ESD1 and the other was Lewisville"

The Mayor further stated:

"The tough part is at 11:45 on the 18th Flower Mound pulled the offer (EMS offer) off the table; now what does that mean? that means that if we didn't make an agreement with Flower Mound this town has no emergency services. I spoke with Chief Whisenhunt about this because I got him involved he basically said 'Well if we don't use EMS through Flower Mound we lose our ISO2 rating and not only that, every citizen in the town is going to be hit with an insurance increase, every business an insurance increase.'"

It was later mentioned that the person who contacted ESD 1 and Lewisville was a woman and a possible Council Person.

Deputy Mayor ProTem Wellen, who at the time was Council women Wellen made a statement that she was "Not the person that contacted ESD 1 and or Lewisville."

Mayor Pro Tem Schoenrade made a statement that she was "Not the person that contacted ESD 1 and or Lewisville."

Councilwoman Jean Hillyer on December 4th, 2023 made a statement "I did not and have not contacted any fire department requesting bid or quotation for EMS Services"

That is a LIE - I have an email in my hands from Jean Hillyer, jean.hillyer@doubleoak.texas.gov to rvaughan@dentoncountyesd1.gov where she states "Double Oak is in the process of considering options for EMS services to compliment the fire services our volunteers provide. Is an EMS-only contract something that ESD1 would be interested and able to bid on?"

I spoke with Fire Chief Ricky Vaughan and he stated that "This email was sent to him and that he and Jean Hillyer had other emails about this subject."

Let me read the whole email.

Councilwoman Jean Hillyer lied to the Mayor, to the town council, and to the citizens of Double Oak.

And Double Oak citizens, I ask you, is Jean Hillyer, a person who continually lies and misstates facts, someone you want to represent Double Oak and be on your town council?

I would like to give all my notes and the email to the town secretary to be included in today's minutes, plus let people know that they can go to KDOG75077.com to see the email.

Mayor, I have two requests.

- 1) Mayor, I would like a copy of every email from May 1, 2022 to March 5, 2024, every email sent to Jean Hillyer, received by Jean Hillyer and all emails deleted by Jean Hillyer.
- 2) Due to the LIES about ESD1, I move that we censor Councilwoman Jean Hillyer.

Double Oak EMS Services

Jean Hillyer <jean.hillyer@doubleoak.texas.gov>

Sun 9/17/2023 3:02 PM

To:rvaughan@dentoncountyesd1.gov <rvaughan@dentoncountyesd1.gov>

Ricky, I met you at the DOVFD event in February of this year. Chief Whisenhunt speaks highly of you.

Double Oak is in the process of considering options for EMS services to compliment the fire services our volunteers provide. Is an EMS only contract something that ESD1 would be interested and able to bid on? This would be a contract held by the Town of Double Oak, not a line item on taxpayer bills as is done with other communities that ESD1 serves. I'd appreciate your thoughts.

FYI, our mayor, Patrick Johnson, is currently negotiating with Flower Mound Fire Department which holds the current contract.

Thank you.



Jean Hillyer
Council Member

Phone 817/567-1677
Web www.doubleoak.texas.gov
Email jean.hillyer@doubleoak.texas.gov
320 Waketon Road, Double Oak, TX 75077



Sweetimes 4 All Party and Event Services

PO Box 185, Princeton TX 75407
972-439-4895 sweetimes4all@gmail.com

Invoice for Services

Invoice Date: May 18, 2024

Invoice No.: 2519

Client:

The Town of Double Oak
Primary
Stephanie Gorman
Tel:
Email: Stefg1013@gmail.com

Event Info & Venue:

May 18, 2024 - Saturday, 2:00pm to 4:00pm
Town of double oak
320 Waketon Rd Double oak, TX, 75077

Services: _____

Item

***artist name**Professional Balloon twister**

This service will provide balloon creations, using biodegradable balloon latex that safe for our environment. The balloon creations use one or more balloons.

Our Balloon twisters can twist 15-25 designs an hour *this can vary depending on design and age group* [View Image](#)

Qty/Hours	Rate	Subtotal
2.00	\$145.00	\$290.00

Travel fee

1.00	\$25.00	\$25.00
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Amount Due: May 15, 2024

Total:	\$315.00
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Terms

- Balance is due by May 15, 2024
- Please select a payment method:
- *Venmo @sweetimes4all
- *Zelle Sweetimes4all 972-439-4895
- Please make all checks payable to "Sweetimes 4 All".

If you have any questions or need any additional information, please contact us at 972-439-4895 or email us at sweetimes4all@gmail.com

Thank you for letting us entertain you!

Sweetimes 4 All
Randy & Selene Munro

Feb 25, 2024
Date

Stephanie Gorman

Date

ID: 2519



Rental Date	05/18/2024 12:00pm
Contact Person	Stephanie Gorman
Event Address	320 Waketon Road
City, State, Zip	Double Oak, TX, 75077
Primary Phone	909-754-2097
Secondary Phone	
Event Rental Time	05/18/2024 12:00pm thru 05/18/2024 05:00pm
Location	Town of Double Oak Town Hall
Setup Surface	Grass

Equipment Rented	
1	30" Round Cocktail or Bistro Tablesx6 \$90.00
2	Legs for Cocktail Table 42" (Stand Up Table)x6
3.	High Volume Cotton Candy Machinex1 \$92.50

SubTotal		\$182.50
Delivery Fee - No Inflatable	\$25.00	\$207.50
Tax: 8.25% of \$182.50	\$15.06	\$222.56
Fuel Surcharge (22 mi)	\$6.00	\$228.56
Total		\$228.56
Deposit Required		\$25.00
Due		\$228.56

Customer Comments: This will be at Town Hall - John B Wright Park

Inspected By _____
Invoice #58208

DRIVER - _____
PHONE - _____

TERMS OF LEASE

In addition to the terms below, and the operation guidelines on each rented item, the Lessee (customer) agrees to supervise the operation of any rented item and further agrees that if the item is damaged, lost, or stolen (other than by an force of nature) that he/she will reimburse DFW Party Rental for the full price to fix the damage and/or the full replacement value of the rented item. Before signing this contract, Lessee agrees that he/she has read the entire contract, has agreed to all terms and conditions herein, and has had all questions he/she may have answered to the Lessee's full satisfaction and understanding.

Delivery/Operation/Payments: To address specified by Lessee. Lessee grants DFW Party Rental and its employees/contractors, the right to enter said property for the delivery and return of the rented equipment at approximate times. All payments must be made at time of delivery. No refunds will be made after the equipment has been delivered. For jumpers, the lessee agrees to provide one electrical outlet rated at 115 volts with 20 amperes capacity per motor unit within 75 feet of each unit. No electrical cords are to be used. If the blower stops or the air pressure is low, remove all users immediately, and then check on the problem. Air tubes in the rear of the unit should be tied securely to the blower or tied off to prevent air from escaping. The electrical cord should be plugged into an outlet and be the only thing operating on that electrical circuit. Circuit breakers should also be checked. Customer is subject to an additional charge of \$50.00 for all service calls due to electricity.

General Rules for Safe Operation: Units must be operated over a smooth, compatible surface such as grass or hard top surface. The unit may NOT be operated on rough surfaces such as rocks, brick, glass, or any jagged objects. Unit cannot be moved by lessee after placed by DFW Party Rental employees/contractors. Unit MUST BE properly anchored prior to use. Unit will be anchored initially by DFW Party Rental employees/contractors and the anchors MUST NOT be removed during period of use. Never attempt to relocate, adjust or service a blower. Never use during high winds, gusty winds, thunderstorms or lightning. The unit can turn over in high winds, even if anchored, and this could result in severe injuries to the users. Do not resume use until adverse weather conditions have ceased. Always follow the manufacturers guidelines located on the unit itself.

Additional Safety Rules: Before entering the unit, have the users remove their shoes, eye glasses, belt buckles and any sharp objects. Never play, jump or enter a partially inflated/deflated unit. Never allow the users to climb or play on the outside or inside walls of the unit, columns, netting or roof of unit. Always follow the number of riders and rules posted on the unit itself. Do not plug or unplug the motor repeatedly as this will cause the unit to burn up and you will be responsible for any resulting damage. Always have an adult present, who has reviewed and understands both this contract and the rules posted on the unit itself, who can supervise the riders. Never allow the users to be unsupervised in or around the unit. Never allow more users than the maximum number of users per age group as described within this lease and on the unit itself. Never place a hose or water on or into the unit unless authorized by DFW Party Rental. Do not allow horseplay on, in, or around the unit. Always follow the directions for use on the unit itself. Only children of the same age group are to play on the unit at the same time.

Cancellations: If you decide to cancel your rental, or weather prohibits installation we do not issue refunds but will hold your funds (typically just the small deposit made) as a rain-check which is valid for up to 18 months. Cancellation after our truck has been loaded and departed for deliveries will incur a 25% charge of total amount invoiced. Cancellation after we arrive on site for setup will incur a 50% charge of total amount invoiced. Any remaining funds will convert to a raincheck and valid for up to 18 months. If you wish to do a partial cancellation (cancel the inflatable but keep the tables and chairs as an example) the order will still be required to meet our minimum order amount for your area before delivery can be made.

Lessee Initial

<P style="page-break-before: always">

Additional Terms of Lease: DFW Party Rental is not responsible for bad weather, disruption of electrical service and/or unfavorable conditions that may arise and no charges or fees will be reimbursed as a result. ABSOLUTELY NO silly string or similar items, such as, but not limited to, food, drinks, confetti, foam or trash, in or around the unit at any time !!! Silly string and like objects will cause permanent damage to the unit and lessee will

be responsible for the full replacement value of the rented unit and/or assessed a minimum \$75.00 cleaning fee if the unit is determined not to be permanently damaged. Lessee agrees not to operate the unit(s) in a manner contrary to this contract and the rules of use on each unit. If lessee operates the unit (s) in a manner contrary to the contract and rules of use on each unit, and the unit is damaged as a result thereof, Lessee agrees to pay the cost or repair or full replacement value of any damaged equipment or unit. Lessee agrees that the equipment leased is for Lessee's own use and said equipment is not to be loaned, sub-let, mortgaged or in any other manner disposed of by Lessee. Lessee further agrees to be liable for any loss of said equipment by reason of fire, theft, or any other cause.

Hold Harmless Provisions: Lessee agrees to indemnify and hold DFW Party Rental harmless from any and all claim, actions, suits, proceedings, costs, expenses, fees, damages and liabilities, including, but not limited to, reasonable attorney's fees and costs, arising by reason of injury, damage, or death to persons or property, in connection with or resulting from the use of the leased equipment. This includes, but is not limited to, the manufacture, selection, delivery, possession, use, operation, or return of the equipment. Lessee hereby releases and holds harmless DFW Party Rental from injuries or damages incurred as a result of the use of the leased equipment. DFW Party Rental cannot, under any circumstances, be held liable for injuries as a result of inappropriate use, God, nature, or other conditions beyond its control or knowledge. Lessee also agrees to indemnify and hold harmless DFW Party Rental from any loss, damage, theft or destruction of the equipment during the term of the lease and any extensions thereof. DFW Party Rental will not be held liable for puncturing a irrigation line. Please have all irrigation and utility lines clearly marked prior to our arrival. If you do not pre-mark them, you assume all repair costs involved. no exceptions. If we can't see it, we don't fix it.

