

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

The Double Oak Town Council met in regular session at 7:00 p.m. December 19, 2022, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Patrick Johnson	Mayor Pro-Tem
Connie Schoenrade	Deputy Mayor Pro-Tem
Scott Whisenhunt	Council Member
Casey Parsons	Council Member
Jean Hillyer	Council Member

Also in attendance were Town Secretary Eileen Kennedy, Public Works Coordinator Randall Anglin, Police Chief Ruben Rivas, and Town Attorney David Berman.

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

Council Member Scott Whisenhunt gave the invocation and Mayor Pro-Tem Patrick Johnson led the pledge of allegiance to the American and Texas flags.

II. Citizen Comments-Non-Agenda Subjects

No one signed up to speak

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 December 5, 2022.

Deputy Mayor Pro-Tem Schoenrade wanted added to item 6 that the detective Chief Rivas had previously mentioned was not going to join. Mayor Pro-Tem Johnson had asked about the head count and Chief Rivas said we are still needing the detective and one officer. Additionally in item number 9 just for consistency, if you could do the part time/reserve officers on the lines that were indicated toward the bottom of item 9.

Motion Johnson, seconded Schoenrade to Deputy Mayor Pro-Tem Schoenrade comment changes in regard to the reserve officers as well as the missing comments from Jill Glover and to approve the minutes and to amend Chief Rivas comments.

AYE: Hillyer, Johnson, Schoenrade, Parsons, Whisenhunt
NAY: None
ABSTAIN: None

Motion Carried

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council

Mayor Pro-Tem Johnson said it is going to get really cold the next few days, please take the extra precautions to protect your pool equipment and pipes and such, it could get expensive if we do not.

Council Member Hillyer said that she would like to thank the Volunteer Fire Department for the great job they did last Sunday, taking Santa around to meet our young and our young at heart. They did a fabulous job; it takes a lot of dedication for volunteers to spend an entire day making that happen. Thank you.

3. Public Works - Code Enforcement – Animal Control

Randall Anglin said that Waketon Road is now open both lanes in both directions. There are a few items left, the rails are on back order, the road signs and speed limit signs will be posted in the next ten days. They are placing in sod and grass around Chinn Chapel all the way back to Kings Road and Cross Timbers Drive. A majority of the mailboxes have been placed in, there were a couple that they had to relocate the sidewalk because they were against the curb. The brick mailboxes will be the next to go in.

4. Administration

Eileen Kennedy, Town Secretary, stated that the Town Auditor, Carl Deaton, has completed the Town's annual audit and will be coming back in January or February to give his report. We are gearing up for the May 6, 2023, election, the notice of election has been posted, the first day to file is January 18 and the last day is February the 17 at 5pm. Lynn Jones and I will be going to the Election Law Seminar in Denton on January 12-13th. The Denton County Election Office will have their entity meeting on January 20.

5. Public Safety

Chief Rivas stated that they had their police banquet Sunday night, thank you for those who joined us, it means a lot to the officers. Chief Rivas again recognized Corporal Leinweber who received the departments meritorious award for this year and Officer Henderson received Officer of the Year award. Chief Rivas thanked them all for a job well done this year. Officer Scalco will be released this week; he will be out on his own. Officer Housmans still has a few more weeks of training then she will be out on her own. There has been complaints about speeders on Waketon so the speed limit signs will be going up pretty soon so we can start enforcing them. Mayor Pro-Tem Johnson asked

how we are doing on the head count; Chief Rivas said it is the same. Mayor Donnelly stated that there is one officer and one detective position open.

6. Road and Drainage Committee

Gary Goodman spoke about having a meeting with Halff and had a presentation on what they might do for a drainage study. There will be a meeting in April of 2023 to talk about proposed roads for crack sealing during the summer. The committee has decided to start evaluating roads for crack sealing and reconstruction sometime in the late summer so that we can produce a proposal and have it ready for Council to act on when they so desire. Deputy Mayor Pro-Tem Schoenrade said is there a way that we can get the project covered by the SLRF funds, Randall Anglin stated that has been proposed. Council Member Hillyer stated that the SLRF funds may be used for the study, anything that comes out of that that we elect to pursue we can always point back to the study that justifies using that, so we have done our due diligence as opposed to just doing these and assuming the use.

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

7. Discussion, consideration, and action on presentation by Cross Timbers Water Supply Corporation on backflow prevention devices required by CTWSC.

Cody Claitt, Cross Timbers Water, stated he is running the backflow program and gave a bit of history. In 2009, TCEQ said that all backflow systems that are attached to irrigation that have septic systems will no longer be allowed to have a double check valve. 2020 they revised that and said all backflow assemblies must be tested annually and must be an RPZ. Mayor Pro-Tem Johnson asked if the inspection will be free every year? Council Member Parsons stated no it will be between \$100 to \$150 a year. Council Member Hillyer stated that Cross Timbers Water has no choice. It is mandated by TCEQ. The customers have to maintain everything on the back side of the meter to be in compliance with the state and Cross Timbers Water.

