



**CITY OF DOUBLE HORN
MINUTES
REGULAR MEETING
CITY COUNCIL
THURSDAY, MARCH 9, 2023
7:00PM
CITY OF DOUBLE HORN OFFICE
Located at 103 VISTA VIEW TRAIL, SUITE 100
DOUBLE HORN, TEXAS 78669**

In compliance with the Americans with Disabilities Act, the City of Double Horn will provide for reasonable accommodations for persons attending City Council Meetings. To better serve you, requests should be received 24 hours prior to the meeting. Please contact Karen Maxwell, City Secretary at (830) – 201-4042.

Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

1. Call Meeting to Order: Time 7:00PM
2. Rollcall to Confirm Quorum: Aldermen Jim Millard, Tom King, Bob Schmitz, Glen Stafford and Mayor Cathy Sereno were present. Alderman John Osborne was absent. City Secretary Karen Maxwell recorded the minutes.
3. Invocation: Alderman King
4. Pledge of Allegiance – U.S. & Texas
Texas Pledge: *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
5. Approval of Minutes – February 9, 2023 Regular Council Meeting

Motion: Alderman Stafford moved to approve the February 9, 2023 minutes as distributed.
Second: Alderman King seconded the motion.
Vote: The vote was unanimous, and the motion Unanimous,
6. Citizen Comments – This is an opportunity for the citizens to address the City Council concerning an issue of community interest not on the agenda. Any deliberation of an issue raised during Citizen Comments is limited to a statement of fact regarding the item; a statement concerning the policy regarding the item or a proposal to place the item on a future agenda. Each citizen will be allowed 3 minutes to speak and must sign up before the meeting begins and indicate the subject the speaker wishes to address.
No one signed up to speak on non-agenda item.
7. Regular Agenda – the Council will individually discuss, consider, and possibly take action on any or all of the following items:
 - A. Treasurer’s Report - The mayor provided the update.
 - 1) Monthly Financial Reports
 - 2) Annual Internal Financial Audit - update
 - 3) Replace Treasurer (modified role based on bookkeeping service)

Motion: Alderman Millard moved to sweep \$ 29,409.11 from the Property Tax Account to the Operation Account.
Second: Alderman Schmitz seconded the motion.
Vote: The vote was unanimous, and the motion carried.

- B. Emergency Management Team Update
No update at this time.

- C. Zoning & Ordinance Committee Update including:

Alderman Millard presented the update.

- 1) Discuss and consider action to approve a change to Plat of Commercial Property located at 103 Vista View Trail, Double Horn, TX as described as Lot1B, Block A, Double Horn, Section Four. Change is to increase a portion of the setback.

Motion: Alderman Millard moved to approve Scrivener's affidavit correcting and increasing the portion of the setback of Plat of Commercial Property located at 103 Vista View Trail, Double Horn, TX as described as Lot1B, Block A, Double Horn, Section Four.

Second: Alderman Schmitz seconded the motion.

Vote: The vote was unanimous, and the motion carried.

- 2) Sign Permit Application & Process

Motion: Alderman Millard moved to approve the City of Double Horn Sign Application with typo corrections.

Second: Alderman Schmitz seconded the motion.

Vote: The vote was unanimous, and the motion carried.

- 3) Updating Master Fee Schedule Ordinance

Action Item: Alderman Millard will write a draft a whole new article A4.00 for the sign permit fee schedule and send to the attorney for review.

- 4) Suggested Next steps to Review Subdivision Ordinance

Action Item: Alderman Millard will provide council members a draft version for review and discussion.

- D. Spectrum Installation Sections 1 – 3 Update- The mayor provided the update.

- E. Discuss and consider action on project(s) to improve road safety working in partnership with DHIA Board

- 1) Road Sign Project – Update on 4 signposts to be replaced

Alderman Schmitz provided the update.

- F. Joint Double Horn Improvement Association/City of Double Horn Security Committee Update

No update at this time.

- G. Discuss and consider action to partner with Double Horn Creek Water Supply Corporation to promote water conservation and protect water service – Update

Double Horn Creek Water Supply Corporation President Curtis Raetz provided the update.

Mayor requested the monthly well status report from the Water Board to be provided to the city going forward.

- H. Discuss and consider action on copyright protection of City Logo

The mayor provided the update.