Disclaimer of Warranties: DFW Party Rental makes no warranty of any kind, either express or implied, as to the condition of or performance of any leased equipment and Lessee agrees to immediately cease use of the equipment and contact DFW Party Rental if any of the lease equipment develops any indication defect or improper working conditions. Lessee agrees to use the equipment at Lessees own risk.

Breach/Indemnify/Arbitration: In the event that Lessee breaches any of the terms of this lease, that Lessee will pay for all consequential damages and further indemnify DFW Party Rental for all costs incurred by DFW Party Rental incurred in enforcing the terms of the lease or in defending any claim or lawsuit arising out of the operation of said equipment, including the amount of any judgment, attorney's fees and costs. If DFW Party Rental determines, within its own discretion, that Lessee has failed, in any way, to observe or comply with the conditions of this lease, DFW Party Rental may exercise any of the following remedies: termination of this agreement; reenter property and retake the equipment; declare any outstanding rent and charges immediately due and payable and initiate whatever legal proceedings necessary to recover said equipment or monies; and/or pursue any additional remedies available it by law. If a conflict arises, DFW Party Rental and Lessee will abide by the TX state laws and forgo filing a lawsuit to solve the dispute.

BY SIGNING MY NAME ON THIS CONTRACT I, BEING THE LESSEE, CONTACT PERSON, LESSEE REPRESENTATIVE, OR OTHER INDIVIDUAL ASSUMING THE ROLE OF LESSEE, ACKNOWLEDGE THAT I HAVE COMPLETELY READ AND UNDERSTAND THIS CONTRACT AND ANY AND ALL ACCOMPANIED ADDENDUM(S). I HAVE BEEN FULLY INSTRUCTED BY DFW Party Rental PERSONNEL AS A TRAINED OPERATOR FOR THE AFFORMENTIONED EQUIPMENT AND HAVE HAD ALL OF MY QUESTIONS ANSWERED TO MY SATISFACTION. I UNDERSTAND THAT I AM SOLEY RESPONSIBLE FOR ADHERING TO THE TERMS SET FORTH BY THIS RENTAL CONTRACT AGREEMENT AND ANY AND ALL ACCOMPANIED ADDENDUM(S).

SIGNATURE _____ PRINT NAME _____ DATE _____

**LISD Outdoor Athletic Facilities
Outdoor Schedule of Fees**

BASEBALL/SOFTBALL FIELD	NONPROFIT ORGANIZATION	FOR PROFIT ORGANIZATION
SOFTBALL WITH LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$35	\$125
SOFTBALL WITHOUT LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$25	\$75
BASEBALL WITH LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$35	\$150
BASEBALL WITHOUT LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$25	\$100
RENTAL SUPERVISOR (PER HOUR-MINIMUM 3 HOURS)	\$30	\$30
CUSTODIAL (PER HOUR-MINIMUM 4 HOURS)	\$27	\$27
DEPOSIT	\$250	\$250
TENNIS COURT	NONPROFIT ORGANIZATION	FOR PROFIT ORGANIZATION
PER COURT (PER HOUR-MINIMUM 3 HOURS)	\$9	\$9
RENTAL SUPERVISOR (PER HOUR-MINIMUM 3 HOURS)	\$30	\$30
CUSTODIAL (PER HOUR-MINIMUM 4 HOURS)	\$27	\$27
DEPOSIT	\$250	\$250
MARCUS HS TRACK AT DIXON ROAD	NONPROFIT ORGANIZATION	FOR PROFIT ORGANIZATION
MARCUS HS TRACK AT DIXON ROAD (PER HOUR – MINIMUM 2 HOURS)	\$50	\$60
PARKING LOT	NONPROFIT ORGANIZATION	FOR PROFIT ORGANIZATION
PARKING LOT (PER HOUR)	\$10	\$10

QUOTE



Remit Payment To:
DFW Main Attractions
 469-688-3410
 1702 South State Hwy 121
 #306
 Lewisville, TX 75067

Order Info

INVOICE #7DC0834C

LAURA MEILINGER - 5/18/2024, 09:00 AM

Order Start Sat, May 18, 2024 09:00 AM CDT
Order End Sun, May 19, 2024 09:01 AM CDT

Delivery Address

DOUBLE OAK TEXAS 75077
 320 WAKETON RD
 DOUBLE OAK, TX 75077

Delivery


Drop Off Window **Fri, May 17, 2024 11:00 AM CDT**
 Through **Fri, May 17, 2024 02:00 PM CDT**

Pick Up Window **Mon, May 20, 2024 10:00 AM CDT**
 Through **Mon, May 20, 2024 01:00 PM CDT**



Contact Info

Customer Primary
 LAURA MEILINGER
 (214) 926-8538
 SUPERMOM@MEILINGER.COM
 320 WAKETON RD
 DOUBLE OAK, TX 75077

tents

Qty	Item	Price	Subtotal
1	 20x40 high peak tents (800 Sq Ft)	\$720.00 / Day	\$720.00
Item(s) Subtotal			\$720.00

tables/chairs

Qty	Item	Price	Subtotal
13	 6' rectangular tables (Capacity: 6-8 people)	\$10.00 / Day	\$130.00
80	 white folding chairs	\$1.80 / Day	\$144.00
Item(s) Subtotal			\$274.00

Billing

All Items In Order	\$994.00
Purchases in Order	\$0.00
Delivery / Pick Up Cost	\$80.00
Damage Waiver Fee	\$129.22
<hr/>	
Subtotal	\$1,203.22
Tax	\$82.01
Additional Taxes	\$0.00
<hr/>	
Total Due	\$1,285.23
Final Balance Due	\$1,285.23
Due Date	05/17/24
Amount Remaining	\$1,285.23

Terms & Conditions

We at 5 Star Rental Rental, want to clearly communicate our policies through this agreement, with your best interest and safety in mind. We are grateful you have chosen 5 Star Rental to be a part of your celebration. We want to make this the most memorable event for you. For the purpose of this Rental Agreement, "5 Star Rental" shall mean North Texas Five Star Events, LLC and its employees. The "customer" shall mean the person or entity legally renting the items from 5 Star Rental, its agents and/or employees. 5 Star Rental and the Customer agree to the following:

- 1. DEPOSIT/PAYMENT/CANCELLATION:** Rental items will be reserved only upon receipt of a 30% non-refundable deposit. A 50% non-refundable deposit is required on all tent orders. If the order is placed within 2 weeks of the event, payment in full is required which includes the 30% nonrefundable deposit. In order to properly service all of our customers we require a final count for all requests for rental items 1 week prior to the event at which time a final invoice will be provided if changes have been made. A 72 hour notice of all canceled items is required or all expenses will be charged to the customer. If circumstances require cancellation, the 30% reservation fee will be retained by 5 Star Rental as a cancellation fee. Payment for all charges is due 2 weeks prior to "Will call" or delivery unless other arrangements have been approved by 5 Star Rental. Full payment must be made for orders to be delivered. If you choose to extend your agreement beyond the agreed return date, it is understood that additional rental fees will incur. 5 Star Rental may terminate the rental at any time and retake the rental items without further notice, in case of violation by Customer of any terms or conditions of this Rental Agreement. Customer agrees to pay the reasonable cost of this account or any dispute arising out of this Rental Agreement. Customer agrees to pay a monthly interest charge of 1.5% monthly for all unpaid balances.
- 2. MAINTENANCE/EXPEDITED FEE:** A fee will be added on all rental items of 12%. This covers wear and tear of items along with maintaining the cleanliness and integrity of our products. This fee covers breakage due to normal wear and tear. It does not include breakage due to abuse. A 15% fee will be added to the rental cost for orders made, confirmed or changed within 48 business hours of will call pick up/delivery. The client is responsible for all rental items from the time they are signed for in store or delivered, to the time they are returned into 5 Star Rental's possession. Please check the items received prior to signing off on them. We cannot be responsible for missing or incorrect items once they have been delivered to your location or picked up in store.
- 3. LINENS:** Our linens will be damaged by candle wax, ink, pin holes, duct tape, staples, glue, or any other substance that is not from normal use. Automatic replacement fees will be incurred upon discovery of any of these items. Replacement costs for damaged or non-returned items are 3 times the rental price (regular price, not discounted) for napkins, chair covers, tablecloths, overlays, runners, and all other items unless otherwise noted. You will have the option to wait in our office to observe the count/inspection upon return. Dye lots, seams, and hems may vary. Napkins are rented in packs of 10. When a special order (ie: an item that is out of stock, a custom made item, or an order that is outsourced) is confirmed or paid in full, customer will be required to fill out a "Non-Cancellation" form which states that there can be no cancellation, refund or exchange on the order within a 2 week period from the event.
- 4. DISHES:** Dishes must be stacked and returned to proper crates. all dishes, stemware and utensils must be rinsed and completely food free. An extra cleaning fee will be charged if returned not rinsed. Dishes are rented by the crate and not individually.
- 5. DELIVERY/PICK-UP:** Deliveries will likely be made approximately 24 hours prior to your event and pick-ups will be made the day following your event (weekends excluded) during normal business hours (M-F 8:00 - 5:00). Delivery fees are based on zip codes of the delivery area. An additional delivery fee, based on location, will be added for deliveries and pickups outside of normal business hours. An additional fee will be added for deliveries and pick ups requesting specific time frames. An additional fee will be added for deliveries involving moving items for lengthy distances or for stairs and elevators. If our driver cannot locate the items or get access to the items for pick-up, the delivery/pickup fee will apply and you will be charged a second time for the return trip.
- 6. LENGTH OF RENTAL AND RETURNS:** All fees are for a 1 day rental. Additional day rental fees will be applied if rented beyond the 1 day limit. Weekends are considered a 1 day rental. For example, if you receive your items on a Friday and return them on Monday, you will be charged for 1 day rental. 5 Star Rental has the authority to alter delivery and pick up times/days to accommodate our scheduling. Customer shall be liable for all damages to or loss of the rental items. Customer shall be responsible for all costs incurred by 5 Star Rental recovering and returning damaged rental items to 5 Star Rental's premises. If the rental items are to be "picked up" by 5 Star Rental, Customer agrees to have items stacked on carts as delivered or stacked neatly in same location as delivered. A take-down fee will be assessed for items which are not ready for pick-up as described above. Customer must provide a secure storage location and Customer accepts all risk including damage to and liability relative to rental items.
- 7. WILL CALLS:** Rental items may be picked up and returned at our Front Office. All will call items must be paid in full before leaving our warehouse. Customer must sign order form in office before receiving items. Customer is responsible for counting items and confirming entire order. Customer must initial order sheet in office upon returning items. Customer agrees to return items to 5 Star Rental in good condition as when received by agreed return date. If not returned on time, 5 Star Rental has the authority to charge a late fee which is a full one day rental price.
- 8. PROPER CARE:** Customer shall be responsible for all damage to rental items. Damage includes, but is not limited to: damage due to overturning, overloading or exceeding rated capacities; breakage; improper use; abuse; lack of cleaning; dirtying of rental items by paint, mud, plaster, concrete, rosin or any other material. **RESPONSIBILITY OF THE ITEM REMAINS WITH THE CUSTOMER FROM THE TIME OF DELIVERY OR PICK UP TO THE TIME OF PICK UP OR RETURN:** Please be sure all item is secured when not in use and protected from weather.
- 9. TENTS:** A 50% non-refundable deposit is taken to reserve a tent. The customer must request cancellation at least 48 hours prior to the scheduled delivery. There is an extra charge for tents erected on concrete. 5 Star Rental is not responsible for damage done by drilling or staking. Concrete anchors cannot always be completely removed and repair of the concrete may not be to original quality standards. Tents to be erected on grass, dirt or gravel, require the property owner or customer to insure that there are NO underground water, electric, utility cable or septic lines in the immediate vicinity of where the tent stakes will be placed. This is the responsibility of the renter/customer to identify ahead of time where these lines are and communicate this information to the 5 Star Rental tent installer. This may require a Dig Test by calling 800-344-8377 or 811 at least 72 hours prior to date of tent erection. All damages created by driving tent stakes into underground structures are the responsibility of the customer. Clear communication regarding ALL underground elements prior to erection is essential. Trimming tree branches so as nothing will come in contact with the tent is the responsibility of the customer prior to the tents erection. No propane or gas heaters should ever be used in a tent. Customer are required to obtain a tent permit for any size over a 20' x 20'. Please check with your city for required permits. 5 Star Rental will assist the customer in evaluating the tent site for size and surface conditions prior to the event whenever possible.
- 10. WEATHER:** Tents and canopies are temporary structures designed to handle most normal weather conditions; however, there may be situations that become unsafe such as high winds or lightning. Evacuation of tents is recommended in these or other unsafe conditions. We will not be able to set up a tent in winds of 20 mph or above.
- 11. RECEIPT/INSPECTION OF RENTAL ITEMS:** Customer acknowledges that he has, or will, personally inspect the rental items prior to use and finds the items suitable for customers' needs. Customer acknowledges receipt of all items listed in the Rental Invoice and that the rental items are in good working order and that the Customer understands the proper operation and use of items. It is the Customer's responsibly to ask 5 Star Rental for operational instructions if they are not knowledgeable about safely using the items.

