



DOUBLE OAK

Town of Double Oak
Town Council – Public Meeting

Double Oak Town Hall
320 Waketon Road, Double Oak
TX 75077

Tuesday, September 8, 2020
7:00 p.m.

In response to the coronavirus pandemic, effective March 16, 2020, Texas Governor Abbott suspended certain Open Meeting rules to allow meetings of government bodies that are accessible to the public to decrease large groups of people from assembling. The suspension temporarily removes the requirement that government officials and members of the public be physically present at a meeting location. The town's online public meetings can be viewed online during the meeting.

There will be limited seating in the Mayor Bill Wilkinson Community-Government Room to allow for social distancing. Meeting participants may be asked to wait in the lobby until their name is called.

- **Facebook Live** on the [facebook.com/doubleoaktx/](https://www.facebook.com/doubleoaktx/) (*Anonymous viewing*)
- **Email Town Secretary Eileen Kennedy** (eileen.kennedy@doubleoak.texas.gov)
 - Residents can participate by emailing their questions/comments for the meeting.
 - Emails must be received by 5:00 p.m. the day of the meeting.

Please state whether your emailed comment is regarding a specific agenda item or a non-agenda item. Your comment will be read into the record during the meeting. (must be within the 3-minute time limit)

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

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

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

1. Consideration on minutes from the August 17, 2020 meeting.

IV. Mayor, Council Members and Staff reports:

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

V. New business agenda (consideration and action):

7. Discussion on 2020-2021 fiscal year budget and tax rate.
Presentation: Town Treasurer Billie Garrett
8. Discussion, consideration, and action on appointments to Board of Adjustment
Presentation: Staff
9. Discussion, consideration, and action on appointments to the Planning & Zoning Commission
Presentation: Staff
10. Citizens comments
11. Council – staff announcements and comments:
 - Public Hearing on the proposed fiscal year 2020-2021 budget and proposed fiscal year 2020-2021 tax rate will be on September 21, 2020 at 7:00 p.m. at Town Hall.
12. Adjournment

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

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

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

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

Eileen Kennedy

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 accommodations 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.

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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. August 17, 2020 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

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

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

The Mayor called the meeting to order at 7:07 p.m.

Council Member Whisenhunt gave the invocation and Council Member Dent lead the Pledge of Allegiance to the American and Texas flags.

II. CITIZENS COMMENTS

There were no citizens comments.

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

1. Consideration and action on minutes of August 3, 2020
2. Consideration on invoice for maintenance and repair of Town easement located on Oak Trail Drive in the amount of \$20,000.
3. Consideration on invoice for replacing Oakview Drive street culvert and related in the amount of \$30,000.
4. Proclamation in support of United Way of Denton County

Nelson motioned; Dent seconded to approve the Consent Agenda as presented

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

Motion carried

IV. MAYOR, COUNCIL MEMBERS AND STAFF REPORTS:

5. Mayor and Council

No report was given

6. Public Works and Code Enforcement

At each Council Members place were two emails from Halff Associates Brian Haynes and Steve Templer regarding updates on the Waketon Road Reconstruction Project and the Timberleaf Drive repaving project. *

7. Administration

No report was given

8. Public Safety

No report was given

9. Road and Drainage Committee

No report was given

V. New business agenda (consideration and action):

The Mayor opened agenda items 10. And 11. Together

10. Discussion, consideration, and action on setting the maximum proposed tax rate for fiscal year 2020-2021

11. Discussion on 2020-2021 fiscal year budget and tax rate.

After much discussion on the tax rate and budget, Whisenhunt motion, Beougher second to set the proposed tax rate at \$.229210

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

AYE: Beougher, Garrett, Dent, Whisenhunt, Nelson

NAY: None

Abstain: None

Motion carried

12. Citizens comments

None

13. Council – staff announcements and comments:

- Public Hearing on the proposed fiscal year 2020-2021 budget and proposed fiscal year 2020-2021 tax rate will be on September 21, 2020 at 7:00 p.m. at Town Hall.

14. Adjournment

With no further business to come before the Council, motion Beougher, Whisenhunt seconded, the meeting was adjourned at 8:07 p.m.

