

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in special session at 7:00 p.m. December 5, 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, Assistant Town Secretary Lynn Jones, Police Chief Ruben Rivas, Town Attorney David Berman, and Town Auditor Carl Deaton.

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 lead the pledge of allegiance to the American and Texas flags.

II. Citizen Comments – Non-Agenda Subjects

Phyllis Meyerson, 133 East View Court, asked for help on the letter received from Cross Timbers Water Supply Corporation regarding backflow testing.

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 November 7, 2022.

Motion Hillyer, seconded by Parsons to approve the minutes of November 7, 2022, as presented.

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

Motion Carried

2. Consideration, and action on minutes of November 17, 2022.

Motion Hillyer, seconded by Johnson to approve the minutes of November 17, 2022, as written.

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

Motion Carried

IV. Mayor, Council Members and Staff reports:

3. Mayor and Council - Council Member Parsons thanked everyone for the work done on the Christmas Tree lighting. Mayor Donnelly asked Double Oak Women's Club President Bonnie Morrow to come to the dais. Mayor Donnelly thanked the women's club for their work on the fundraiser for our fallen officers' families.

4. Public Works - Code Enforcement – Animal Control – Mayor Donnelly reported the Waketon Road Reconstruction project is nearing completion.

5. Administration – Town Secretary Eileen Kennedy announced the upcoming annual audit with Hankins, Eastup, Deaton, Tonn & Seay on December 14, 2022. Assistant Town Secretary Lynn Jones mentioned the Notice of Deadline to File an Application for Place on the Ballot for the May 6, 2023, election has been posted on the website and on the bulletin board outside Town Hall.

6. Public Safety – Police Chief Ruben Rivas introduced our newest police officer, Joe Scalco, and announced officer Summer Housmans will start on December 6, 2022. Chief Rivas also informed the council that the detective that was previously mentioned will not be coming on board. Mayor Pro Tem Johnson asked what the current headcount was in the department. Chief Rivas said we still need one officer and a detective.

Double Oak Volunteer Fire Chief, Scott Whisenhunt, announced Santa Around Town will be Sunday, December 11 beginning at noon.

7. Road and Drainage Committee - None

V. New Business Agenda (Consideration And Action):

8. Discussion, consideration, and action on State and Local Fiscal Recovery Funds (SLFRF); Overview of Final Rule and all related matters.

Town Auditor Carl Deaton clarified the SLFRF funds and stated the town has always been in compliance with U.S. Treasury Department.

Dr. Gary Goodman, 131 Trailing Oaks Drive, and chair of the Roads & Drainage Committee asked if some of the SLFRF funds could be used for roads and what the committee would need to provide for reporting.

Katy Grote, 165 Double Oaks Drive, voiced her disappointment on the use of SLFRF funds for premium pay.

Donna Gilliam, 221 Waketon Extension, commented the SLFRF was given to the entire country from the federal government and is in favor of giving premium pay to the town's essential workers.

9. Discussion, consideration, and action on disbursement of SLFRF Premium Pay.

Mayor Donnelly explained why this item is on the agenda. When Premium Pay was given to essential workers, one police officer that only been with the town a short time and had passed away due to COVID, did not receive the Premium Pay. It is the Mayor's desire to pay the officers family for hours worked prior to his death.

The following citizens voiced their agreement that the officer's family receive the Premium Pay:

Donna Gilliam, 221 Waketon Extension
Pat Wellen, 144 Park
Bonnie Morrow, 105 North Forest

The general consensus of the council was also in agreement to pay the Premium Pay.

Motion Parsons, second Hillyer to pay to the Mestas family for hours worked at \$13.00 per hour for a total of \$3,724.50.

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

Motion Carried

Mayor Donnelly thanked the town for their generosity to our fallen officers' families.

Police Chief Rivas explained how our part-time/reserve officers came about receiving pay.

Mayor Donnelly recommended our part-time/reserve officers receive \$1,000 of Premium Pay.

Mary Johnson, 160 Forest Park, asked the council to consider the multiple ways to use the remaining SLFRF funds.

Jill Glover, 170 Double Oak Drive, asked for final clarification regarding the remaining SLFRF funds. Ms. Glover also asked if expenditures will be brought before council for approval. She wants to keep the Town's integrity intact.

After much discussion, Mayor Donnelly asked that the payment of Premium Pay to the part-time/reserve officers be tabled.

Motion Hillyer, seconded Schoenrade to postpone the paying the part-time/reserve officers Premium Pay to a future meeting.

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

Motion Carried

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

After much discussion, Town Attorney David Berman will draft an amended resolution to be presented at the next council meeting.

11. Discussion, consideration, and action on report from the Investment Committee and a resolution adopting the Investment Policy.

Town Treasure Billie Garrett went over the investment report that was included in the agenda packet. Town Auditor Carl Deaton reaffirmed that Independent Financial does collateralize our deposits over the \$250,000 FDIC. Town Treasurer Garrett asked direction from Council what the renewal term on the DATCU CD that matured December 4, 2022, should be.

Motion Parsons, seconded by Johnson to approve the Investment Committee's recommendation to renew the CD at DATCU for 12 months.

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

Motion Carried

There was much discussion on revising the Investment Policy. Motion Hillyer, seconded Johnson to revise the current Investment Policy as requested and present at the next council meeting.

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

Motion Carried

Motion Schoenrade, seconded Whisenhunt to accept the Investment Report as presented.

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

Motion Carried

Mayor Donnelly called for a recess at 10:18 p.m.
Mayor Donnelly reconvened the meeting at 10:24 p.m.

12. Discussion, consideration, and action on review of Year-To-Date financial report.

Town Treasurer Billie Garrett went over the unaudited 2021-2022 financials. Treasurer Garrett would like direction from Council on where to move the surplus to the balance sheet. Treasurer Garrett will bring her recommendations to the next Council meeting.

Treasurer Garrett then went over the current fiscal year y-t-d that was included in the agenda packet.

Motion Hillyer, seconded Whisenhunt to accept the 2022-2023 financial report as presented.

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

Motion Carried

13. Discussion, consideration, and action on new job title for town employee Brian Shults.

Mayor Pro Tem Johnson recommended Brian Shults title be changed to Technology Administrator. Council Member Hillyer commented that Brian would still continue to help out with the Municipal Court functions.

Motion Johnson, seconded Whisenhunt to change Brian Shults job title to Technology Administrator.

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

Motion Carried

14. Discussion and action for more financial transparency of town financial and investment records.

Deputy Mayor Pro Tem Schoenrade stated that she would like to take advantage of the technology we have to be more transparent with the town's financials. Technology Administrator Brian Shults suggested we look at what the state guidelines require and have the Technology Committee research, work with the Town Treasurer and Investment Committee's on state requirements.

Motion Schoenrade, second Parsons to have the Council take an oath for more transparency of town financial and investment records.

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

Motion Carried

VI. Old business agenda (consideration and action):

15. Council – staff announcements and comments:

Council Member Hillyer commented there has been a lot of conversations regarding the use of the remaining SLFRF funds for roads and what benefits the entire community.

Deputy Mayor Pro Tem Schoenrade asked if there would be a meeting on December 19 and if so, she will be available. Mayor Donnelly said unless there are urgent business, probably not. The Mayor then indicated the first meeting in January will probably be cancelled.

VII. Adjourn

16. Adjournment

With no further business to come before the Council, motion Whisenhunt, second Hillyer, the meeting was adjourned at 10:53 p.m.

Approved: 12/19/2022

Mike Donnelly

Mike Donnelly, Mayor

Attest:

Eileen Kennedy

Eileen Kennedy, Town Secretary