1. [Home](#)
2. [Shopping Cart](#)

Pickup Cart

We do the shopping and bring it to your car.
Allow substitutions for all out-of-stock items.
Change to Delivery

1,000 Cupcakes



[Show All Items](#)

Pickup Summary

Item Count:42

Estimated Total:\$398.58

Coupons, taxes and pickup fees are calculated in checkout.

Don't miss out on savings

[View 1 Coupon](#)

Pickup Location

Kroger Flower Mound Town Centre2709 Cross Timbers Rd Flower
Mound, TX 75028

Re: Portable Toilet Quote

Pat Wellen <pwellen2096@gmail.com>

Mon 3/11/2024 2:57 PM

To: Laura Meilinger <supermom@meilinger.com>

Cc: Mary Johnson <mary.johnson_12@aol.com>

Yes. That is all that I need.

Pat Wellen

On Mar 11, 2024, at 1:22 PM, Laura Meilinger <supermom@meilinger.com> wrote:

Hi Ladies,

Here is the quote information for the potties. I know Mary needs this for the spreadsheet and Pat needs it for the town council meeting. Let me know if the below email will suffice, Pat.

Laura

Sent from Gmail Mobile

----- Forwarded message -----

From: **Kim Howard** <a1portaprivy@gmail.com>

Date: Mon, Mar 11, 2024 at 1:16 PM

Subject: Portable Toilet Quote

To: supermom@meilinger.com <supermom@meilinger.com>

Good afternoon,

The cost for 2 standard units and 1 ADA unit is \$400 plus tax. That breakdown is \$300 for the single ADA unit and \$50 for each standard unit. That cost includes delivery, set up, and pick up fees. If you are tax exempt we would need a copy of your sales tax exemption certificate.

Let me know if you have any questions

Thank you.

Classic Pro DJ
4364 Western Center Blvd PMB 2236
Fort Worth, TX 76137-2043
817-349-8093
info@classicprodj.com

CONTRACT

CONTRACT #: 463759

ACCOU

CLIENT INFORMATION

CONTACT: Bonnie Morrow
ORGANIZATION:
ADDRESS: 320 Waketon Rd.
CITY, STATE, ZIP: Double Oaks, TX 75077

MOBILE: 469-471-4
WORK:
EMAIL: bonnie4as

EVENT INFORMATION

EVENT DATE: Saturday, May 18, 2024
EVENT TYPE: Community Celebration
EVENT PACKAGE: 3-Hour Event Package

START TIME: 6:00 PM
END TIME: 9:30 PM

LOCATION INFORMATION

VENUE: Double Oak Town Hall
ROOM:
ADDRESS: 320 Waketon Rd.
 Double Oak, TX 75077

CONTRACT NOTES

PACKAGE / ADD ONS

Package Description: This includes three hours of DJ/MC service for a non-wedding event. We will arrive at least one hour prior to the start time to set up.

Quantity

Description

Total Price

SUMM

EVENT PR
DEPI
REQUII

TOTAL PAYMEI
BAIANCE I

1	3-Hour Event Package	\$500.00
1	Overtime Half Hour	\$50.00
1	Dance Lights (free)	\$0.00

Continued on next page

TERMS AND CONDITIONS

1. A 50% non-refundable retainer fee of \$275.00 is due upon the signing of this agreement. The final 50% is due on Saturday, May 18, 2024. Pay online at www.classicprodj.net/makeapayment. Retainer fee payment shall be made by credit card through Authorize.net, Venmo, or Zelle. NOTE: All payments made through Authorize.net will include an additional 3% processing fee. Other forms of payment do NOT include extra fees. Final payment can be submitted with credit/debit card through check, or cash. The client agrees to pay a \$35 service charge for all returned checks.
2. Client affirms that he/she is at least 18 years old and has the legal capacity to enter into a contract with Classic Pro DJ.
3. Client shall confirm that the following will be provided by the venue for events where Classic Pro DJ is providing services: (1) one rectangular table at least 6' long with linen; (2) one electrical outlet located within 25' of the designated DJ area; and (3) overhead shelter from the sun and/or precipitation in any form. For all wedding and non-wedding events, Classic Pro DJ provides a standard sound equipment package for weddings and non-weddings that includes 2 speakers, two microphones, and a DJ console. For all wedding ceremonies we include one speaker and one lapel wireless microphone.
4. Access to event facility at least two hours prior to the event start time for setup and at least one hour after the event for breakdown.
5. Ramp or elevator access between the parking/loading entrance and the setup area are required due to the weight of the equipment.
6. Cancellation/Changes: This agreement cannot be canceled or changed except by mutual written consent of both parties. If the client wishes to cancel their event or make changes to the services and fees listed above, the client must provide written notice no less than 60 days before the event. In most cases Classic Pro DJ cannot book a replacement event on the same date and time. The total contracted fee will be due as liquidated damages, not a penalty, if event is canceled or changes to the event. If cancellation or changes are more than 60 days from the event date, the client will receive a refund of the non-refundable retainer fee. If Classic Pro DJ initiates cancellation, all monies paid, including the retainer fee, will be refunded.
7. Force Majeure: Neither Classic Pro DJ nor client shall be responsible for any failure to perform any obligations due to unforeseen circumstances or causes beyond reasonable control, including acts of God, pandemic situation, war, authorities, fire, floods, or labor strikes. Unless mutually agreed to by both parties, the term "pandemic situation" shall mean any local government of Fort Worth, TX, due to Covid-19 or any other infectious disease, issues any law, ordinance, or executive order limiting gatherings to 50 persons or less. Should the event not be able to continue as planned, both parties shall make reasonable efforts to reschedule within one year of the original event date. Any monies retained by Classic Pro DJ for the rescheduled date.
8. Rescheduling Due to Force Majeure: Client is advised to purchase event or wedding insurance with a "cancel for any reason" clause arising from force majeure events. Client assumes risk of loss due to cancellation in case of force majeure event. To rebook the rescheduled event within one year, Classic Pro DJ reserves the right to keep all monies previously paid as compensation of work done and not as a penalty.
9. Rescheduling Due to a Non-Force Majeure Incident: If event needs to be rescheduled and does not fall under force majeure, changes must be made in writing and approved by both the client and Classic Pro DJ. Availability for a rescheduled event or a new event location is selected, it must be within 50 miles of original event location. If rescheduling occurs more than 60 days from event date, any payments made may be transferred to the new date as long as it's within 6 months of original event date. If rescheduling occurs within 60 days of original event date, full payment of the contracted fee shall be due as liquidated damages and cannot be applied to a future event since Classic Pro DJ cannot book a replacement event on the same date and time.
10. The staff assigned to the event may be excused by sickness, accidents, job change, relocation, acts of God, or any other cause beyond Classic Pro DJ's control. In the very unlikely event that the assigned staff is unable to perform services, Classic Pro DJ will make every effort to provide a replacement staff member.

effort to find a qualified replacement at the contracted fee. In the unlikely event that Classic Pro DJ would be client would receive a full refund including the retainer fee.

11. Classic Pro DJ will be ready at the event start time indicated. In most cases, Classic Pro DJ will arrive at time to begin setup, however, no guarantee is made as to the exact time of arrival. Classic Pro DJ also cannot tear down past the contracted end time. The time necessary for set-up before the event and pack-up after the client. If client or venue requires setup to be completed earlier than event start time, additional hours or half-hour requested before the start time of a wedding or event, a complimentary 15 minutes can be requested and any time requested above a complimentary 15 minutes will be charged at a minimum of one-half hour. Classic Pro DJ performance issues resulting from power outages, wireless microphone signal interference, or any other issue

12. Classic Pro DJ's compensation for the services agreed upon in this agreement are in no way affected by performances with inclement weather or a chance of inclement weather, client shall provide overhead shelter being used at event. Classic Pro DJ reserves the right, in good faith, to delay setup, stop, or cancel the service if it poses a potential danger to staff, equipment, and/or audience. Client agrees that Classic Pro DJ's compensation will not be affected by such cancellation or delay.

13. Client agrees to maintain a safe environment so as to protect the equipment used from theft, vandalism, and fire. Staff has the right to take the necessary steps to secure him/her and/or equipment, up to and including removal from the facility. Staff will approach client to intercede if any problem develops and will leave only if the problem cannot be resolved by the staff member. Client is responsible for any and all damages caused by the client, facility, staff, and the client's insurance. Compensation will not be affected by such cancellation or delay.

14. Client is responsible for paying any charges imposed by the event facility for Classic Pro DJ's performance. Charges are not limited to parking, use of electrical power, tables, table linens, "impact fees", "outside vendor" fees, per person coverage/policy.

15. Classic Pro DJ reserves the irrevocable and unrestricted right to use any appropriate photos taken during the event including but not limited to website, print ads, social media, brochures and other advertising media. The client agrees to indemnify Classic Pro DJ from use of such images.

