

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

The Double Oak Town Council met in open session at 7:00 P.M. on December 7, 2009, 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

Mayor Pro-Tem Miller and Council Member Dondrea were absent. Also in attendance were Town Engineer Brian Haynes, Police Chief Derrick Watson, Director of Public Works Charlie Wright, 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. Council Member Pidcock led the pledge of allegiance to the American flag and the Texas flag.

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 MINUTES OF NOVEMBER 2, 2009**

Pidcock motion, Cook second to accept the Consent Agenda as presented

AYE: Cook, Pidcock, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

III. CITIZENS COMMENTS: NON-AGENDA SUBJECTS

*To comply with provisions of The Open Meetings Act, the Town Council may not deliberate on items presented under this Agenda Item. The Council may refer an item to Staff and/or direct this item be placed on the next regular Agenda. There will be no interaction with the members of the Council. Each speaker will have a maximum of 5 minutes.*

No citizens came forward

IV. NEW BUSINESS AGENDA (CONSIDERATION AND ACTION):

**2. DISCUSSION, CONSIDERATION AND ACTION ON KINGS ROAD HEADWALL IMPROVEMENTS**

Director of Public Works Charlie Wright distributed a hand-out \* and reported:

- Council had previously discussed several designs
- The hand-out showed a simple design and a reasonable bid

Pidcock motion, Minassian second to accept the proposal from DDM to remove the existing safety bars and put in the rails as presented in the proposed at a cost of \$1187

AYE: Pidcock, Cook, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

**3. DISCUSSION, CONSIDERATION AND ACTION ON INVOICES FROM HALFF AND ASSOCIATES FOR WORK COMPLETED THROUGH JULY, AUGUST, AND SEPTEMBER 2009 ON WAKETON ROAD RECONSTRUCTION PROJECT CONTINGENT ON DENTON COUNTY APPROVAL OF THE INTERGOVERNMENTAL COOPERATION AGREEMENT**

Town Engineer Brian Haynes reported:

- The Waketon and Simmons ICA's had not yet been approved by Denton County
- Both items were waiting placement on the Commissioner's Court agenda

Mayor Donnelly added when County approvals were received, staff would pass them through to Halff and Associates

Cook motion, Pidcock second to approve payment of the Waketon Road invoice after receipt of the executed ICA from Denton County and to withhold funds until that approval was received

AYE: Pidcock, Minassian, Cook  
NAY: None

MOTION CARRIED UNANIMOUSLY

\* This hand-out is attached to and made a part of these minutes

**4. DISCUSSION, CONSIDERATION AND ACTION ON INVOICES FROM HALFF AND ASSOCIATES FOR WORK COMPLETED THROUGH JULY, AUGUST, AND SEPTEMBER 2009 ON SIMMONS ROAD RECONSTRUCTION PROJECT CONTINGENT ON DENTON COUNTY APPROVAL OF THE INTERGOVERNMENTAL COOPERATION AGREEMENT**

Cook motion, Pidcock second to approve payment of the Simmons Road invoice after receipt of the executed ICA from Denton County and to withhold funds until that approval was received

AYE: Minassian, Cook, Pidcock  
NAY: None

MOTION CARRIED UNANIMOUSLY

**5. DISCUSSION, CONSIDERATION AND ACTION ON PAVING PROJECTS**

Town Engineer Haynes reported on the upcoming pothole project stating:

- There were 3 possible ways to fund the paving projects
- Double Oak could piggy-back with Reynolds and Flower Mound
- The quote in the hand-out is based on 3-year old fuel prices — Reynolds should be contacted to verify they would honor these prices
- County funding might be available for some or all pothole repairs
- Quotes should be obtained from DDM or other contractors
- Halff would like to bring back a 3-column cost comparison between Reynolds, Denton County and DDM

Consensus of the Council was for Town Engineer Haynes to bring back engineering cost estimates but also to proceed with work on a bid package should the cost be over \$50,000.