Action Item: City Secretary will send an email to Wendy Wright to add the copyright mark to the logo.

- I. Chili & Barbeque Cookoff Parking Plan - Update provided by the mayor.

- J. Discuss and consider action related to citizens request prohibiting Engine Braking

The mayor provided the update.

- K. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments

L. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council

No solicitation ordinance.

8. Adjournment: Time 8: 29 PM

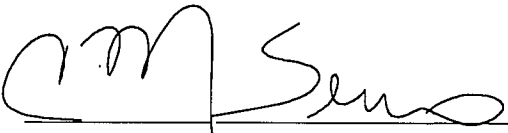
Motion: Alderman King moved adjourn the meeting.

Second: Alderman Stafford seconded the motion.

Vote: The vote was unanimous, and the motion carried. The Council will reconvene at the April 13th meeting at 7pm in the City Meeting Room.

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code, Section 321.3022 (Sales Tax Information)."

I certify that the above notice of meeting was posted at 103 Vista View Trail, Suite 100, Double Horn, Texas by the 6th day of March 2023 by 7PM.



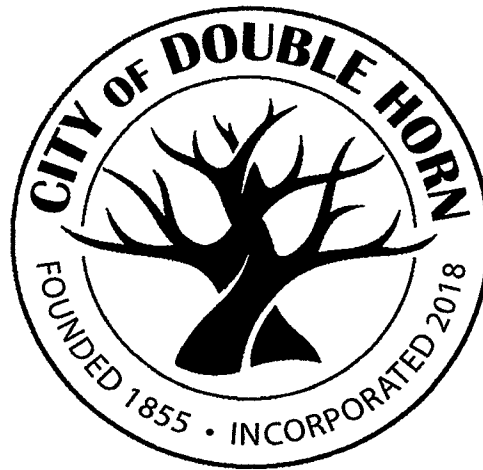
Cathy Sereno, Mayor

Attest:



Karen Maxwell, City Secretary

February
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
3/9/2023





City of Double Horn

Balance Sheet

As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	54,009.09
1005 Property Tax	29,409.11
1010 Reserve Account	12,040.99
Total Bank Accounts	\$95,459.19
Total Current Assets	\$95,459.19
TOTAL ASSETS	\$95,459.19
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	30,892.13
Total Accounts Payable	\$30,892.13
Credit Cards	
2301 TCM Bank Visa Credit Card	138.48
2302 Costco CitiBank Credit Card	33.08
Total Credit Cards	\$171.56
Other Current Liabilities	
2171 Accrued Expenses	396.00
Total Other Current Liabilities	\$396.00
Total Current Liabilities	\$31,459.69
Total Liabilities	\$31,459.69
Equity	\$63,999.50
TOTAL LIABILITIES AND EQUITY	\$95,459.19

City of Double Horn

Budget vs. Actuals: City of Double Horn 22-23 - FY23 P&L

February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	29,409.11	6,784.21	22,624.90	433.49 %
4002 Permits and Fees		83.33	-83.33	
Total Income	\$29,409.11	\$6,867.54	\$22,541.57	428.23 %
GROSS PROFIT	\$29,409.11	\$6,867.54	\$22,541.57	428.23 %
Expenses				
6000 Salaries & Wages	458.60	479.11	-20.51	95.72 %
6010 Taxes - payroll	35.08	36.73	-1.65	95.51 %
6020 Workmen's Comp Insurance		8.75	-8.75	
6100 Computer Equipment		41.67	-41.67	
6110 Office Equipment		166.67	-166.67	
6130 Office Supplies	98.21	84.71	13.50	115.94 %
6140 Software	99.00	156.23	-57.23	63.37 %
6220 Email Maintenance		52.70	-52.70	
6230 Website Maintenance		19.52	-19.52	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6250 Internet/Phone	138.48	148.12	-9.64	93.49 %
6260 Insurance - TML		208.33	-208.33	
6270 Utilities		100.00	-100.00	
6280 Legal & Professional Fees		1,000.00	-1,000.00	
6290 Consulting Services		250.00	-250.00	
6300 Accounting	550.00	150.00	400.00	366.67 %
6400 Membership Fees	632.00	81.75	550.25	773.09 %
6410 Legal Posting		125.00	-125.00	
6411 Advertising/Promotional		41.67	-41.67	
6430 Tax Collection Fees		108.65	-108.65	
6440 Municipal Court Costs		41.67	-41.67	
6450 Code Enforcement		41.67	-41.67	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		83.33	-83.33	
6610 City Improvement Projects	783.94	2,666.67	-1,882.73	29.40 %
Total Expenses	\$4,645.31	\$7,949.20	\$-3,303.89	58.44 %
NET OPERATING INCOME	\$24,763.80	\$-1,081.66	\$25,845.46	-2,289.43 %
NET INCOME	\$24,763.80	\$-1,081.66	\$25,845.46	-2,289.43 %