The following citizens voiced concerns about the process, asked questions and made comments:

Ed Mehlhaff, 201 Colonial Court

Curtis Glover, 170 Double Oaks Drive

Marian Crivello, 311 Cedarcrest Lane

Phyllis Meyerson, 133 East View Court

Billie Garrett, 103 West Carruth Lane

Gary Goodman, 131 Trailing Oaks Drive

8. Discussion, consideration, and action on sprinkler repairs on town property.

Randall Anglin stated that there are two estimates in the packet brought forward by Scott's Sprinklers. The \$2450 estimate is for repairs to zones 2 and 3 that were damaged during the construction project and to be paid by the contractor. The \$1475.00 estimate is the new portion between the sidewalk and the curb, just west of the driveway where we did not have a curb or

spray heads before. The road was skinnier at that time and water traveled through and it will no longer do that, so we looked at adding irrigation. The estimate is to add an additional zone and to split zone 2 into two halves.

Motion Hillyer, seconded Parsons to approve the estimate from Scott's Sprinklers LLC in the amount of \$1475 for the proposed changes to our sprinkler system to cover the area between the street and the sidewalk.

AYE: Hillyer, Johnson, Schoenrade, Parsons, Whisenhunt
NAY: None
ABSTAIN: None

Motion Carried

9. Discussion, consideration, and action on amending check writing - spending authorization resolution.

Town Attorney David Berman stated we have talked about a draft resolution at the request of Council just to impose more controls over the mayor's discretionary spending control. The draft Resolution maintains the \$2000 spending limit, the mayor may only expend funds in strict compliance with the budget except for emergencies which is pretty much what state law requires anyways. It says that funds in excess of \$2000, an expenditure must be approved by the Council if the expenditure is made from funds held by the Town whether in the general fund or any fund comprised of revenues from any source. It also contains a sentence; an expenditure violation of those requirements is void. Town Attorney Berman went over the spending guidelines from the drafted Resolution. What it does not say is in the event that they Mayor does make an expenditure that exceeds the expenditure guidelines over \$2000 and does not have prior council approval, the resolution indicates that the expenditure would be void. That does not prohibit the council from considering it at the next available council meeting the ratification of the expenditure, there may be a circumstance because of the timing of the meetings he does not have a chance to, or the expenditure needs to be made quickly.

Motion Hillyer, seconded Schoenrade that we adopt the resolution of the Town Council of the Town of Double Oak Texas adopting the expenditure guidelines and check authorization levels providing an appealing clause, providing a severability clause, and providing an effective date. Once approved to be signed by our mayor and our attorney.

AYE: Hillyer, Johnson, Schoenrade, Parsons, Whisenhunt
NAY: None
ABSTAIN: None

Motion Carried

10. Discussion, consideration, and action amending and adopting the Investment Policy.

Deputy Mayor Pro-Tem Schoenrade, top of the page on Exhibit A, the heading should have the Town of Double Oak. Deputy Mayor Pro-Tem Schoenrade suggested in the Investment Strategy Section, A, remove the "or barbell" method of investment strategy because that is a no

risk or high-risk investment strategy. We should be conservative with the Town funds. Council Member Hillyer stated that barbell investing is typically in bonds which we do not have. Barbell is only high-risk if your investment time frame is a mismatch as to when you need the funds. The Investment Committee setting the time frames for those investments to roll over and be reinvested based on the need for the funds that are in that asset. Changing it really limits the ability of future Investment Committees to do their job. By a vote of hands by the Town Council the phrase "or barbell" will stay in the resolution. Mr. Carl Deaton, Town Auditor, commented that we do not do the CAFR so that should be removed from the policy. Town Attorney Berman stated to strike out part of the sentence and put "the financial policy applies to all financial aspects of the Town and includes." Deputy Mayor Pro-Tem Schoenrade asked that the mayor be put back into the list of members.

No action taken on this item.

11. Discussion and action on the Town Organization Chart.

This item will be postponed to a future council meeting.

12. Discussion, consideration, and action on amending and adopting an ordinance related to reserve/part-time police officers.

Town Attorney Berman said this is a codified ordinance that will amend the Code of Ordinances and will clarify the distinction between part time police officers and members of the reserve force.

Motion Parson, second Johnson that we approve the ordinance that is presented to amend the code of ordinances as presented for the distinction between unpaid reserve officers and paid part time officers.

AYE: Hillyer, Johnson, Schoenrade, Parsons, Whisenhunt

NAY: None

ABSTAIN: None

Motion Carried

VI. Old business agenda (consideration and action):

13. Council – staff announcements and comments:

Council Member Hillyer asked at the last meeting we did not approve premium pay for the reserves because Connie was not comfortable with the hours. Will that be moved to another meeting. Mayor Pro-Tem Johnson stated that he believed because of the confusion of the past and now this starts moving forward I do not see where we would need to take that into consideration. Council Member Parsons said to bring it up and put it on an agenda and a decision may be made then.

Mayor Pro-Tem Johnson asked if it would be possible to have someone from Braum's come and give an update.

14. Adjournment

With no further business to come before the Council, motion Hillyer, second Whisenhunt, the meeting was adjourned at 9:58 p.m.

Approved: 02/17/2023

Mike Donnelly

Mike Donnelly, Mayor

Attest:

Eileen Kennedy

Eileen Kennedy, Town Secretary

