

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular session at 7:00 p.m. on April 5, 2010, at Double Oak Town Hall, located at 320 Waketon Road with the following members' present to-wit:

Mike Donnelly	Mayor
Dick Cook	Deputy Mayor Pro-Tem
Ara Minassian	Council Member
Tom Pidcock	Council Member

constituting a quorum, Mayor Pro-Tem Tracy Miller and Council Member John Dondrea were absent. Also in attendance were Town Engineer Brian Haynes, Director of Public Works Charlie Wright, Police Chief Derrick Watson, Assistant Town Secretary Eileen Kennedy and Town Secretary Charlotte Allen.

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

Mayor Donnelly gave the invocation.

Mayor Donnelly introduced Robert Satterfield who had recently reached the rank of Eagle Scout. Mr. Satterfield led the pledge of allegiance to the American and Texas flag.

Mayor Donnelly presented a certificate from the Town of Double Oak congratulating Robert Satterfield on the completion of his Eagle Scout project.

Mayor Donnelly acknowledged a proclamation declaring April 18 – 24, 2010 as Cleaning for a Reason week in the Town of Double Oak.

Mayor Donnelly introduced Mr. Ramon Padilla, partnership specialist with the U.S. Census Bureau, Dallas region.

Mr. Padilla stated the importance of returning the census information and was available to answer questions from the audience.

Mayor Donnelly introduced Ms. Susan Crawford, Carruth Estates resident and candidate for Bartonville Water Supply Corporation Board of Directors.

Ms. Crawford gave a brief over-view of her qualifications. She was asking for support from Double Oak residents through their proxy votes for election to the BWSC Board of Directors.

II. 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 THE MINUTES OF MARCH 15, 2010**
2. **CONSIDERATION AND ACTION ON HALFF & ASSOCIATES INVOICE IN THE AMOUNT OF \$6147.25 WHICH EXCEEDS THE MATRIX LIMIT OF \$4500**
3. **CONSIDERATION AND ACTION ON DDM CONSTRUCTION CORPORATION INVOICE IN THE AMOUNT OF \$3217.30 FOR 10% RETAINAGE ON KINGS AND SHILOH PROJECT**
4. **CONSIDERATION AND ACTION ON DDM CONSTRUCTION CORPORATION INVOICE IN THE AMOUNT OF \$12,937.50 FOR THE 2010 ROADWAY MAINTENANCE PROGRAM — POTHOLE REPAIR**
5. **CONSIDERATION AND ACTION ON DDM CONSTRUCTION CORPORATION INVOICE IN THE AMOUNT OF \$1187 FOR KINGS ROAD CULVERT BAR ADJUSTMENT**

Cook motion, Pidcock second to approve the Consent Agenda as presented:

AYE: Cook, Pidcock, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

III. CITIZENS COMMENTS: NON-AGENDA SUBJECTS

Ms. Andie Wright, 541 Kings Road, commented:

- FIOS was now available in Double Oak and provided many options for customers
- As a sales representative, anyone who had questions could contact her

IV. QUARTERLY STAFF REPORTS

6. **Double Oak Volunteer Fire Department** - No report was provided
7. **Board of Adjustment** - The Board of Adjustment did not meet during the first quarter.
8. **Planning and Zoning Commission** - The Planning and Zoning Commission did not meet during the first quarter.

**9. Bartonville Water Supply Corporation Board**

Mr. Bill Wilkinson, BWSC Board of Directors, reported:

- The BWSC annual meeting would be held on April 22 beginning at 7:30 p.m. at the Crossroads Bible Church
- Replacement of multiple water lines in rights-of-way had been accomplished; BWSC was now purchasing right-of-way on private land
- The new well was producing @ 1 million gallons per day but had experienced a mechanical issue which was being repaired

**10. Upper Trinity Regional Water District**

Mr. Niels Martin, UTRWD Board of Directors, reported:

- He encouraged residents to attend the meetings, which were open to the public
- The District had made a mid-year budget adjustment down @ \$600,000
- The master plan was being updated and addressing planning for future water sources such as Lake Ralph Hall and sites in Oklahoma
- There had been some growth within the customer base from non-member entities

**11. Animal Control** - The Animal Control report was in the agenda back-up material.

**12. Town Sanitarian** - No report was provided

**13. Police Department** - Police Chief Derrick Watson reported that the agenda materials provided were to establish a baseline for future reports.

**14. Public Works and Code Enforcement**

Director of Public Works Charlie Wright reported:

- He had been working with the town engineering firm on the 2010 spring road projects
- A third residence had begun construction in Camryn Downs
- At mid-year, 50% of the Public Works budget had been expended
- Drainage had been an issue this quarter due to the excessive rain and snow events
- Mr. Walter Holloway had brought before Council his belief that requiring a Specific Use Permit zone district for communications towers over 40-feet was too restrictive
- The Ordinance Review Committee referred the issue to Town Attorney David Berman; Mr. Berman's opinion that the current ordinance was reasonable and practical
- Mr. Wright reported that he would be in training at UT-Arlington May 23 through 27

**15. Administration** - Town Secretary Charlotte Allen distributed the Administration report\* and was available to answer questions.

