



CITY OF DOUBLE HORN

Minutes

Regular Meeting

City Council

Thursday November 14, 2019

7:00PM, SPICEWOOD COMMUNITY CENTER

Located at 7901 CR 404

Spicewood, Texas 78669

THE CITY OF DOUBLE HORN COUNCIL MEETINGS ARE AVAILABLE TO ALL PERSONS REGARDLESS OF DISABILITY. IF YOU REQUIRE SPECIAL ASSISTANCE, PLEASE CONTACT CATHY SERENO AT 830-693-1508 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING. THANK YOU.

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 7pm
2. **Roll call to Confirm Quorum:**
RG Carver, John Osborne, Jim Millard, Cathy Sereno, and Glenn Leisey are present at the meeting. Gwen Stirling is absent from meeting.

Staff present: Assistant City Attorney: Will Trevino; City Secretary: Karen Maxwell

3. **Invocation:** Glenn Leisey
4. **Pledge of Allegiance** – United States & Texas
5. **Approval of Minutes** – A correction to change “Agenda” to “Minutes” is needed at the top of minutes.
10/23/19 Special City Council Meeting/Public Hearing

Motion: Glenn Leisey moved to approve the minutes with corrections.

Second: Jim Osborne seconded the motion.

Vote: The vote was unanimous and the motion carried.

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 the Citizens Comments is

limited to a proposal to place it on the agenda for a later meeting. 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.

7. **Presentation** – Issuance of Statements of Officers, Oath of Office given, and presentation of Election Certificates to elected officials.
8. **Regular Agenda** – the Council will individually discuss, consider and possibly take action on any or all of the following items:

A. Mayor’s & City Council Community Service Recognition

Curtis Raetz made the Picayune November edition highlighting his military service and current EMS training.

B. Treasurer’s Report including: See attached Reports.

- 1) **FY18 – 19 Revenue Expense Summary**
- 2) **FY 18 – 19 Balance Sheet**
- 3) **FY 19 – 20 Revenue Expense Summary**
- 4) **FY 19 – 20 Balance Sheet**
- 5) **FY 19 – 20 Legal Expense/Payment Summary Report**

Balance Sheet, Revenue/Expense Summary with all month’s detail and Legal Fee Schedule will be reviewed at each Regular Meeting going forward.

Note: Final format subject to change based on input from Auditor

Action Item: Karen speak to Post Office about mail issue and cost of a PO Box.

C. Emergency Management Team Update including:

- 1) **Discuss and consider approving payment of annual membership fee (\$50) to join *Capital Area Council of Governments (CAPCOG) General Assembly as a Municipal Member.***

Motion: Glenn Leisey moved to approve payment of annual membership fee (\$50) to join *Capital Area Council of Governments (CAPCOG) General Assembly as a Municipal Member.*

Second: Jim Millard seconded the motion

Vote: The vote was unanimous with the motion carrying.

Action Item: Karen needs to send the resolution for CAPCOG (RES008) to Sandy for recording and to get invoiced from CAPCOG.

Harry and Liz Brunner attended the *2019 County POD (Point of Dispensing) Tabletop Exercise* presented by the *Texas Department of State Health Services (DSHS)*, a 4-hour class and exercise on Emergency Preparedness regarding the medical preparedness of the state and the accessibility to the citizens through government.

- D. **Discuss and consider *RESOLUTION 2019—RES009*** a Resolution of the City of Double Horn, Texas, canvassing the returns, including the returns of Early Voting Ballots cast in connection therewith, and declaring the results of the Special Election held on November 5, 2019; authorizing issuance of a Canvass of Special Elections.

Motion: Jim Millard moved to approve resolution 2019-RES009 declaring the results of the Special Election held on November 5, 2019; authorizing issuance of a Canvass of Special Elections.

Second: RG Carver seconded the motion.

Vote: The vote was unanimous and the motion carried.

E. Zoning and Ordinance Committee Update including new Ordinances:

- 1) **Discuss and consider *ORDINANCE 2019-ORD018*** – an Ordinance of the City of Double Horn, Texas, Adopting a **Zoning** Ordinance.
 - i. Review input submitted in writing and determine next steps.
Good input from citizens.
Set Public Hearing with final draft ready December 20th.
 - ii. Establish schedule for next Public Hearing and proper notice(s).
Next Public Hearing to be on Jan. 9th.

Action Item: The Zoning Committee needs to define the areas of zones on the map.

Action Item: Karen will research getting addresses from County records. Recommended to do it well in advance for clarity. Lot and Block needed on notice along with last known address.

Action Item: Ordinance will need to be back from Messer to Council by Dec. 2nd for review before Dec. 12th Regular meeting.

Action Item: Notice would need to be submitted to newspaper by Dec. 17th for a Dec. 20th Publication of notice. (DEADLINE OF THE 15th). Karen will track progress.

Action Item: Will Trevino will provide a template for the letter notifying property owners of zoning change, using mail merge to insert addresses.

F. Discuss and consider standardizing and/or posting Council Members email addresses on City website.

GoDaddy domain

Cost for 5 additional email addresses:

- 1-year contract \$300 for @doublehorn.tx.org
- 3-year contract \$630 for @doublehorn.tx.org

Motion: Jim moved to purchase 6 additional email addresses at the @doublehorn.tx.org through GoDaddy for a one-year contract.

Second: Glenn seconded the motion.

Discussion: Cathy noted the budget would need to be amended to increase the appropriate line item.

Vote: The vote was unanimous and the motion carried.

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

- Discuss and consider the need and cost of a city PO Box.
- Discuss the preparation of the Zoning Ordinance prior to Public Hearing for Council okay.
- Discussion on hardware/software purchasing costs and Cooperative Agency's details for leasing computer hardware/software.
- Discussion on the Seismic monitor.
- Discuss and consider the job duties and time commitment allotted for City Secretary
- Discuss and consider the benefits between purchasing and leasing computer hardware/software.

Action Item: Karen will look into costs of buying hardware and software needed for city.

Action Item: Will Trevino will provide the city with his contacts for leasing hardware and software.

9. **Close Regular Meeting:** Time 8:17pm

10. **Open Executive Session:** Time 8:18pm

Open Executive Session. Executive session in accordance with the Texas Government Code, Section 551.071 – Consultation with Attorney on pending litigation or on a matter in which the Attorney has a duty to the City under the Texas Disciplinary Rules of Professional Conduct that clearly conflicts with the provisions of the Open Meetings Law. The Council may require the citizens to vacate the meeting room during the executive session.

(a) Consultation with Attorney regarding Litigation: State of Texas v. Double Horn et al.

11. **Close Executive Session:** Time 8:56pm

12. **Open Regular Meeting:** Time 8:57pm

13. **Consider action, if any, from Executive Session**

There was no action taken in Executive Session.

Motion: Jim Millard moved to approve the advisement of the Mayor and the City Attorney whether to continue pursuit defending the State of Texas v. Double Horn et al.

Second: RG Carver seconded the motion.

Vote: The vote was unanimous and the motion carried.

14. **Adjournment:** Time 8:58 pm

Motion: John Osborne moved to adjourn the meeting at 8:58pm.

Second: Jim Millard seconded the motion.

Vote: The vote was unanimous and the motion carried.

The next meeting will be December 12th, at 7pm in the Spicewood Community Center

The Council may go into closed session at any time when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session a quorum of the Council must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code, or Section 321.3022 of the Texas Tax Code authorizing the closed session.

I certify that the above notice of meeting was posted at 7901 CR 404, Spicewood, Texas, on the 11th day of November 2019 at 7 PM.


Cathy Sereno, Mayor