

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular session at 7:00 p.m. January 16, 2017 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Steve Durbin	Mayor Pro-Tem
Anita Nelson	Council Member
Andrew Wills	Council Member

Deputy Mayor Pro-Tem Gruenloh and Council Member Minassian were absent. Also in attendance were Police Lieutenant Ruben Rivas, Public Works Director Charlie Wright, Town Secretary Charlotte Allen and Assistant Town Secretary Eileen Kennedy.

Mayor Donnelly called the meeting to order at 7:00 p.m.

Mayor Pro-Tem Durbin gave the invocation.

Council Member Wills led the pledge of allegiance to the American and Texas flags.

II. CONSENT AGENDA:

1. CONSIDERATION AND ACTION ON THE MINUTES OF NOVEMBER 21, 2016
2. CONSIDERATION AND ACTION ON MINUTES OF DECEMBER 5, 2016
3. CONSIDERATION AND ACTION ON AN ORDINANCE OF THE TOWN OF DOUBLE OAK, TEXAS, AUTHORIZING AND APPROVING THE AMENDMENT OF THE TOWN'S EXISTING SOLID WASTE COLLECTION AGREEMENT WITH WASTE MANAGEMENT OF TEXAS, INC. TO EXPAND THE RESIDENTIAL UNIT SELF-HAUL ALLOWANCE
4. CONSIDERATION AND ACTION ON LEGAL BILL IN THE AMOUNT OF \$4780.42 WHICH EXCEEDS THE MATRIX

Nelson motion. Wills second to approve the Consent Agenda

AYE: Nelson, Wills, Durbin
NAY: None

MOTION CARRIED UNANIMOUSLY

III. CITIZENS COMMENTS

Ms. Phyllis Meyerson, 133 East View Court, commented:

- Waste Management had picked up her Christmas tree at the curb which allowed her to avoid the issue of trying to get the tree into a dumpster
- She had observed a Police car hesitating but not completely stopping at Stop signs in Double Oak
- She wanted to convey her gratitude to Police Chief Derrick Watson for helping her get a bicycle returned to her which had been stolen 11 years ago

IV. MAYOR, COUNCIL MEMBERS AND STAFF REPORTS

5. Mayor and Council

Mayor Donnelly presented a Certificate of Appreciation to Council Member Anita Nelson and her husband Dave for their efforts in replacing the subdivision signs for The Oaks.

6. Public Works and Code Enforcement

Director of Public Works Charlie Wright reported:

- He had replaced 25 street signs with new signs
- 25 more signs had been ordered but not received
- A building permit had been approved for the retail center
- 221 Simmons Road was still occupied and a Code Enforcement issue
- The Waketon Road project was back on again

7. Administration

Town Secretary Charlotte Allen reported it was election time.

8. Public Safety

Police Lieutenant Ruben Rivas had nothing to report.

Mayor Donnelly stated:

- Police Lieutenant Ruben Rivas had his 11th anniversary with the Town of Double Oak on January 6
- Police Reserve Officer Brett Bourgeois had his 6th anniversary with the Town of Double Oak on January 6

V. QUARTERLY STAFF REPORTS

9. Police Department - The Police Department quarterly report was included in the agenda packet.
13. Fire Department - The Fire Department report was moved forward in the agenda order.

DOVFD Fire Chief Mike Ayers went over his report which was in the agenda packet.