16. Client agrees that Classic Pro DJ is hired for their creative interpretation of the services provided including lighting, colors and styles of lighting, photography and/or announcements made during event. No guarantees shall be made for the event based on Classic Pro DJ's performance of services provided. Classic Pro DJ will make every effort to be held responsible if specific selections are not available unless arrangements are made beforehand in writing. Classic Pro DJ will make every effort to play music in edited formats for the purpose of filtering vulgar language.

17. Reception Planner: The client will be responsible for completing and returning a reception planner form in five (5) days of the scheduled service date, to Classic Pro DJ. The role of the reception planner form is to provide necessary information needed to provide satisfactory services on the date requested. It is recommended that the client provide a list of all requested songs, videos and ceremonious rituals that the clients wish to have during the event. Classic Pro DJ will make every possible effort, within reason, to provide the items requested on the reception planning sheet.

18. Client agrees that the laws of the State of Texas shall govern this agreement. In the event of a suit involving this agreement, the client agrees that the venue for the suit will be in Tarrant County, Texas. In the event that legal action is taken against Classic Pro DJ, the client agrees to pay reasonable attorney's fees, court costs, and any other related fees unless the client takes legal action against Classic Pro DJ, the client agrees to pay the costs incurred by Classic Pro DJ, unless the client is awarded a judgment against Classic Pro DJ. In the event that neither party agrees to pay any associated court or legal fees or costs incurred by the opposite party.

19. ENTIRE AGREEMENT: This agreement represents the full and complete understanding between Classic Pro DJ and the client. This writing supersedes all prior and simultaneous agreements or understandings, either written or oral, between the parties. No amendments may be made to this agreement unless both the client and Classic Pro DJ initial the changes as being mutual.

This contract is a binding and legal document and is made for the purposes of entering into a contract. Please read, understand and agreed to all terms set forth above. By signing below, I hereby agree

CLIENT SIGNATURE

NAME:

DATE & TIME: -

COMPANY SIGNATURE

NAME:

DATE & TIME: -

RE: Another t shirt order

Lewisville Lettering <lewislet@outlook.com>

Mon 3/11/2024 5:02 PM

To: Pat Wellen <pwellen2096@gmail.com>

Hello Pat,

These will be \$10.62 each (\$12.62 for the 2X).

Cindy Bland
972-221-7286

\$551⁰⁰/₂₀ for 50 shirts

From: Pat Wellen <pwellen2096@gmail.com>

Sent: Monday, March 11, 2024 3:46 PM

To: Lewisville Lettering <lewislet@outlook.com>

Subject: Another t shirt order

We are also holding a car show as part of the festivities for our 50th birthday and would like to get a quote on the same style t shirt with the same back screen print and the attached logo for the front chest. 20 large, 20 XL, and 10 2XL for a total of 50 shirts



Pat Wellen

On Feb 21, 2024, at 5:03 PM, Lewisville Lettering <lewislet@outlook.com> wrote:

Hello Pat,

Personalization

For: Size Large (Sashes)

Text on Sash #1: Mr. Cinderella

Text on Sash #2: Mrs. Cinderella

For BOTH sashes: Thread color Navy Blue Thread #16 Magnolia

For: Size Xtra Small (Sashes)

Text on Sash #1: Mr. Cinderella

Text on Sash #2: Mrs. Cinderella

For BOTH sashes: Thread color Navy Blue Thread #16 Magnolia

For: Size Small (Sashes)

Text on Sash #1: Mr. Cinderella

Text on Sash #2: Mrs. Cinderella

For BOTH sashes: Thread color Navy Blue Thread #16 Magnolia

Great! It's ready to ship!

Order ID: 202103142011

Print shipping label

6

Edit

Save for later

Remove

+ Add a note to CinderellasClosetsUS

Mark order as a gift (A gift option is a checkout

\$8.44 (Mar 15-26, Standard Shipping)

Estimated State

Estimated State

How you'll pay

Use a different payment through PayPal



Item(s) total \$119.94

Shop discount -\$39.58

Subtotal \$80.36

Shipping \$8.44

Total (1 item) \$88.80

Apply Etsy coupon code



Etsy offsets carbon emissions from every delivery

Discover related items

From: KRIVERA@CROWNAWARDS.COM on behalf of CROWN AWARDS
<KRIVERA@CROWNAWARDS.COM>
Sent: Friday, March 8, 2024 5:39 PM
To: DAVID NELSON
Subject: Crown Awards Custom Order Confirmation 13477824



Thank You for Your Order!

Order #: 13477824 Order Date: 03/08/24

We will begin processing your order once we receive your art approval and payment.

We will notify you when your order has been completed and shipped.

If you have any questions please contact us at 1-800-542-6044 ext. 619.

Thank You again for choosing Crown Awards!

KHALIL RIVERA
1-800-542-6044 ext. 619
KRIVERA@CROWNAWARDS.COM

Order Status

Account Number	Order Date	Order Number	Order Status
69767080	03/08/24	13477824	In Process

Billing Information

DAVID NELSON
345 OAK TRAIL DR
DOUBLE OAK, TX 75077-
8254

Delivery Information

DAVID NELSON
345 OAK TRAIL DR
DOUBLE OAK, TX 75077-
8254

Order Detail

Item #	Item Description	Quantity Ordered	Unit Price	Subtotal
PRDSAL32	3"x2" ALUMINUM CAR DASH PLAQUE	50	\$4.79	\$239.50
DSADH	ADHESIVE BACKING	50	\$0.00	\$0.00

NOCOM	NO ADDITIONAL INFO	50	\$.00	\$.00
FRTCUSM	SHIPPING & HANDLING-CUS MEDAL	1	\$11.99	\$11.99

Order subtotal \$239.50
Shipping \$11.99
Sales Tax \$20.75
Order Payment \$.00
Order Balance \$272.24

VIEW ONLINE CATALOG

SHOP NOW



If you have any questions about your order, please contact us at 1-800-542-6044

Thank you,

Crown Awards

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[VIEW ORDER HISTORY](#)

ACCOUNT #: 69767080

ORDER DETAILS

▲ Your Order is on Payment Hold
Please review and complete the following on the page below:

- [Submit Payment](#)

ORDER SUMMARY

Order Number: **13485809**
Total: **\$349.05**
Total Due: **\$349.05**
Delivery Date: **03/19/2024**
Status: **Waiting For Payment**

SUBMIT PAYMENT

Balance Due: **\$349.05**

Credit Card Number*

Fields with * are required

Expiration Date*

Security Code (CVV#)*

SUBMIT PAYMENT

If you are still having issues with your payment, please call [855-260-0162](tel:855-260-0162) and have your order number ready.

ORDER DETAILS

Billing Address

David Nelson
(972) 740-8449
davenelson@tx.rr.com
345 Oak Trail Dr
Double Oak TX 75077-8254
US

Shipping Address

David Nelson
(972) 740-8449
davenelson@tx.rr.com
345 Oak Trail Dr
Double Oak TX 75077-8254
US

CART SUMMARY



Item	Description	Unit Price	Qty	Total Price
------	-------------	------------	-----	-------------



8x10 Metallix Plaque Black Plt- #Plmeg810	\$19.99	1	\$19.99
8x10 Wood Plaque	\$0.00		\$0.00
Upload My Artwork	\$45.00		\$45.00
No Gift Packaging	\$0.00		\$0.00
Matte Black Flexi - 8.7 X 6.7	\$0.00		\$0.00
Extra Character Charge	\$0.29		\$6.38

[View Engraving](#)

BUY IT AGAIN



8x10 Metallix Plaque Black Plt- #Plmeg810	\$19.99	1	\$19.99
8x10 Wood Plaque	\$0.00		\$0.00
Upload My Artwork	\$0.00		\$0.00
No Gift Packaging	\$0.00		\$0.00
Matte Black Flexi - 8.7 X 6.7	\$0.00		\$0.00
Extra Character Charge	\$0.29		\$6.09

[View Engraving](#)

BUY IT AGAIN



7x9 Metallix Plaque Black Plt- #Plmeg79	\$16.99	10	\$169.90
7x9 Wood Plaque	\$0.00		\$0.00
Use Artwork On File	\$0.00		\$0.00
No Gift Packaging	\$0.00		\$0.00
Matte Black Flexi -7.75 X 5.75	\$0.00		\$0.00
Extra Character Charge	\$0.29		\$55.10

[View Engraving for all](#)

BUY IT AGAIN



Free Play Hard Tote Bag-#Prbg tote	\$0.00	1	\$0.00
------------------------------------	--------	---	--------

Subtotal:	\$322.45
Shipping:	\$35.99
Shipping Discount:	-\$35.99
Sales Tax:	\$26.60

Order Total: \$349.05

All confirmation and shipping emails will be sent to davenelson@tx.rr.com

Questions? [Contact Us](#), [Chat Now](#) with a representative, or Call [855-260-0162](tel:855-260-0162)

CONTINUE SHOPPING

[BACK TO TOP](#)

[NEED HELP? CONTACT US!](#)

[GET CUSTOMER SUPPORT CODE](#)

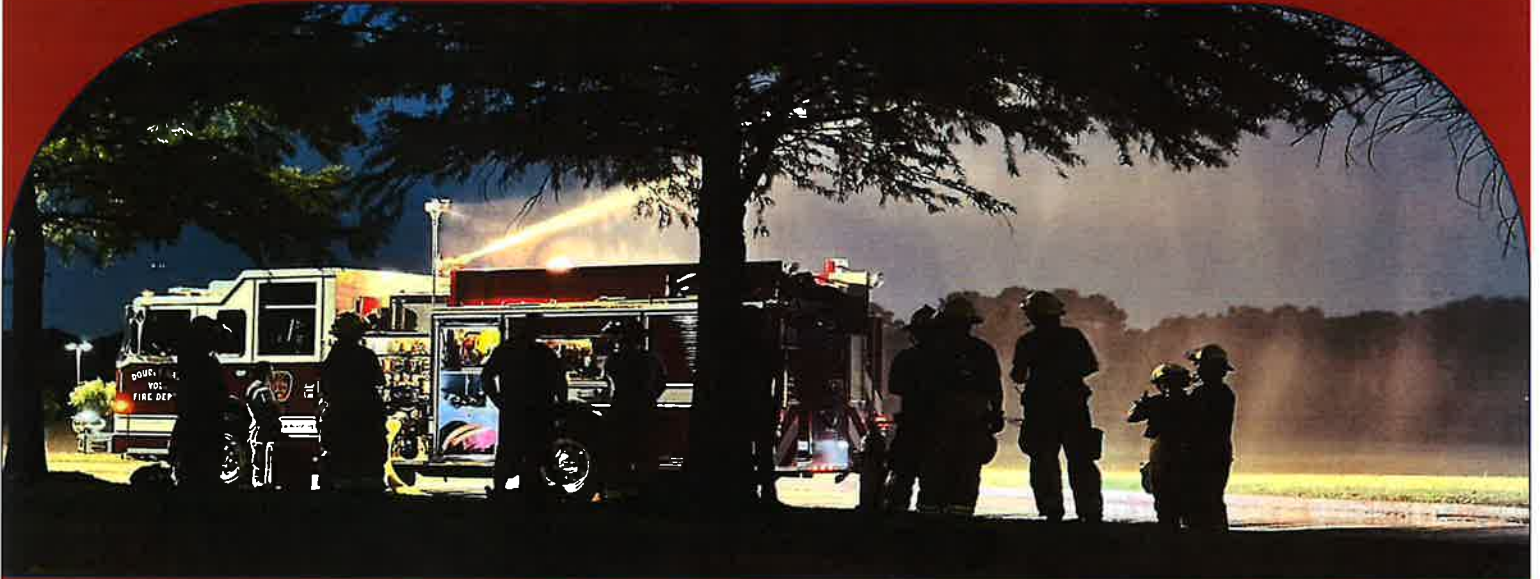
[OUR PHONE & CHAT HOURS](#)