\* This report is attached to and made a part of these minutes

V. NEW BUSINESS AGENDA (CONSIDERATION AND ACTION):

**16. DISCUSSION, CONSIDERATION AND ACTION ON THE PEPPERPORT LANE PAVING PROJECT**

Mr. Gary Garrett, 120 Trailing Oaks Drive, reported:

- A Pepperport Lane resident had complained about trucks turning around and leaving deep ruts
- Some contractors/subcontractors had tried to remediate but the problem was not resolved
- The resident was asking for timeline information

Town Engineer Brian Haynes reported:

- The project was started the week of March 30
- This was a County project and would take approximately a month

**17. DISCUSSION, CONSIDERATION AND ACTION ON PAVING, DRAINAGE AND ROADWAY PROJECTS INCLUDING THE SIMMONS ROAD AND WAKETON ROAD COUNTY BOND PROJECTS**

Mr. Carl Toich, 817 Cross Timbers Drive, stated regarding adding a third traffic lane in front of Town, the town did not need extra concrete.

Town Engineer Brian Haynes reported:

- The Simmons Road project design was approximately 95% set
- Regarding Waketon Road, the report in the agenda packet recommended no right turn lane
- Work was progressing on getting sidewalk and right-of-way easements

**18. DISCUSSION, CONSIDERATION AND ACTION ON AN AGREEMENT WITH LINEBARGER, GOGGAN, BLAIR & SAMPSON, LLP FOR THE COLLECTION OF DELINQUENT PROPERTY TAXES**

Pidcock motion, Minassian second to approve an agreement with Linebarger, Goggan, Blair & Sampson, LLP for the collection of delinquent residential property taxes

AYE: Pidcock, Cook, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

**19. DISCUSSION, CONSIDERATION AND ACTION ON A RESOLUTION APPROVING A CONTRACT WITH LINEBARGER, GOGGAN, BLAIR & SAMPSON, LLP FOR THE COLLECTION OF DELINQUENT PROPERTY TAXES**

Pidcock motion, Minassian second to approve a resolution approving a contract with Linebarger, Goggan, Blair & Sampson, LLP for the collection of delinquent residential property taxes

AYE: Pidcock, Cook, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

**20. DISCUSSION, CONSIDERATION AND ACTION ON AN AGREEMENT WITH LINEBARGER, GOGGAN, BLAIR & SAMPSON, LLP FOR THE COLLECTION OF EARLY BUSINESS PERSONAL PROPERTY TAX TURNOVER IN FEBRUARY**

Pidcock motion, Minassian second to approve an agreement with Linebarger, Goggan, Blair & Sampson, LLP for the collection of early business personal property taxes

AYE: Minassian, Cook, Pidcock  
NAY: None

MOTION CARRIED UNANIMOUSLY

**21. DISCUSSION, CONSIDERATION AND ACTION ON A RESOLUTION APPROVING A CONTRACT WITH LINEBARGER, GOGGAN, BLAIR & SAMPSON, LLP FOR THE COLLECTION OF EARLY BUSINESS PERSONAL PROPERTY TAX TURNOVER IN FEBRUARY**

Cook motion, Minassian second to approve a resolution approving a contract with Linebarger, Goggan, Blair & Sampson, LLP for the collection of early business personal property taxes

AYE: Pidcock, Cook, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

**22. DISCUSSION, CONSIDERATION AND ACTION ON A CONTRACT WITH McCREARY, VESELKA, BRAGG & ALLEN, P.C. FOR THE COLLECTION OF DELINQUENT MUNICIPAL COURT FINES, FEES AND COURT COSTS**

Pidcock motion, Minassian second to approve a contract with McCreary, Veselka, Bragg & Allen, P.C. for the collection of delinquent municipal court fines, fees and court costs

AYE: Pidcock, Minassian, Cook  
NAY: None

MOTION CARRIED UNANIMOUSLY

**23. DISCUSSION, CONSIDERATION AND ACTION ON A RESOLUTION TO IMPOSE AN ADDITIONAL FEE FOR COLLECTION COSTS FOR DELINQUENT COURT FINES, FEES PURSUANT TO THE TEXAS CODE OF CRIMINAL PROCEDURE**

Cook motion, Pidcock second to approve a resolution to approve a contract with McCreary, Veselka, Bragg & Allen, P.C. for the collection of delinquent court fines and fees

AYE: Pidcock, Minassian, Cook  
NAY: None

MOTION CARRIED UNANIMOUSLY

**24. DISCUSSION, CONSIDERATION AND ACTION ON PROPOSED HEALTH INSURANCE RENEWAL PLAN**

Mr. Rodney Dryden, Wellspring Insurance Agency, reported:

- There would be a 23% increase with Aetna
- Cigna and United Health Care were waiting on claim status
- Cigna and United Health Care represented a slight reduction in cost over Aetna