City of Double Horn

Budget vs. Actuals: City of Double Horn 22-23 - FY23 P&L

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	77,033.98	81,410.53	-4,376.55	94.62 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
4003 Other	200.00		200.00	
Total Income	\$78,233.98	\$82,410.53	\$ -4,176.55	94.93 %
GROSS PROFIT	\$78,233.98	\$82,410.53	\$ -4,176.55	94.93 %
Expenses				
6000 Salaries & Wages	1,782.15	5,749.31	-3,967.16	31.00 %
6010 Taxes - payroll	136.34	440.76	-304.42	30.93 %
6020 Workmen's Comp Insurance	102.90	105.00	-2.10	98.00 %
6100 Computer Equipment		500.00	-500.00	
6110 Office Equipment		2,000.00	-2,000.00	
6130 Office Supplies	106.81	1,016.52	-909.71	10.51 %
6140 Software	495.00	1,874.80	-1,379.80	26.40 %
6220 Email Maintenance	480.91	632.38	-151.47	76.05 %
6230 Website Maintenance		234.26	-234.26	
6240 Rent or Lease of Buildings	11,100.00	22,200.00	-11,100.00	50.00 %
6250 Internet/Phone	523.77	1,777.48	-1,253.71	29.47 %
6260 Insurance - TML	2,168.74	2,500.00	-331.26	86.75 %
6270 Utilities	176.03	1,200.00	-1,023.97	14.67 %
6280 Legal & Professional Fees	5,984.45	12,000.00	-6,015.55	49.87 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	1,825.00	1,800.00	25.00	101.39 %
6400 Membership Fees	682.00	981.00	-299.00	69.52 %
6410 Legal Posting	195.00	1,500.00	-1,305.00	13.00 %
6411 Advertising/Promotional		500.00	-500.00	
6430 Tax Collection Fees	291.89	1,303.76	-1,011.87	22.39 %
6440 Municipal Court Costs		500.00	-500.00	
6450 Code Enforcement		500.00	-500.00	
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		1,000.00	-1,000.00	
6610 City Improvement Projects	2,056.54	32,000.00	-29,943.46	6.43 %
Total Expenses	\$28,107.53	\$95,390.27	\$ -67,282.74	29.47 %
NET OPERATING INCOME	\$50,126.45	\$ -12,979.74	\$63,106.19	-386.19 %
NET INCOME	\$50,126.45	\$ -12,979.74	\$63,106.19	-386.19 %

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
AKERS & AKERS							
Total Akers & Akers		\$ 21,232.25		\$ (21,232.25)		Remaining Balance	\$ -
Paid In Full							