[SIGN UP FOR EMAIL](#)





DEPARTMENT ACTIVITY THRU FEBRUARY 2024



**TOTAL
CALLS:**
46



**FIRE
CALLS:**
23



**MEDICAL
CALLS:**
23



**TRAINING
HOURS:**
144



**VOLUNTEER
HOURS*:**
875



MONTHLY TEAM ACHIEVEMENTS:

- Brush552 and two members deployed to the largest single wildfire in Texas history
- Brush552 and four members participated in the Mill Creek prescribed wildland burn in east Texas
- One new team member: Cade Maner
- Two members registered for Spring Fire School at TEEX

* excludes calls and training

To Council March 4th 2024

On September 25, 2024 in the Town Council meeting, Mayor Johnson stated

"September 18th I (the Mayor) received a phone call from the chief of the Flower Mound EMS and the chief of the EMS immediately said to me boy I thought we were working together, that we had a relationship to move this forward we just found out that someone from your town has contacted two other EMS services to inquire about a potential for a proposal or a contract. One of those was ESD1 and the other was Lewisville"

The Mayor further stated:

"The tough part is at 11:45 on the 18th Flower Mound pulled the offer (EMS offer) off the table; now what does that mean? that means that if we didn't make an agreement with Flower Mound this town has no emergency services. I spoke with Chief Whisenhunt about this because I got him involved he basically said 'Well if we don't use EMS through Flower Mound we lose our ISO2 rating and not only that, every citizen in the town is going to be hit with an insurance increase, every business an insurance increase.'"

It was later mentioned that the person who contacted ESD 1 and Lewisville was a woman and a possible Council Person.

Deputy Mayor ProTem Wellen, who at the time was Council women Wellen made a statement that she was "Not the person that contacted ESD 1 and or Lewisville."

Mayor Pro Tem Schoenrade made a statement that she was "Not the person that contacted ESD 1 and or Lewisville."

Councilwoman Jean Hillyer on December 4th, 2023 made a statement "I did not and have not contacted any fire department requesting bid or quotation for EMS Services"

That is a LIE - I have an email in my hands from Jean Hillyer, jean.hillyer@doubleoak.texas.gov to rvaughan@dentoncountyesd1.gov where she states "Double Oak is in the process of considering options for EMS services to compliment the fire services our volunteers provide. Is an EMS-only contract something that ESD1 would be interested and able to bid on?"

I spoke with Fire Chief Ricky Vaughan and he stated that "This email was sent to him and that he and Jean Hillyer had other emails about this subject."

Let me read the whole email.

Councilwoman Jean Hillyer lied to the Mayor, to the town council, and to the citizens of Double Oak.

And Double Oak citizens, I ask you, is Jean Hillyer, a person who continually lies and misstates facts, someone you want to represent Double Oak and be on your town council?

I would like to give all my notes and the email to the town secretary to be included in today's minutes, plus let people know that they can go to KDOG75077.com to see the email.

Mayor, I have two requests.

- 1) Mayor, I would like a copy of every email from May 1, 2022 to March 5, 2024, every email sent to Jean Hillyer, received by Jean Hillyer and all emails deleted by Jean Hillyer.
- 2) Due to the LIES about ESD1, I move that we censor Councilwoman Jean Hillyer.

Double Oak EMS Services

Jean Hillyer <jean.hillyer@doubleoak.texas.gov>

Sun 9/17/2023 3:02 PM

To: rvaughan@dentoncountyesd1.gov <rvaughan@dentoncountyesd1.gov>

Ricky, I met you at the DOVFD event in February of this year. Chief Whisenhunt speaks highly of you.

Double Oak is in the process of considering options for EMS services to compliment the fire services our volunteers provide. Is an EMS only contract something that ESD1 would be interested and able to bid on? This would be a contract held by the Town of Double Oak, not a line item on taxpayer bills as is done with other communities that ESD1 serves. I'd appreciate your thoughts.

FYI, our mayor, Patrick Johnson, is currently negotiating with Flower Mound Fire Department which holds the current contract.

Thank you.



14

Your invoice was updated (#000027)

Burgerlicious <messenger@messaging.squareup.com>

Fri 3/8/2024 2:04 PM

To:stefg1013@gmail.com <stefg1013@gmail.com>



Burgerlicious

Invoice Updated

\$1,295.00

Deposit

Overdue since March 7, 2024

[Pay deposit](#)

Invoice #000027

March 8, 2024

Customer

Stephanie Gorman - Town of Double Oak

stefg1013@gmail.com

909-754-2097

Date of service

May 18, 2024

[Download Invoice PDF](#)

Invoice summary

Burger bar	\$2,798.00
(\$13.99 ea.) x 200	

Grill cheese bar	\$2,598.00
(\$12.99 ea.) x 200	

Service Fee	\$1,079.00
--------------------	-------------------

Subtotal	\$6,475.00
----------	------------

Total Due	\$6,475.00
------------------	-------------------

Deposit	\$1,295.00
Overdue • Due on Mar 7, 2024	

Balance	\$5,180.00
Unpaid • Due on May 6, 2024	

Burgerlicious

burgerliciousatx@gmail.com

469-464-4176

Please contact Burgerlicious about its privacy practices.





Clare & Sons BBQ
High Quality Smoked Meats & Treats

Invoice

To: Stephanie Gorman
The Town of Double Oak, Texas
320 Waketon Rd.

Date: March 11, 2024
Invoice #: 100
Event: May 18th, 2024 Double Oak 50th Birthday Party

Double Oak, TX 75077
909-754-2097

Providing Quote:	Job	Payment Terms	Due Date
Ethan Clare	Operations	50% due up front, 50% upon completion of event	1st payment 3/27/24 2nd payment 5/18/24

Qty	Description	Unit Price	Line Total
200.00	Pulled Pork Sandwich Meals w/ 1 Side	\$14.00	\$2800.00
1.00	City of Double Oak Food Permit	\$250.00	\$250.00
1.00	15% Service Fee	N/A	\$457.50

Subtotal	\$3507.50
Sales Tax	8.25%
Total	\$3796.87

Make all checks payable to Clare & Sons BBQ
Thank you for your business!
120 Knob Hill Lane | Double Oak, TX | 75077 | EthanClare@ClareAndSonsBBQ.com



Double Oak Road and Drainage Survey

The Tripp 2022 bond election included a possible Kings Road project as part of the bond package. The Town Council would like to start the conversation and planning with Double Oak residents so that the town will be ready when Denton County indicates they have the funding for the project.

This survey is the first step in hearing from you – it will not be the only step. The Council also plans on holding in-person meetings for residents to voice their opinions and help determine the type of roadway that best meets the needs of the citizens, especially those who live directly on or adjacent to Kings Road, as they will be most impacted by any changes.

Thinking about the size of Kings Road, which of the following would you most prefer? (Check One)

- Two-lane road similar to Simmons Road – no designated bike lane
- Two-lane road like Simmons Road but with a designated bike lane
- Two-lane road with turn lanes at intersections with stop signs – no designated bike lane
- Two-lane road with turn lanes at intersections with stop signs – with a designated bike lane
- Other _____

Would you prefer curbs and underground rainwater drainage similar to Waketon Road, or bar ditches with no curbs similar to Simmons Road? (Check One.)

- Prefer curbs and rainwater drainage.
- Prefer bar ditches with no curbs.

Would you prefer to have sidewalks or no sidewalks along Kings Road? (Check One.)

- Prefer to have sidewalks.
- Prefer to have no sidewalks.

The town has also commissioned a drainage study and is awaiting the final results so that they can be presented to the town. We know flooding is a widespread problem in our town. To better understand if you have experienced flooding on your property, please answer the following questions.

After a rain my property typically has... (Check all that apply.)

- No standing water or flooding
- Standing water or flooding at the front of my property.
- Standing water or flooding in the back of my property.
- Standing water or flooding along the sides of my property.
- Flooding that comes into my outbuildings.
- Flooding that comes extremely close to my house but not into my house.
- Flooding that comes into my house.

Have you done any flood remediation on your property to try and stop the flooding or to redirect water so that your property does not flood?

- Yes
- No

If YES above, please describe what you have done and if this stopped the problem.

So that we know who to contact if we have any other questions, please answer the following:

Name: _____

Street Address: _____

Email Address: _____

THANK YOU FOR YOUR INPUT INTO THIS FIRST STEP OF COLLECTING INFORMATION FROM TOWN RESIDENTS.

KCB Engineering, LLC
153 Rainbow Dr., Livingston, TX 77399
(940) 368-6159
KCBEngineering@outlook.com

Town of Double Oak
320 Waketon Rd.
Double Oak, TX 75077

RE: Double Oak Town Hall
320 Waketon Rd.
Double Oak, TX 75077

March 15, 2024

Gentlemen,

We have been asked to provide details and specifications for an On-Site Sewage Facility (OSSF) to be located at the above address.

KCB Engineering, LLC has designed the OSSF for the above referenced property address signed on March 15, 2024. The design is in compliance with the TCEQ chapter 285 requirements and standard accepted engineering practice.

It is important that you understand the need to impress upon your management staff the need for good septic practices. This will reduce maintenance issues and costs for your company. These practices are listed on the following pages.

Once the system is in operation and has reached steady state, it is recommended that a BOD₅ be sampled. Based upon the results, the system may require additional adjustments.

You will need to apply for an OSSF construction and operating permit. Please submit the design packet and this letter along with the permit application to the Designated Representative for OSSF's at the Town of Double Oak.

If you have any questions, please contact me.