Cook motion, Pidcock second to authorize the Mayor to work with Assistant Town Secretary Eileen Kennedy and Rodney Dryden and to authorize the Mayor to sign the most favorable contract for the Town

AYE: Minassian, Cook, Pidcock  
NAY: None

MOTION CARRIED UNANIMOUSLY

**25. DISCUSSION, CONSIDERATION AND ACTION ON ACCEPTING THE CERTIFICATION OF UNOPPOSED CANDIDATES BY THE TOWN SECRETARY**

Cook motion, Minassian second to accept the certification of unopposed candidates

AYE: Cook, Pidcock, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

**26. DISCUSSION, CONSIDERATION AND ACTION ON AN ORDINANCE DECLARING UNOPPOSED CANDIDATES IN THE MAY 8, 2010 GENERAL TOWN ELECTION ELECTED TO OFFICE AND CANCELING THE ELECTION**

Minassian motion, Cook second to approve the ordinance declaring unopposed candidates and canceling the May 8, 2010 general Town election

AYE: Cook, Pidcock, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

**27. DISCUSSION, CONSIDERATION AND ACTION ON APPROVAL FOR THE PURCHASE OF 1 PICNIC TABLE FOR THE JOHN B. WRIGHT PARK**

Mayor Donnelly stated:

- There were dedicated funds in the park fund that would cover the cost of a picnic table
- Staff was in the process of selecting an appropriate type of table

**28. DISCUSSION, CONSIDERATION AND ACTION ON TOWN HALL PARKING LOT ISLAND BEAUTIFICATION PROJECT IN AN AMOUNT NOT TO EXCEED \$500**

Pidcock motion, Cook second to approve moving forward with the Town Hall parking lot island beautification project in an amount not to exceed \$500

AYE: Pidcock, Minassian, Cook  
NAY: None

MOTION CARRIED UNANIMOUSLY

**29. DISCUSSION, CONSIDERATION AND ACTION ON FUTURE COUNCIL AGENDA ITEMS**

Mayor Donnelly asked Council Members to forward any future Council agenda items to Town Secretary Charlotte Allen

**30. CITIZENS COMMENTS**

No citizens came forward.

**31. COUNCIL – STAFF ANNOUNCEMENTS AND COMMENTS**

- Director of Public Works Charlie Wright reminded all of the Second 1st Annual Golf Tournament benefiting the DOVFD, April 26, 2010 – sponsors and players were still needed — Waste Management had donated 4 box seat tickets and parking pass for a Ranger game — the autographed Dallas Cowboy football should be received next week
- Town Secretary Charlotte Allen offered congratulations to Tracy Miller, John Dondrea and Gary Garrett who will begin their new terms as Council Members after taking the Oath of Office on Monday, May 17<sup>th</sup> at 7:00 p.m.
- Director of Public Works announced that the Twin Lakes HOA was moving forward in having the covered bridge repaired and stamped by a civil engineer

**32. ADJOURNMENT**

Pidcock motion, Minassian to adjourn

With no further business to come before the Council, the meeting was adjourned at 8:31 p.m.

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Town Secretary

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Mayor

## Administration Department Quarterly Report

Dated: April 5, 2010

Recommendations for adjustments to court fines for citations approved by Judge and implemented January 22, 2010. Replaced fine amounts that had been in place since October 16, 2006 and included new approved state fees effective in January.

Participated in joint election program offered by Denton County Elections Administrator. Even though Double Oak was able to cancel their May 8 election, Town Hall will still be used as an early voting and election day polling place.

Met with 2 firms regarding contract for the collection of delinquent court fines and fees. This item is on the April 5 agenda for consideration.

Met with vendor on laserfiche system for document management for government and law enforcement applications. Staff will follow up during the upcoming budget process.

### Court collections for 1st quarter 2010

	<u>\$ Collected</u>	<u>\$ Owed to State</u>	<u>Balance</u>	<u>Y-T-D Balance</u>
Oct-2009	25,369.58	11,935.79	13,433.79	
Nov-2009	14,653.49	6,541.43	8,112.06	21,545.85
Dec-2009	9,875.51	4,343.94	5,531.57	27,077.42
1st quarter	49,898.58	22,821.16	27,077.42	
Jan-2010	9,068.71	3,735.51	5,333.20	32,410.62
Feb-2010	10,185.99	4,139.69	6,046.30	38,456.92
Mar-2010	15,558.14	6,735.29	8,822.85	47,279.77
2nd quarter	34,812.84	14,610.49	20,202.35	
Apr-2010		0.00	0.00	47,279.77
May-010	0.00	0.00	0.00	47,279.77
Jun-2010	0.00	0.00	0.00	47,279.77
3rd quarter	0.00	0.00	0.00	
Jul-2010	0.00	0.00	0.00	47,279.77
Aug-010	0.00	0.00	0.00	47,279.77
Sep-010	0.00	0.00	0.00	47,279.77
4th quarter	0.00	0.00	0.00	
	84,711.42	37,431.65	47,279.77	