Eileen Kennedy, Town Secretary

Mike Donnelly, Mayor

Eileen Kennedy

From: Templer, Steve <sTempler@halff.com>
Sent: Monday, August 17, 2020 11:33 AM
To: Eileen Kennedy; Haynes, Brian
Subject: RE: Halff Report

Hi Eileen - Here is an update for Waketon:

Bids are due to the Town of Flower Mound tomorrow August 18th at 2:00 and Flower Mound will open the bids thereafter. I will attend the bid opening, record the bids, and email them to you. The Town of Flower Mound plans to take the low bidder to Town Council on September 15th so we will need to have Double Oak approval before that.

Steve

Steve Templer, PE
Public Works Senior Project Manager

O: (817) 764-7480

Halff Associates, Inc.
4000 Fossil Creek Blvd.
Fort Worth, TX 76137-2720

Halff.com | LinkedIn | Facebook | Twitter | Instagram | YouTube -----Original Message-----

From: Eileen Kennedy <eileen.kennedy@doubleoak.texas.gov>
Sent: Monday, August 17, 2020 11:25 AM
To: Haynes, Brian <bHaynes@Halff.com>; Templer, Steve <sTempler@halff.com>
Subject: FW: Halff Report

Brian/Steve,

See Mayor Mike's email below.

Sincerely,

Eileen Kennedy
Town Secretary
972-539-9464

-----Original Message-----

From: Mike Donnelly <mtefm@yahoo.com>
Sent: Monday, August 17, 2020 11:14 AM

Eileen Kennedy

From: Haynes, Brian <bHaynes@Halff.com>
Sent: Monday, August 17, 2020 4:48 PM
To: Eileen Kennedy; Templer, Steve
Subject: RE: Halff Report

Eileen,

Here is the report for Timberleaf Drive:

- Pre-Construction Meeting on Wednesday, August 19th at 10:00 am
- Contractor to provide schedule at the pre-construction meeting.
- Halff is coordinating with Jeff Stephens on replacing the culvert under Oakview Drive.

Thanks,
Brian

Brian Haynes, PE, CFM
Vice President

O: (817) 764-7517
C: (817) 692-8419

Halff Associates, Inc.
4000 Fossil Creek Blvd.
Fort Worth, TX 76137-2720



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-----Original Message-----

From: Eileen Kennedy <eileen.kennedy@doubleoak.texas.gov>
Sent: Monday, August 17, 2020 11:25 AM
To: Haynes, Brian <bHaynes@Halff.com>; Templer, Steve <sTempler@halff.com>
Subject: FW: Halff Report

Brian/Steve,

See Mayor Mike's email below.

Sincerely,

Eileen Kennedy
Town Secretary
972-539-9464

-----Original Message-----

From: Mike Donnelly <mtefm@yahoo.com>



DATE: 8/6/20

8.

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: Phyllis Meyerson

ADDRESS: 133 East View Ct

HOME PHONE: 972-539-0370 ^{Cell} WORK PHONE: 972-333-9626

EMAIL ADDRESS: PhyllisCmeyerson@gmail.com

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	<u>2008 - current</u>
PLANNING AND ZONING COMMISSION	<u></u>

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

YES
 NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT, ETC. Longtime resident, mason & z, Been on staff for many years
current choice

MAIL COMPLETED FORM TO: TOWN OF SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL town_secretary@double-oak.com



DATE: 8-11-20

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: Karen Smith
ADDRESS: 168 Meadowknoll
HOME PHONE: — WORK PHONE: 214-763-1892
EMAIL ADDRESS: kdsmith516@gmail.com

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	<u>since 2016</u>
PLANNING AND ZONING COMMISSION	<u>—</u>

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

- YES
 NO

AREA OF EXPERTISE, I.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT, ETC. long term resident, previous experience

MAIL COMPLETED FORM TO: TOWN OF SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL town_secretary@double-oak.com



DATE: 8/19/20

**TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464**

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: Richard E. Ulrich

ADDRESS: 420 Simmons Rd, Double Oak , Tx

HOME PHONE: 817 430 4246 WORK PHONE: C: 4692358342

EMAIL ADDRESS: RVULRICH@VERIZON.NET

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	<u>Summer 2020</u>
PLANNING AND ZONING COMMISSION	<u></u>

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

YES

NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT,

ETC. Long term resident

MAIL COMPLETED FORM TO: TOWN OF SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL eileen.kennedy@doubleoak.texas.gov



DATE: 8-25-20

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: Curtis Glover

ADDRESS: 170 Double Oaks Dr.