Respectfully,



Jeffrey S. Corey, P.E.
Professional Engineer
TBPE #76755 Texas Firm # F-15507



KCB Engineering, LLC

153 Rainbow Dr., Livingston, TX 77399

(940) 368-6159

KCBEngineering@outlook.com

On-Site Sewage Recommended Practices

- Know and abide by all state and any local requirements for wastewater quality, testing, and reporting.
- Inspect the system at specified intervals, usually once every 3 months, to check its operation and perform routine maintenance.
- Contract with a licensed professional company to perform inspections, wastewater tests, and reports completion and submission to local agencies.
- Keep records on the system performance and your service activities.
- Recognize the tasks that should be left to professionals to make sure that the job is performed correctly and that you do not subject the public to undue health risks.
- Keep other supplies, such as the permit/ as-built plans/specifications, governmental forms, and the system owner's manual.
- Keep on hand the proper disinfectant, such as wastewater chlorine tablets or liquid bleach, to add to the disinfection component. If you do not maintain the system properly, you could endanger human and environmental health, impair your wastewater system, and incur legal action. Because sewage can contain disease-causing microbes, wastewater is a public health concern. Environmental protection: The EPA has set national guidelines for management of onsite and wastewater treatment systems. The guidelines are posted on the Web at <http://cfpub.epa.gov/owm/septic/home.cfm>. System reliability: All system components from the plumbing fixtures in the home to the spray heads in the yard must be functional within expectations. By law, water that leaves your property, either through runoff or by seepage into the ground, must meet certain quality standards as demonstrated by laboratory tests. If your wastewater treatment system is not maintained properly, the water will not be treated enough, and you may be subject to fines.
- Your system can be affected by the amount, strength, and timing of the wastewater entering it. These devices, practices, and products can alter an aerobic system's performance:
- Water-saving devices reduce the amount of wastewater, but they also make it stronger, which can prevent the system from meeting the required effluent standards.
- Water-treatment devices with automatic back flushing add extra water into the system that can be avoided.
- Some water-conditioning units add chemicals into the effluent that can reduce the effectiveness of the biological and physical processes in an aerobic treatment unit. This wastewater stream may need to be plumbed around the treatment tanks to the pump tank.
- Condensate from air conditioning units is not sewage. Route it around the system. □ Commercial ice machines can also add large amounts of clear water.
- Laundry activities greatly affect your wastewater system: - Powdered detergent can plug cast-iron piping, and some soap contains forms of benzoate as filler. Keep these out of the system to improve its long-term performance. - Bleach additives can affect the biology of the septic tank and the rest of the system. Do not overuse bleach. - The amount of laundry done each day is also important. Spread out the loads over time to help the system perform at its best.
- In-home businesses can directly affect the system. Use for daycare increases the overall flow and can increase the use of antibacterial soaps. The system can also be affected by other small businesses that use chemicals, such as antique refinishing services, beauty shops, lawn care services, photo labs, dog grooming services, and taxidermy shops. Barbershops typically discharge large amounts of hair.
- Prescription antibiotics and drugs are extremely hard on the microbes in the system. Flushing them into the wastewater system increases the maintenance.
- Heavy use of bath and body oils can raise the fats, oils, and grease (FOG) values in the system. Removal or reduction of these can improve the performance of the system.
- A garbage disposal adds to the overall loading of the system in four ways: - More waste enters the treatment system. - Because the organic matter has not been digested, it takes longer to break down. - More water is used to rinse out the sink. - Smaller particles take longer to settle.

KCB Engineering, LLC

153 Rainbow Dr., Livingston, TX 77399

(940) 368-6159

KCBEngineering@outlook.com

- Toxic drain cleaners kill the bacteria, resulting in a limited microbial activity in the tank and poor separating characteristics.
- Antibacterial soap also affects the biology of the tank.
- Liquid soap tends to be easily overused and may create problems in the system.
- Automatic cleaners (for toilets and showers) continually send chemicals into the system, which can cause long-term problems.
- Other cleaning products may also alter the treatment process. When choosing a cleaning product, first read the label: - Danger means that the chemical will kill the microbes; use it rarely or never. - Warning means that limited use should not affect the system much. - Caution typically means that the product will have little effect on the system.
- Areas used for effluent application must be seeded or sodded to provide vegetative cover. Effluent must not be applied to gardens or fruit orchards.
- Excessive amounts of toilet paper cause sludge to build up faster.
- Treated toilet paper, such as the type that contains lotion, does not settle well and forms a thick layer of scum at the top of the tank.
- Other paper products, such as wet wipes, should not enter the system.
- Flushable cleaning products, many wipes and toilet cleaning materials are labeled as “septic safe.” This statement typically refers to their ability to flow through the piping. These items will collect in the treatment system and increase the need for maintenance.
- Trash and non-digestible material increase the amount of maintenance required and may even shorten the life of the components. Examples are rags, toys, diapers, condoms, cat litter, plastic bags, coffee grounds, cigarette filters, and feminine hygiene products. Many of these items have neutral buoyancy and will pass through the treatment components. Cat litter and coffee grounds add to the sludge that must be pumped out during maintenance. Diapers must be removed individually.

KCB Engineering, LLC
 153 Rainbow Dr., Livingston, TX 77399
 (940) 368-6159
 KCBEngineering@outlook.com

On-Site Sewage Facility Summary

This letter provides the details for KCB drawings 24-0304 S1 & S2. Those drawings should be printed on a "D" size paper (22"x34") for clarity and scale.

The town hall building is not currently serviced by a public sewer collection system. The existing system is failing and it will require a new installation of an on-site sewage facility (OSSF). Since the development will generate less than 5,000 gallons of wastewater per day, the design, construction, permitting and installation of the OSSF will be done in accordance with the Town of Double Oak Rules and Regulations. This will require an Application for Permit for Authorization to Construct an OSSF and License to Operate through the Town of Double Oak. Design and construction must be in accordance with the Texas Commission on Environmental Quality (TCEQ) Chapter 285 Rules for On-Site Sewage Facilities.

Site Evaluation

Two (2) test borings were extended to a depth of 60 inches below ground surface in the area planned for effluent disposal for soil evaluation (\$285.30). The soil texture from these borings was found to be a sandy loam (Class II) to 34" extending the full depth. A standard system may be used with the soil properties present. Due to space limitations and system size, a drip emitter application system has been designed to service the facility.

Soil Boring Number 1						
Depth (Feet)	Texture Class	Soil Texture	Drainage (Redox Features/Water Table)	Restrictive Horizon	Observations	Gravel % by Volume
1	II	Sandy Loam	No	No	Suitable	<15
2	II	Sandy Loam	No	No		<15
3	II	Sandy Loam	No	No		<15
4	II	Sandy Loam	No	No		<15
5	II	Sandy Loam	No	No		<15

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153 Rainbow Dr., Livingston, TX 77399

(940) 368-6159

KCBEngineering@outlook.com

Soil Boring Number 2						
Depth (Feet)	Texture Class	Soil Texture	Drainage (Redox Features/Water Table)	Restrictive Horizon	Observations	Gravel % by Volume
1	II	Sandy Loam	No	No	Suitable	<15
2	II	Sandy Loam	No	No		<15
3	II	Sandy Loam	No	No		<15
4	II	Sandy Loam	No	No		<15
5	II	Sandy Loam	No	No		<15

The property does NOT have a 100-year flood plain located on the property. No water wells are located or proposed on-site.

Q

The facility is used for office space, volunteer fire department with no living quarters and public gatherings. There is no consistent use. The attached water records for the past year were provided and will be used. The design of the OSSF is based upon the following.

- Average Daily Q based on one year = 1,140 GPD
- Average Daily Q based on max month = 1,457 GPD
- No commercial food preparation or service on-site.
- Water saving devices will be installed in the facilities (toilets and sinks).

The daily maximum design effluent flow is 1,500 GPD. The maximum BOD₅ influent shall not exceed 300 mg/l.

General Notes

Pipes

The pipe from the building to the OSSF will be constructed out of a minimum three (3) inch diameter polyvinyl chloride (PVC) schedule 40 material or approved material per TCEQ Chapter 285. The pipe will be watertight and the slope will be no less than 1/8 inch of fall per foot of pipe. A two-way cleanout plug will be located between any building stub out and the pre-treatment tanks. Additional single cleanout plugs will be placed a maximum of every 100 feet on long runs and within five feet of all 90° bends. Casing is required under driveways and at water line crossing (10' each side).

Components

All components of the OSSF must be from the TCEQ-approved list.

Electrical

All electrical components must comply with current requirements of the National Electric Code. All external wiring shall be installed in approved, rigid, non-metallic gray code electrical conduit. The conduit shall be buried per the National Electric Code and terminated at a main circuit breaker panel or sub-panel. Connection shall be in approved junction boxes. All

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electrical components shall have an electrical disconnect with direct vision from the place the electrical device is installed. Electrical disconnects must be weather proof and have a maintenance lockout provisions.

Tanks

Tanks shall be constructed of steel reinforced concrete per ASTM C1227 with covers per TCEQ Chapter 285. They shall be set level and no more than 36" below finished grade. Risers and cleanout ports shall extend a minimum of 2 inches above grade. Material underneath and around the tank shall consist of four inches of sand, sandy loam, clay loam or pea gravel. The backfill material must be free of rock larger than half inch in diameter.

Pre-treat (Trash) Tank

A 2,200 Gallon Pre-Treat (Trash) tank will be installed. The effluent will be gravity flowed from the tank to the ATU treatment chamber.

Aerobic Treatment Unit (ATU)

This system will include one (1) 1,500-GPD ATU to service the building. Gravity will transfer effluent from the ATUs to the pump tank.

Chlorinator

A NSF/ANSI standard 46 approved liquid or tablet chlorine feeder will be installed prior to the pump tank.

Pump Tank

The existing 1,500 Gallon tank will be utilized in this design. The effluent will be gravity flowed from the ATU chamber.

Dual alternating FPS E Series High Head Filtered Effluent Pumps or equivalent 20 gallon per minute, $\frac{1}{2}$ horsepower pumps will be installed in the pump tank. The pump can be set on demand at 120 gallons per dose or set on a timer to operate 8 times per day at 11.1 mins/dose. The pump tank will be equipped to prevent siphoning and an audible and visible high-water alarm. The pump will be set to come on at the 100 gallon level ($\frac{1}{2}$ Q). The alarm will be set to come on at the 900 gallon level ($>\frac{1}{3}$ Q) and will be placed on a separate power circuit than the pump. **The cutoff valve in the pump tank must be regulated to adjust the pressure to not exceed 40 psi at any spray head.** A check valve will be installed after each pump for backflow prevention. Floats on the pump tank shall be set according to manufacturer details.

Filtration

A TuffTiger T125 Filter or equivalent will be installed after the pump.

Index Valve

A K-Rain 4403 index valve or equivalent will be installed after the pump.

Disposal Fields

The disposal area will be 8,160 ft² having dimensions shown on drawing S2. A 1 inch diameter purple supply line and manifold will be utilized to distribute the effluent equally to the emitter lines and a 3/4" diameter purple manifold and return pipe will return excess effluent to the tank.

KCB Engineering, LLC

153 Rainbow Dr., Livingston, TX 77399

(940) 368-6159

KCBEngineering@outlook.com

Emitter Heads

Geoflow 16-24-4 drip emitters or equivalent are to be used. The lines will be placed in each field parallel and two feet apart in a horizontal plane. The emitters in each zone will be a minimum 6" and a maximum 12" below finished grade. Emitters placed at an elevation higher than the pump tank will be equipped with check valves in order to prevent effluent return to the tank. An anti-siphon device will be added to the supply line if emitters are lower than the pump tank.

Landscape Plan

Area used for effluent application must be seeded or sodded to provide vegetative cover. Effluent must not be applied to gardens or fruit orchards.

Maintenance Requirements

After the initial two year service policy expires, state law requires an on-going maintenance agreement remain in effect with a valid maintenance company. It is recommended the system be serviced a minimum every six months.

Final inspection and license to operate is required from the Town of Double Oak Health Department before using the On-Site Sewage Facility.