10. Planning and Zoning Commission – no report was given
11. Board of Adjustment

Board of Adjustment Phyllis Meyerson reported:

- At the August 24 meeting, the BoA had accepted the resignation of Ken Rodgers, vice chair of commission, as he no longer lived in Double Oak
- The Board approved a fence zoning request variance from Michael Kifer to build a four-foot wooden fence in front of his residence at 6105 Kings Road
- The Board discussed a possible revision to the exterior fence construction requirement variance - after this discussion, the Board decided to request no changes
- At the November 17 meeting of Building and Standards Commission held a public hearing and acted upon evidence that building and structure located at 221 Simmons Road was substandard and required repair
- It was ordered that the owner shall complete repairs by December 18 or be subject to possible fines

12. Upper Trinity Regional Water District Board of Directors – no report was given
14. Animal Control – The Animal Control quarterly report was included in the agenda packet

IV. NEW BUSINESS AGENDA (CONSIDERATION AND ACTION):

15. DISCUSSION, CONSIDERATION AND ACTION ON ANNUAL AUDIT REPORT

Town Auditor Carl Deaton summarized the Statement of Revenues, Expenditures and Change in Fund Balance, the General Fund Statement of Revenues, the General Fund Statement of Expenditures, the Statement of Revenues, Expenditures, and Change in Fund Balance, Budget and Actual, Balance Sheet – Governmental Funds, Special Funds, the Schedule of Changes in Net Pension Liability and Related Ratios (TMRS) and the Statement of Net Position which was a consolidation of the funds sheet.

Wills motion, Nelson second to accept the audit report

AYE: Durbin, Wills, Nelson
NAY: None

MOTION CARRIED UNANIMOUSLY

16. DISCUSSION, CONSIDERATION AND ACTION ON RESOLUTION ESTABLISHING A FUND BALANCE RANGE POLICY

Mayor Donnelly reported:

- The original resolution was approved in 2011 to “*strive to maintain a yearly assigned and unassigned fund balance in the general fund of 25 percent of the total operating expenditures*”
- In order to increase reserves to fund future municipal projects, he was asking to change the percentage to read “*to strive to maintain a yearly assigned and unassigned fund balance in the general fund of 55 percent to 75 percent of the total operating expenditures*”

Nelson motion, Durbin second to approve the resolution as presented

AYE: Nelson, Durbin
NAY: Wills

MOTION CARRIED 2 TO 1

17. DISCUSSION, CONSIDERATION AND ACTION ON AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS, CALLING FOR A GENERAL ELECTION TO BE HELD ON MAY 6, 2017, FOR THE PURPOSE OF ELECTING A MAYOR AND TWO (2) COUNCIL MEMBERS AT LARGE; PROVIDING FOR THE POSTING AND PUBLICATION OF NOTICES OF THE ELECTION; PROVIDING FOR THE APPOINTMENT OF A PRESIDING ELECTION JUDGE AND AN ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR CONDUCTING THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

Nelson motion, Wills second to approve the ordinance calling the general election on May 6, 2017

AYE: Nelson, Wills, Durbin
NAY: None

MOTION CARRIED UNANIMOUSLY

18. THE TOWN OF DOUBLE OAK’S PARTICIPATION IN THE TxDOT GREEN RIBBON FUND GRANT PROGRAM AND/OR LANDSCAPING, IRRIGATION ALONG FM-407 AT DOUBLE OAK AND AGREEMENTS/CONTRACTS

Mayor Pro-Tem Durbin reported that Stephen Copley from TxDOT had stated the project would begin in June or September 2017

NO ACTION WAS TAKEN ON THIS AGENDA ITEM

19. DISCUSSION ON ZONING LAND USE CATEGORIES

NO ACTION WAS TAKEN ON THIS AGENDA ITEM

20. CITIZENS COMMENTS

No citizens came forward.

21. COUNCIL – STAFF ANNOUNCEMENTS AND COMMENTS:

Mayor Donnelly announced:

- Administrative Town Clerk Lynn Jones will have her 3rd anniversary with the Town of Double Oak on January 20
- The first day to file for a place on the May 6th ballot for Mayor or Council is January 18 - the last day to file is February 17

22. ADJOURNMENT

Durbin motion, Wills second to adjourn

MOTION CARRIED UNANIMOUSLY

With no further business to come before the Council, the meeting was adjourned at 8:18 p.m.

Town Secretary

Mayor

Double Oak Town Council

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