Town Engineer Haynes reported on the Pepperport paving project stating:

- Set up plans had been given to Director of Public Works Wright to show to the utility franchises
- Co-Serv had provided a location map
- Atmos lines would not be in the way
- Verizon had not responded
- The Time-Warner contact was out of town
- Bartonville Water Supply Corporation and AT&T had marked their lines
- Halff was going to meet in the field with CoServ

Director of Public Works Wright reported:

- Weather had been a problem for DDM to complete the current pothole project as well as waiting for asphalt from Reynolds

**6. DISCUSSION, CONSIDERATION AND ACTION ON THE SECOND ANNUAL REPORT FOR THE STORM WATER MANAGEMENT PROGRAM**

Town Engineer Haynes distributed a hand-out \* and reported:

- Double Oak was entering year 3 of the program
- One requirement would be to publish an educational article either on the website or newspaper of record
- Various ordinances would be required to be drafted and brought to Council for approval
- Director of Public Works Wright would require certain training

Cook motion, Minassian second to approve the Storm Water Management Program second annual report and authorize the Mayor to sign the report

AYE: Pidcock, Cook, Minassian  
NAY: None

MOTION CARRIED UNANIMOUSLY

**7. DISCUSSION, CONSIDERATION AND ACTION ON A PROPOSAL FROM HALFF ASSOCIATES, INC. TO PERFORM A TOWN HALL BUILDING ENERGY AUDIT AND ANALYSIS**

Director of Public Works Wright reported that multiple “cold calls” had been received from various entities wanting to perform the energy audit and analysis required to apply for the Energy Efficiency and Conservation Block Grant (EECBG) Program, funding allocated by the State Energy Conservation Office.

The Council discussed various options to explore such as new air conditioner units, radiant barrier installation, tank-less hot water units, etc. to conserve energy.

The consensus of the Council was to ask Council Member Minassian to work with Director of Public Works Wright on obtaining the audit.

No action was taken on this agenda item.

**8. DISCUSSION, CONSIDERATION AND ACTION ON TREE TRIMMING BID ON TANGLEWOOD LANE**

Director of Public Works Wright reported:

- The Vickery family had been contacted; however they own no property in Double Oak
- Copper Canyon had no ordinances addressing who owned right-of-way in the parkway
- The trees on Tanglewood Lane needed to be cleared back from the edge of the pavement and trimmed up to a height of 17’

\* This hand-out is attached to and made a part of these minutes

Pidcock motion, Cook second to proceed with the tree trimming on Tanglewood at the bid cost of \$3600

Mr. Peter Vickery, 7999 Justin Road, stated that he was the Vickery's son and his parents would be willing to sign papers if requested by Double Oak that they did not object to the tree trimming.

AYE: Pidcock, Minassian, Cook  
NAY: None

MOTION CARRIED UNANIMOUSLY

**9. DISCUSSION, CONSIDERATION AND ACTION ON A REVISION TO THE TOWN OF DOUBLE OAK PERSONNEL HANDBOOK, CHAPTER III, SECTION 3.2 – PAY DAY**

Town Secretary Charlotte Allen reported:

- The request was to change "Friday" to "Thursday" as payday
- The handbook was approved before all employees had direct deposit

Pidcock motion, Cook second to amend the handbook to change payday from Friday to Thursday

AYE: Minassian, Cook, Pidcock  
NAY: None

MOTION CARRIED UNANIMOUSLY

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

No future agenda items were offered.

**11. CITIZENS COMMENTS**

*To comply with provisions of The Open Meetings Act, the Town Council may not deliberate on items presented under this Agenda Item. The Council may refer an item to Staff and/or direct this item be placed on the next regular Agenda. There will be no interaction with the members of the Council. Each speaker will have a maximum of 5 minutes*

Ms. Freda Brittain, 45 Kings Road, commented:

- Mr. Stan Wood was a long time Double Oak resident
- His son was in rehabilitation from a serious injury from surgery
- She was asking for ideas and help to organize a fund raiser

## **12. COUNCIL – STAFF ANNOUNCEMENTS AND COMMENTS**

Mayor Donnelly commented:

- He reminded residents of December 8, 2009 Christmas tree lighting in the park
- Mayor Donnelly extended thanks to the Double Oak Volunteer Fire Department for the Santa on the fire truck

Town Secretary Allen announced:

- Waste Management would be offering bulk pick-up for 5 consecutive Fridays during the holiday season beginning with the Friday before Christmas
- Trash would be picked up on Christmas day and New Year's day because it was the regular route day
- A dumpster would be provided for Christmas trees beginning Christmas Eve

## **13. ADJOURNMENT**

Pidcock motion, Cook second to adjourn

With no further business to come before the Council, the meeting was adjourned at 8:26 p.m.

---

Town Secretary

---

Mayor