MESSER, FORT, McDONALD (start-up legal w/ payment plan)**							
Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
13334	1/12/2021	\$ 750.00	Messer, Fort, McDonald		\$ 27,441.50		
	1/18/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	2/8/2021	\$ 5,335.80	Messer, Fort, McDonald		\$ 27,777.30		
	2/23/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30	2065	Operating Account
13735	3/12/2021	\$ 3,474.00	Messer, Fort, McDonald		\$ 26,251.30		
	3/12/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 23,751.30	2071	Operating Account
13871	4/7/2021	\$ 6,852.25	Messer, Fort, McDonald		\$ 30,603.55		
	4/9/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
14118	5/12/2021	\$ 7,722.00	Messer, Fort, McDonald		\$ 35,825.55		
	5/20/2021		Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
14338	6/14/2021	\$ 7,119.96	Messer, Fort, McDonald		\$ 32,945.51		
	6/14/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,445.51	2096	Operating Account
	7/12/2021		Messer, Fort, McDonald	\$ (5,277.30)	\$ 25,168.21	2100	Operating Account
14610	7/14/2021	\$ 4,366.96	Messer, Fort, McDonald		\$ 29,535.17		
14774	8/13/2021	\$ 8,556.96	Messer, Fort, McDonald		\$ 38,092.13		
	9/14/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 37,592.13	2117	Operating Account
14966	9/14/2021	\$ 1,800.00	Messer, Fort, McDonald		\$ 39,392.13		
	10/7/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 38,892.13	2127	Operating Account
	11/2/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 38,392.13	2135	Operating Account
	12/7/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 37,892.13	2150	Operating Account
	1/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 37,392.13	2163	Operating Account
	2/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 36,892.13	2170	Operating Account
	3/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 36,392.13	2178	Operating Account
	4/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 35,892.13	2195	Operating Account
	5/3/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 35,392.13	2200	Operating Account
	6/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 34,892.13	2215	Operating Account
	7/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 34,392.13	2226	Operating Account
	8/3/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 33,892.13	2233	Operating Account
	9/14/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 33,392.13	2244	Operating Account
	10/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 32,892.13	2251	Operating Account
	11/15/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 32,392.13	2261	Operating Account
	12/8/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 31,892.13	2264	Operating Account
	12/29/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 31,392.13	2269	Operating Account
	2/6/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 30,892.13	2274	Operating Account
		\$ 125,439.18		\$ (94,547.05)		Remaining Balance	\$ 30,892.13

MESSER, FORT, McDONALD (new legal expenses)							
Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
17841	10/19/2022	\$ 1,287.80	Messer, Fort, McDonald		\$ 1,287.80		
	10/27/2022		Messer, Fort, McDonald	\$ (1,287.80)	\$ -	2256	Operating Account
18271	11/30/2022	\$ 3,225.05	Messer, Fort, McDonald		\$ 3,225.05		
	12/5/2022		Messer, Fort, McDonald	\$ (3,225.05)	\$ -	2263	Operating Account
18434	12/28/2022	\$ 1,556.00	Messer, Fort, McDonald		\$ 1,556.00		
	12/29/2022		Messer, Fort, McDonald	\$ (1,556.00)	\$ -	2268	Operating Account
18794	1/28/2023	\$ 1,278.00	Messer, Fort, McDonald		\$ 1,278.00		
	2/6/2023		Messer, Fort, McDonald	\$ (1,278.00)	\$ -	2275	Operating Account
		\$ 7,346.85		\$ (7,346.85)		Remaining Balance	\$ -

ALL LEGAL EXPENSES							
Total Legal Fees	Invoice Amount	Total Payments	Payment Amount	Balance	Check #	Remaining Balance	Paid from Account
	\$ 154,018.28		\$ (123,126.15)			Remaining Balance	\$ 30,892.13

** NOTE: See prior reports for additional start-up legal detail prior to January 2021**

STATE OF TEXAS §
COUNTY OF BURNET §

SCRIVENER'S AFFIDAVIT

Comes now DANNY J. STARK, who being duly sworn does say and affirm the following:

My name is Danny J. Stark, and I am a Registered Professional Land Surveyor, with an office at 1500 Ollie Lane, Marble Falls, Texas. The purpose of this affidavit is to correct a setback line in a plat I prepared DATED November 14, 2022, and was recorded in Document No. 202300068, of the Official Public Records of Burnet County, Texas.

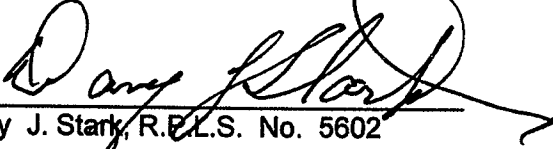
Error:

The rear setback line for Lot 1B as shown in EXHIBIT A attached hereto, did not reflect the intent of the original subdivider.

Correction:

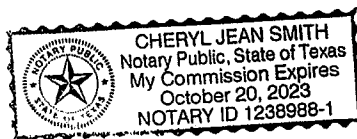
The rear setback line for Lot 1B as shown in EXHIBIT B attached hereto, is the proper location of the building setback line. No property boundaries are affected by this modification.

AFFIRMED this the 28th day of February, 2023.



Danny J. Stark, R.P.L.S. No. 5602

Notary
State of Texas §
County of Burnet §



Sworn to and subscribed to before me on this the 28 day of February, 2023, by
Danny J. Stark.