KCB Engineering, LLC

153 Rainbow Dr., Livingston, TX 77399

(940) 368-6159

KCBEngineering@outlook.com

Design Specifications for Aerobic Wastewater Treatment

Date: March 15, 2024

Owner/Builder: City of Double Oak
Attn: Randall Anglin

Phone Number: (972) 539-9464 Ext. 1003

Address: 320 Waketon Rd.
Double Oak, TX 75077
Denton County

Type Treatment: Aerobic
Design Flow Gallons/Day: 1,500 Gallons/Day
Application Area Required: $1,500 / .2 = 7,500 \text{ ft}^2$
Application Area Shown: 8,160 ft^2

Pre-Treat:
Capacity: 2,200 Gallon minimum
Construction: Reinforced Concrete
Pump: Gravity Flow

Aerobic Treatment Tank:
Capacity: 1,500 GPD capable of 3.75 lbs BOD₅/day
Construction: Reinforced Concrete
Air Compressor: NSF/TCEQ Approved for ATU

Pump Tank:
Capacity: 1,500 Gallon
Construction: Reinforced Concrete
Pump on: 100 Gallon Level
Alarm on: 900 Gallon Level
Pump Capacity: Dual Alternating ½ HP 20 GPM @ 55 PSI or Eq.
Dosed 8 times/day @ 11.1 min/dose

Disinfection: NSF/ANSI Standard 46 Approved Chlorine Liquid Feeder or Tablet Feeder

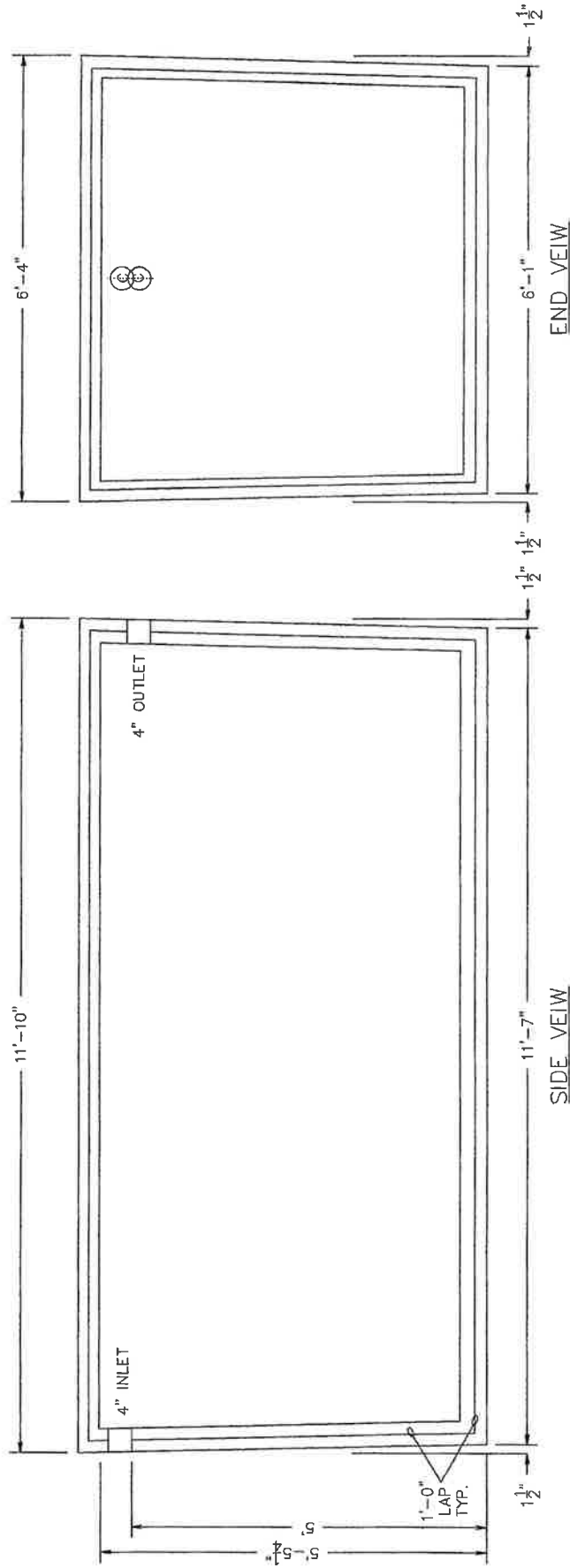
Filter: TuffTiger T125 with continuous flushing or equivalent

Distribution Lines: Supply & Manifold: 1" Dia. Purple PVC Schedule 40
Return & Manifold: 3/4" Dia. Purple PVC Schedule 40

Emitters: Type of Emitter Head: Geoflow 16-24-4 equivalent
Length of Emitter line: 4,080 Ft
Number of Emitter Heads: 2,040

Designer: 
Jeffrey S. Corey, P.E.
TBPE # 76755
Firm #F-15507





TITLE:

2200 Gallon/Dosing Tank

COMPANY NAME:

Aeris Aerobics, 5021 SE McKinney St.,
 Rice, TX 75155, (903) 326-4800

DETERMINE Q

SEE ATTACHED EMAIL OF WATER RECORDS

$$\text{Ave Monthly} = \frac{410,532}{12} = 34,211 \text{ GPM}_0 \rightarrow \frac{1140 \text{ GPD}}{30}$$

$$\text{Max Monthly Usage} = 43704 \text{ GPM}_0 \rightarrow 1457 \text{ GPD}$$

$$\text{USE } Q = 1500 \text{ GPD}$$

PRE-TREAT TANK

30% SLUDGE w/ 1 DAY SETTLEMENT

$$\text{PT VOLUME} = \frac{1500}{.75} = 2145$$

USE 2200 GALLON TANK

BOD₅ DIGESTION

$$t = 1 \text{ DAY}$$

$$\text{BOD}_{5 \text{ P/T}} = 300 e^{-.23(t)} = 239 \text{ mg/L}$$

$$\text{lbs BOD}_5 = 239 \frac{\text{mg}}{\text{L}} \left(\frac{3.75 \text{ ft}^3}{\text{GAL}} \right) \left(\frac{\text{lb}}{453,592 \text{ mg}} \right) (1500 \text{ GAL}) = 2.96 \text{ lbs}$$

$$1500 \text{ ATU} = 3.75$$

USE 1500 GPD ATU

PUMP TANK

$$\frac{1}{2} Q = 750 \quad \frac{1}{3} Q = 500$$

USE 1500 GALLON TANK

PUMP = 100 ALARM = 900

DOXING DISPOSAL

2 ZONES @ 4080 ft² TOTAL = 8160 ft²

$$\text{DISPOSAL RATE} = \frac{4080}{4} \text{ EMIT} \left(\frac{1.0 \text{ GAL}}{\text{HL} - \text{EMIT}} \right) \left(\frac{\text{HL}}{60 \text{ MIN}} \right) = 17 \text{ GPM}$$

$$t_d = \frac{1500 \text{ GAL}}{17 \text{ GPM}} = 88.25 \text{ MIN/DAY}$$

8 TIMES @ 11.1 MIN/DOSE

PIPE HEAD LOSS

WEST FIELD IS THE FURTHEST

HL SUPPLY LINE = 50.5 ft
 DISPOSAL FIELD = 1.16 ft
 RETURN LINE = 6.1 ft
 ELEV. = 10'

67.76' HL



3/15/24

F-1532



DOUBLE OAK

Randall Anglin
randall.anglin@doubleoak.texas.gov
Town of Double Oak - www.doubleoak.texas.gov
320 Waketon Road, Double Oak, TX 75077
T: (972)539-9464 Ext. 1003 M: (469)967-0601
F: (972)539-9613

From: Randall Anglin <randall.anglin@doubleoak.texas.gov>
Sent: Thursday, February 1, 2024 11:05 AM
To: Jeffrey Corey <kcbengineering@outlook.com>
Subject: RE: Septic System @ Town Hall (Double Oak, TX)

Here is the break down by month for the last year.....

10,528	January
4,037	February
36,609	March
33,127	April
41,862	May
42,828	June
39,106	July
43,063	August
36,095	September
43,704	October
41,461	November
38,112	December
410,532	
*(Gal)	



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T: (972)539-9464 Ext. 1003 M: (469)967-0601
F: (972)539-9613

From: Jeffrey Corey <kcbengineering@outlook.com>
Sent: Thursday, February 1, 2024 10:58 AM
To: Randall Anglin <randall.anglin@doubleoak.texas.gov>
Subject: Re: Septic System @ Town Hall (Double Oak, TX)

CAUTION: [EXTERNAL EMAIL]



Effluent Pump

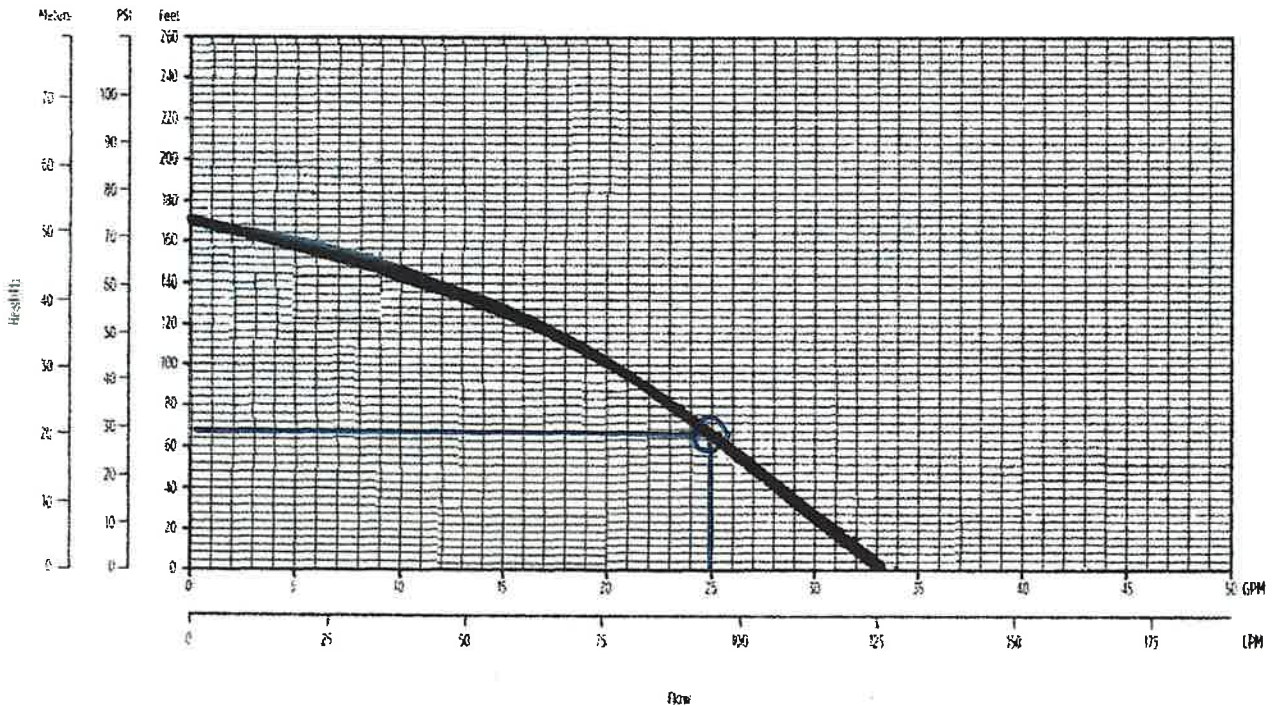
DISPOSAL

Features and Benefits:

- Tried and true performance – this pump has been in service for years.
- One Year Warranty – our guarantee to our customers that this pump will perform to their standards
- The ATER Pumps Series 20 pump can handle passing solids up to 1/8-inch without any issues.
- The pump's bottom suction design gives the pump ease in pulling fluid.
- The pump has a removable 5-inch base for ease in mounting.
- The pump has a built-in check valve that prevents backflow.
- Internal components are molded from high quality thermoplastics.
- Our pump is made of high grade 304 stainless steel for corrosion resistance.
- The Series 20 pump is available with 115 VAC or 230VAC, 1/2 hp motor.
- A heavy duty 300 Volt 10 ft SJOOW jacketed cord is used.

