

CITY OF DOUBLE HORN

Minutes of Special Meeting City Council
Thursday, February 28, 2019 at 7:00 PM
DOUBLE HORN PAVILION
103 Double Horn Trail
Double Horn, Texas 78669

1. **Meeting called to Order:** 7:00pm
2. **Introduction of City Council & Quorum Confirmed**

All in attendance: Mayor Cathy Sereno, and alderman RG Carver, Glenn Leisey, Jim Millard, Larry Trowbridge, Bob Link.
3. **Invocation** by Glenn Leisey
4. **Pledge of Allegiance**
5. **Regular Agenda: Council will individually consider and possibly take action on any or all of the following items:**

Cathy Sereno shared the city council's purpose to "protect property rights and quality of life" of the citizens.

 - a) **Discuss and consider action to select a part time city secretary (volunteer role).**

Karen Maxwell is volunteering as City Secretary.

Glenn Leisey made a motion to accept Karen Maxwell as City Secretary volunteer. Jim Millard seconded the motion.

Vote is unanimous.
 - b) **Discuss and consider action to select a Mayor Pro Tempore.**

Glenn Leisey suggests that the position be filled by person receiving the second most election votes which was RG Carver.

Bob Link made a motion to make RG Carver Mayor Pro Tempore. This was seconded by Larry Trowbridge.

Vote unanimous.
 - c) **Discuss and consider action to keep or abolish the office of the Marshal.**

Bob Link moved to abolishing the Marshall position. Motion seconded by Glenn Leisey.

Discussion for Marshall: Some of the City uses of the Marshall would be as a server of official items and legal back up, with a clarification that it is a non-salary, civil position, and not for a 911 call. It was also suggested to clarify the position is not a code enforcement officer.

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Bob Link voted for and all others against. Motion denied.

Bookmarking job duties for action at next meeting

d) Discuss and consider action to select a Treasurer.

Duties of the treasurer would include taxes, payroll and procure requests for proposal (RFP) from 3 banking services. He would also assist Mayor with budget.

Jim Millard moved to accept Glenn Leisey as Treasurer. RG Carver seconded motion. Vote unanimous; motion carried.

e) Discuss and consider action to select a city attorney.

Glenn Leisey moved to accept the firm of Akers & Akers for city legal services. Jim Millard seconded motion.

Discussion: There will be a contract with the firm. They will work at the will of the Council. TX municipal league available for general questions for free.

Mayor requires all questions for Patty to go through the Mayor to control expenses.

Patty Akers spoke to their experience. They will be working for discounted rate.

Vote unanimous; motion carried.

f) Discuss and consider action regarding a place, date and time for regular meetings of the city council.

Dates: Bob Link moves to have City Council meeting on the 2nd Thursday of every month. Glenn Leisey seconded motion.

Vote unanimous-motion carried.

Time 7pm (No motion-no vote)

Location: Jim Millard discussed his research on office and meeting space.

Office space available in building located at the corner of Vista View and Hwy 71 which is within the city limits. \$500 month/6 months with access to kitchenette, restroom and boardroom. Monthly lease includes phone & internet.

\$125 Spicewood Community Center which could be used for Council meetings

Jim Millard and Bob Link will talk to Double Horn Water Board about sharing address.

Glen Zoerner and Robin Mayfield will assist them in working out details.

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Next meeting will be on March 14th. Location to be confirmed later. Mayor will check on availability of the Spicewood Community Center for this meeting.

g) Discuss and consider action regarding locating an office facility to serve as city hall.

Bob Link made a motion to create a committee to research housing options for city hall and council meetings. Patty Akers clarifies that meetings don't have to be in city limits. Larry Trowbridge seconded motion.

Vote passed unanimously.

Cathy Sereno will secure next meeting site.

h) Discuss and consider action to issue a request for proposals to obtain banking services.

Glenn Leisey made a motion to investigate proposals from 3 banking services in Marble Falls. Jim Millard seconded the motion.

The vote was unanimous; the proposal passed.

Glenn Leisey will get together with City Attorney, Patty Akers, as to procedure. The Mayor will forward RFP document previously provided by Patty Akers to Glenn.

i) Discuss and consider action regarding funding for the City's first year.

Larry Trowbridge made a motion to form a small committee to establish for budget and funding that budget. Glenn Leisey seconded motion.

Larry Trowbridge amended motion to "form a budget guidance committee" only. RG Carver seconded the amended motion.

Larry Trowbridge will be chairman & Jim Millard to co-chair budget guidance committee with community volunteers John Gary and Glen Zoerner.

Amended motion voted on and passed unanimously.

Bob Link made a motion to move funding item to the next meeting. Glenn Leisey seconded motion.

Vote passed unanimously.

j) Discuss and consider an ordinance to establish the City's fiscal year.

Bob Link made a motion to establish city's fiscal year to next meeting. Larry Trowbridge seconded motion.

Unanimous vote to postpone decision.

Patty Akers noted the need to record all future meetings.

k) Discuss and consider establishing a city website.

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Glenn Leisey made a motion to establish a city website as doublehorntx.org. RG Carver seconded the motion.

Discussion: City must post all notifications in a 24/7 publicly accessible area. Cost will be \$118 per year – includes website and hosting services.

The vote was unanimous and approved.

l) Discuss and consider registering with the Texas Municipal League (TML) & Request liability insurance.

Membership in TML is free for first year. Following years would be \$591 for our size city. No obligation to register next year. Glenn Leisey made a motion to register with Texas Municipal League (TML) and request liability quote. Larry Trowbridge seconded motion.

Liability will be Risk pool. TML underwrites 98% of all small municipalities. Looking for a quote.

Can 103 Double Horn be used? Could city share location with HOA? Will it suffice with TML?

Larry Trowbridge moved to continue motion till next meeting. Glenn Leisey seconded motion. Vote was unanimous to continue to next meeting.

m) Discuss and consider action to address adoption of a comprehensive plan and zoning ordinance.

Bob Link made a motion to move this item to next meeting's agenda. Move to next meeting. Jim Millard second.

Glenn Leisey made a motion to create a committee to work on this project. Jim Millard seconded motion.

Vote was unanimous and motion was approved.

Committee consists of alderman Bob Link with community members John Gary, Harry Brunner, Glen Zoerner and Ron Link

n) Discuss and consider action regarding other ordinances or regulations to be adopted in the future.

Bob Link made a motion to have the Ordinance committee (Ongoing) members be made up of same members of the zoning committee. Jim Millard seconded motion.

Patty Akers, city attorney, clarified that ordinances have to do with established law and resolutions are for things not covered by law.

Vote Unanimous

o) Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the city council.

Discuss and consider itemized ordinances and resolutions.

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Discuss ordinance laying out Marshall's duties.

March 14th next meeting location is TBD – Mayor will check on availability at Spicewood Community Center.

Discussion of quarry entrance placement addressing citizen's concerns.

Discuss single point of contact for quarry.

Request for proposals from bank services.

Discussion on City office and meeting facilities.

Discuss and consider procedure for items to be placed on agenda including citizen's and council member's requests.

Larry Trowbridge, with Glenn Leisey seconding, moved to continue to the next meeting the following motion, garnering a unanimous vote of approval: Glenn Liesey made a motion to register with Texas Municipal League (TML) and request liability quote. Larry Trowbridge seconded motion.

No citizens signed up to speak to Council.

5. **Close Regular Meeting**

Bob Link moved to adjourn meeting. Larry Trowbridge seconded motion.

Adjournment's vote was unanimous.

6. **Open Executive Session**

Executive session moved to next meeting at the suggestion of Patty Akers, city attorney.