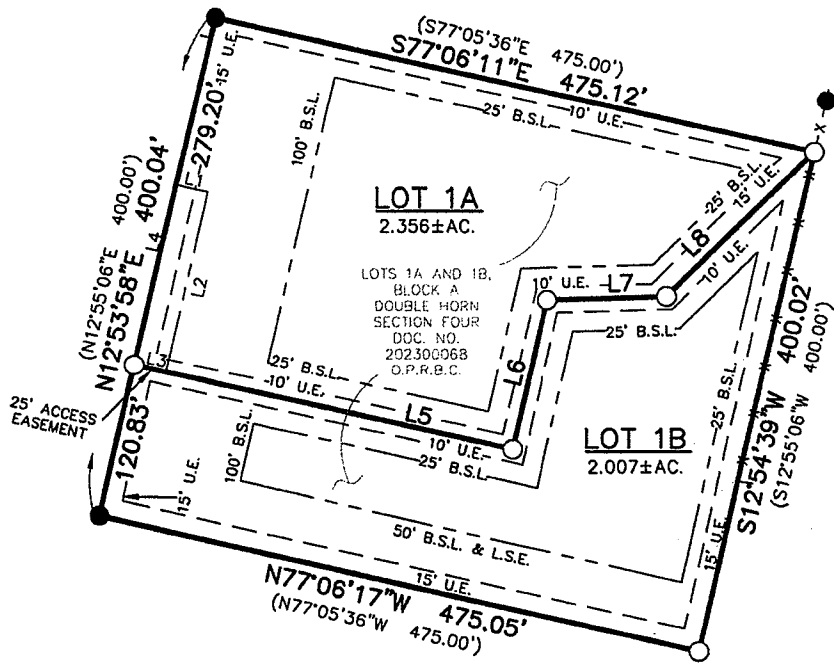
NOTARY PUBLIC'S SIGNATURE

EXHIBIT "A"
PREVIOUS CONFIGURATION OF THE BUILDING SETBACK LINE



LOT 2, BLOCK A
DOUBLE HORN
SECTION FOUR
CAB. 3, SLD 163D--P.R.B.C.

VISTA VIEW TRAIL
VARIABLE WIDTH R.O.W.



281.26 AC
SPICEWOOD CRUSHED
STONE, LLC.
DOC. NO.
201808310--O.P.R.B.C.

HIGHWAY 71
150' R.O.W.

LINE TABLE		
LINE	BEARING	DISTANCE
L5	S77°05'48"E	299.77'
L6	N12°43'58"E	120.54'
L7	N88°19'20"E	92.59'
L8	N45°21'03"E	160.46'

ACCESS EASEMENT TABLE		
LINE	BEARING	DISTANCE
L1	S77°06'02"E	25.00'
L2	S12°53'43"W	143.89'
L3	N77°05'48"W	25.01'
L4	N12°53'58"E	143.89'

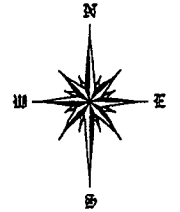
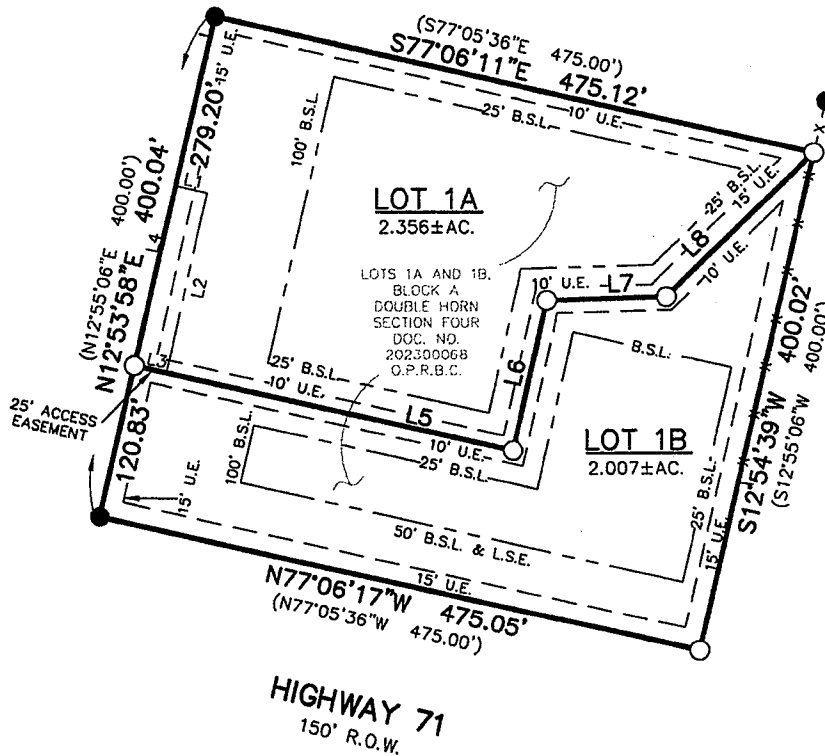