HOME PHONE: 972-743-6743 WORK PHONE: _____

EMAIL ADDRESS: curtis.glover@verizon.net

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	<u>2020</u>
PLANNING AND ZONING COMMISSION	_____

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

- YES
- NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT, ETC. Held Texas Real Estate License

MAIL COMPLETED FORM TO: TOWN OF SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL town_secretary@double-oak.com



DATE: 09/3/2020

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464



9.

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: MARK ROSE

ADDRESS: 308 EAST CARRUTH LANE

HOME PHONE: 214 649 6501 WORK PHONE: _____

EMAIL ADDRESS: MARK@HRCRANCH.COM

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE

DATES SERVED

BOARD OF ADJUSTMENT

PLANNING AND ZONING COMMISSION

MAYBE SIX YEARS?

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

YES

NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT,

ETC. BEEN THROUGH THE P AND Z PROCESS NUMEROUS TIMES

BEEN A REAL ESTATE DEVELOPER

MAIL COMPLETED FORM TO: TOWN SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL lynn.jones@doubleoak.texas.gov



DATE: 9-1-2020

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: Donna Gilliam
ADDRESS: 221 Waketon Ext.
HOME PHONE: 972-355-1630 ^{CELL} WORK PHONE: 972 822-7149
EMAIL ADDRESS: Donna7M7G@gmail.com

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	
PLANNING AND ZONING COMMISSION	<u>9/2015 - present</u>

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

- YES
 NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT, ETC. _____

MAIL COMPLETED FORM TO: TOWN SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL lynn.jones@doubleoak.texas.gov

DATE: August 29, 20

TOWN OF DOUBLE OAK
120 WILKINSON ROAD
DOUBLE OAK, TEXAS 75777
(972) 489-6444

APPLICATION FOR REAPPOINTMENT TO BOARD/COMMISSION

NAME: Bonnie Morrow

ADDRESS: 105 N Forest Lane

PHONE NUMBER: _____ WORK PHONE: 972-477-4161

EMAIL ADDRESS: Bonnie4051@aol.com

BOARD/COMMISSION/COMMITTEE ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE

DATE SERVED

BOARD OF ADJUSTMENT

PLANNING AND ZONING COMMISSION

_____ 2/1/20

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM?

YES
 NO

AREA OF INTEREST, OR LONG TERM REQUEST, REAL ESTATE, OCCUPATION, ETC.

MAIL COMPLETED FORM TO

TOWN SECRETARY
120 WILKINSON ROAD
DOUBLE OAK, TEXAS 75777

OR FAX TO NUMBER

972-489-6444
E-MAIL: townsecretary@doubleoaktx.gov



DATE: 8/27/20

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: Wayne Atkins

ADDRESS: 120 Hawk Crest Lane

HOME PHONE: _____ WORK PHONE: 214 636 5064

EMAIL ADDRESS: Wayne@StallingbrookHomes.com

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	_____
PLANNING AND ZONING COMMISSION	<u>2017 -</u>

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

YES

NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT,

ETC. 13 1/2 RESIDENT HOME BUILDER

MAIL COMPLETED FORM TO: TOWN SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL lynn.jones@doubleoak.texas.gov



DATE: 3/27/20

TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
(972) 539-9464

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: REGGIE N KRUEGER

ADDRESS: 515 KINGS RD

HOME PHONE: 817-567-3228 WORK PHONE: _____

EMAIL ADDRESS: RNKRUEGER1@GMAIL.COM

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	_____
PLANNING AND ZONING COMMISSION	_____ - CURRENT

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

- YES
- NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT, ETC. _____

MAIL COMPLETED FORM TO: TOWN SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

OR FAX / E-MAIL TO: FAX (972) 539-9613
E-MAIL lynn.jones@doubleoak.texas.gov