Specifications:

- Motor Power – 0.5 H.P.
- Voltage – 115V/60Hz
- Maximum Flow Rate – 25.53 Gallons per Minute
- Maximum Head Pressure 138 feet
- Stainless Steel Pump and Motor Shell
- 3-7/8" Diameter Pump and Motor Shell
- Bottom Suction (Intake is below motor and impellers)



The Engineering ToolBox

Apps

Calculators for online and **offline** use!

Water Pipes Head Loss

The calculator below can used to calculate the head loss in water pipes.

pipe length (m, ft)
 design coeff.
 flow rate (l/s, gal/min)
 hydr. diameter (mm, inch)

- SI-units
 Imperial units

Calculate!

25.2 (ft H₂O/100 ft pipe) head loss

10.9 (psi/100 ft pipe) head loss

50.5 (ft H₂O) head loss

21.9 (psi) head loss

8.17 (ft/s) velocity

Home

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No installation required!!

Just visit the Calculator app in your browser, and - if you want - **bookmark** the Calculator app in your iPhone, iPad or Android browser - or add a link to your

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Calculator apps visited online are saved in the browser and works **offline!**

WEST FIELD
SUPPLY

The Engineering ToolBox

Apps

Calculators for online and **offline** use!

Water Pipes Head Loss

The calculator below can used to calculate the head loss in water pipes.

<input type="text" value="170"/>	pipe length (m, ft)
<input type="text" value="150"/>	<u>design coeff.</u>
<input type="text" value=".83"/>	flow rate (l/s, gal/min)
<input type="text" value=".625"/>	<u>hydr. diameter</u> (mm, inch)

- SI-units
 Imperial units

0.69 (ft H₂O/100 ft pipe) head loss

0.3 (psi/100 ft pipe) head loss

1.16 (ft H₂O) head loss

0.5 (psi) head loss

0.87 (ft/s) velocity

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West Field
DISPOSAL AREA



Calculators for online and **offline** use!

Water Pipes Head Loss

The calculator below can used to calculate the head loss in water pipes.

pipe length (m, ft)
 design coeff.
 flow rate (l/s, gal/min)
 hydr. diameter (mm, inch)

SI-units
 Imperial units

WEST FIELD
RETURN

Calculate!

3.05 (ft H₂O/100 ft pipe) head loss

1.32 (psi/100 ft pipe) head loss

6.1 (ft H₂O) head loss

2.64 (psi) head loss

2.18 (ft/s) velocity

Home

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The Engineering ToolBox

engineeringtoolbox.com

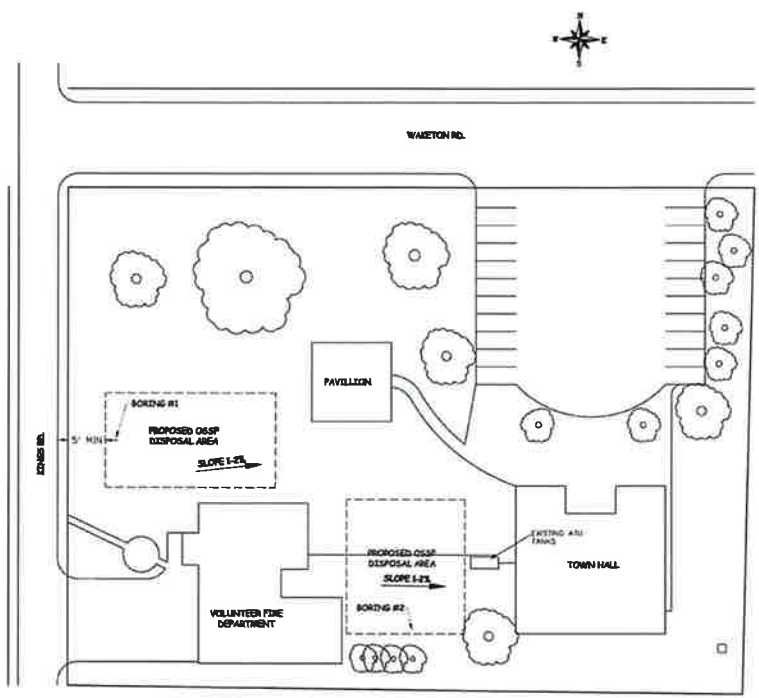
tools, information and data

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Calculator apps visited online are saved in the browser and works **offline!**



NO FLOOD PLAIN ON PROPERTY



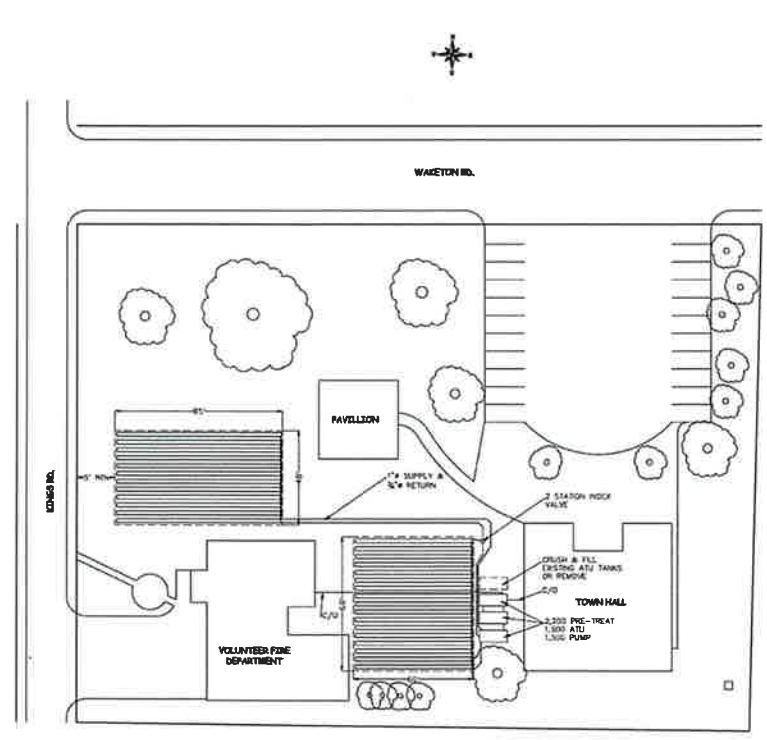
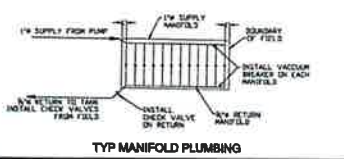
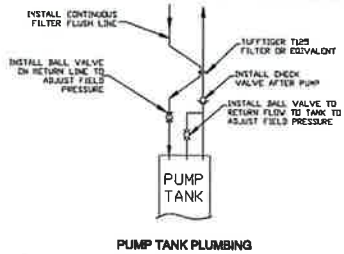
Double Oak Town Hall
 320 Waretton Rd.
 Double Oak, Texas, 75077
 2.0 Acres
 County: Denton

Site Evaluation

NO. OF	NO. OF
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10

S1
 24-0304

- NOTES:
- SEE PCB ENGINEERING DESIGN LETTER DATED MARCH 18, 2014.
 - ROOF DRAINAGE NOT TO EXCEED 300 GPM.
 - CARE ALL OSSF PLUMBING WITH SCHEDULE 40 PVC PIPE AT WATER LINE CROSSINGS A MIN 1/2" ON EACH SIDE OF WATERLINE.
 - OSSF PLUMBING SHALL MEET 2008 CHAPTER 386 REQUIREMENTS.
 - NO COMMERCIAL ON-SITE FOOD PREPARATION ALLOWED.
 - NO WATER SOFTENERS ARE PERMITTED.
 - P. SIZES IS HIGHER THAN DESIGN LOADS OR FLOW IS GREATER THAN DESIGN. MODIFICATION OF THE SYSTEM MAY BE REQUIRED.
 - LEAKING PLUMBING SHALL BE REPAIRED IMMEDIATELY OR DAMAGE TO THE SYSTEM MAY OCCUR.
 - PLUMBING FROM BUILDING SHALL BE SET SUCH THAT MAXIMUM ATU TOP OF TANK DEPTH IS 30" BELOW GRADE.
 - SET DIFFERENTIAL AT THE SAME ELEVATION.
 - FIELD LINES TO BE GEODESIC APPROX. 4" OR EQUIVALENT.
 - INSTALL VACUUM BREAKERS EACH LOOP FURTHEST POINT FROM TANK.
 - INSTALL TURF/TERRAZO TUB FILTER OR EQUIVALENT WITH CONTINUOUS FLUSHING AFTER PUMP.
 - INSTALL BALL VALVE WITH RETURN LINE TO TANK BETWEEN PUMP AND FILTER.
 - INSTALL BALL VALVE ON RETURN LINE TO TANK.
 - ADJUST FIELD LINE PRESSURE TO 30-40 PSI.



KCB ENGINEERING, LLC

320 Wakeston Rd.
Double Oak, Texas 75077
2.0 Acres
County: Denton

Double Oak Town Hall

OSSF Plan

S2
24-0304

Scott's Sprinklers

1705 Prescott Drive
Flower Mound, TX 75028
Phone (972) 318-5035
License #5504

Date : March 13, 2024

TOWN OF DOUBLE OAK

Thank you for allowing *Scott's Sprinklers* the opportunity to provide you with an estimate.

Install underground Isolation valve.

Install one inch RPZ.

Install installation bag.

Install fake rock.

Backflow Certification

1525.00

Install 24 station wifi controller

985.00

Estimated Package Price Including Parts and Labor

A 0 deposit is required to schedule installation, with the balance due the day of completion. For our customers' convenience, we accept cash, checks, **Visa, and Master Card as forms of payment.** **3% will be added to all credit card transactions.**

This estimate is good for a period of 30 days and includes all items listed above. Any additional parts or extended labor will be added to estimated package price. All other on-site service requests will be billed at a rate of \$200.00 per hour.

Thank you and we look forward to the opportunity to serve you.

Irrigation in Texas is regulated by the Texas Commission on Environmental Quality, P.O. Box 13087 Austin, TX 78711-3087