EXHIBIT "B"
NEW CONFIGURATION OF THE BUILDING SETBACK LINE

LOT 2, BLOCK A
DOUBLE HORN
SECTION FOUR
CAB. 3, SLD 163D-P.R.B.C.

VISTA VIEW TRAIL
VARIABLE WIDTH R.O.W.



281.26 AC
SPICEWOOD CRUSHED
STONE, LLC.
DOC. NO.
201808310-O.P.R.B.C.

HIGHWAY 71
150' R.O.W.

LINE TABLE		
LINE	BEARING	DISTANCE
L5	S77°05'48"E	299.77'
L6	N12°43'58"E	120.54'
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L3	N77°05'48"W	25.01'
L4	N12°53'58"E	143.89'



City Of Double Horn Sign Permit Application

Temporary Sign: _____

Permanent Sign: _____

Application Number: _____

Date Submitted: _____

Applicant Name: _____

Phone: _____

Business Name: _____

Property Address: _____

(Location of Sign) (Street) (City) (State) (Zip Code)

Property Owner (If different from above): _____

Phone: _____ Address: _____

(Street) (City) (State) (Zip Code)

With In City Limits _____ ETJ _____ Subdivision _____ Lot _____ Block _____ Section _____

Zoned / Use Code: Commercial (C) _____ Industrial (I) _____ Non-Residential Buffer District (NR) _____

Type: Attached _____ Off-Premises _____ Commercial _____ Electronic _____ Monument _____ Wall _____

Contractor Erecting Sign: _____

Phone: _____ Address: _____

(Street) (City) (State) (Zip Code)

Permit Fee: \$ _____

Up to 80 sq. ft. \$25.00 81 to 140 sq. ft. \$50.00 Over 140 sq. ft. TBD (Variance Required)

Date Paid: _____ Cash _____ Check _____ Check Number _____

***** If any work is started or initiated without a permit first being obtained, the specified permit fee(s) described below shall be Doubled and Paid before a permit will be issued**

Required to be submitted with Permit Application:

- 1.) Two (2) sets of scaled drawings of the plans and specifications, including size and color of the proposed sign and its various parts, the style of lettering, the message, lighting, type of material of which it is fabricated and the method of attachment to the building or to the ground and indicating associated landscaping.
- 2.) A color sketch or color photograph of the sign and building, as well as any contiguous street or building in order to display how they would appear in relation to one another.
- 3.) Written consent of the owner of the building, structure, and land to which or on which the sign is to be erected, if applicable.
- 4.) Location, dimensions, and description of any existing sign on the property.
- 5.) If required by the council, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressures in any direction in the amount required by this and all other laws of the state or federal government and ordinances of the City
- 6.) If the application is for a variance, a list of the hardships associated with the variance request.

Improvements detailed herein must be completed within sixty (60) days from the date this permit has been approved by the city building official, otherwise this permit shall be come null and void.

The applicant hereby acknowledges receipt of a copy of this permit and all applicable attachments, including the sign regulation ordinance. The City Secretary must be contacted when erection of the sign is complete, and the City shall make an inspection to determine if the sign conforms to the permit.

Signature of Permit Applicant

Mailing Address

Signature of Sign Owner

Mailing Address

City Action: Approved _____ Disapproved _____ Date _____

City Official Title

City Official Signature

If Disapproved, Reason for disapproval:

(Correctable: Yes _____ No _____)