



CITY OF DOUBLE HORN

MINUTES

REGULAR MEETING

CITY COUNCIL

THURSDAY JANUARY 14, 2021

7:00PM

TELECONFERENCE CALL: PURSUANT TO SECTION 551.127 OF THE TEXAS GOVERNMENT CODE, AND IN CONJUNCTION WITH THE GUIDANCE AND PROVISIONS PROVIDED BY THE GOVERNOR OF TEXAS IN THE DECLARATION OF DISASTER ENACTED MARCH 13, 2020, MEMBERS OF THE CITY COUNCIL SHALL BE PARTICIPATING REMOTELY IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, AS TEMPORARILY MODIFIED BY THE GOVERNOR, AND COUNCIL RULES OF PROCEDURE. THERE WILL BE NO PHYSICAL LOCATION FOR THE MEETING. MEMBERS OF THE PUBLIC MAY PARTICIPATE BY JOINING AT: **866-607-3969**

(NO PIN REQUIRED)

Members of the public will be allowed to speak on any agenda item during citizen comments, however, enforcement to the time limit (3 MINUTES) on comments will be enforced. **Citizens wishing to speak during citizen comments or on a particular agenda item need to notify the City Secretary at: CITYSECRETARY@DOUBLEHORNTX.ORG by 6:00 p.m. on January 11th (WEDNESDAY).**

1. **Call Meeting to Order:** Time 7:00pm
2. **Rollcall to Confirm Quorum**

Glenn Leisey, RG Carver, John Osborne, Jim Millard and Mayor Sereno were present at roll call. Tom King joined us a little late due to technical difficulties. Karen Maxwell, City Secretary, was also present.

3. **Invocation:** Glenn Leisey
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** – 12/10/2020 Regular Council Meeting & 1/7/2021 Special Council Meeting

Motion: Jim Millard moved to approve the December 10th, 2020 Regular meeting.

Second: Glenn Leisey seconded the motion.

Vote: The vote was unanimous and the motion carried.

Motion: RG Carver moved to approve the minutes from the January 7th, 2021 Special Meeting.

Second: John 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 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 contacted the City Secretary wanting to speak to non-agenda items. No one asked to speak to non-agenda items when asked by the Mayor at the beginning of the meeting.

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**

1) **Monthly Financial Reports – See Attached Report**

Motion: Glenn Leisey made a motion to move \$20,000 from the Property Tax Revenue Account to the Operating Account.

Second: RG Carver seconded the motion.

Vote: The vote was unanimous and the motion carried.

Motion: Glenn Leisey moved to approve paying attorneys MFM \$5000 from the Operating Fund.

Second: Tom King seconded the motion.

Vote: The vote was unanimous and the motion carried.

2) **QuickBooks Setup Update**

3) **Discuss and consider action on assigned duties/roles & responsibilities**

Motion: Glenn Leisey moved to approve for a period of time not to exceed 90 days the separation of duties protocol for financial entries will not be followed.

Second: John Osborne seconded the motion.

Vote: The vote was unanimous and the motion carried.

B. **Emergency Management Team Update including: Report included with minutes**

1) **Discuss possible date to host Featured Speaker Event: Fire Safety**

Council interested in an in-person event with the Fire Marshall and will need to decide on a date as available due to CoVid19 restrictions.

C. **Zoning & Ordinance Committee Update:**

1) **Review first draft of proposed Sign Ordinance**

The Council, in representing the residents and commercial citizens, wants to move forward on refining the sign ordinance knowing it will incur costs to have it reviewed by the attorneys.

Action Item: Jim Millard will work on prepping a sign ordinance for review by Council for the March 11th meeting.

D. **Discuss and consider action on CAPCOG General Assembly Session** – update provided by Alderman John Osborne

E. **Discuss status of City Office and actions required to prepare office space and establish office hours**

The landlord has ordered a Handicap parking sign and notified his employees to not park in the 4 parking spots in front of the City leased office. He has given approval for the City to plant what it wants in front of the leased office.

Action Item: RG Carver will research getting help from Bob Schmitz for technical setup of office hardware.

Action Item: Jim will contact Bojan Petrovic from Spectrum to check on installation date

Action Item: Karen Maxwell will contact Delores at Spectrum to check on transfer status and installation date.

Action Item: Everyone will look at their schedule to see what days are best for them to commit for office shift.

Action Item: Jim Millard will check out discount furniture for the conference room.

F. Discuss and consider action on approving a revised Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) quote

Motion: Glenn Leisey moved to approve the revised TMLIRP quote for \$1,528.80 insurance cost, an additional \$493 dollars.

Second: RG Carver seconded the motion.

Discussion: The money for the additional cost of \$493 would come out of the Travel and Training Budget items totaling \$500 within this year's budget.

Vote: The vote was unanimous and the motion carried.

Motion: Glenn moved that the addition costs for the updated TMLIRP quote will come out of the Travel and Training line item.

Second: Jim Millard seconded the motion.

Vote: The vote was unanimous and the motion carried.

G. Discuss and consider action on relocation of seismic monitor to city office and public access to seismic monitor via city website - update to be provided by Alderman Carver

Action Item: Karen will notify RG Carver when internet has been hooked up so he can transfer and set up the seismic monitor to new office location.

H. Discuss January 7th session with Jill Shackelford and determine next steps

The speaker was well received. The Mayor will work on a tour of Spicewood Crushed Stone and Vulcan Quarries.

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

- Zoning Committee Update
- Discuss possible date to host Featured Speaker Event: Fire Safety
- Discuss status of City Office update

8. Close Regular Meeting N/A

9. Open Executive Session. N/A

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, or teleconference line, during the executive session (alternatively a private line may be opened for executive session).

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

10. Close Executive Session N/A

11. Open Regular Meeting N/A

12. **Consider action, if any, from Executive Session N/A**

13. **Adjournment:** Time 8:53 PM

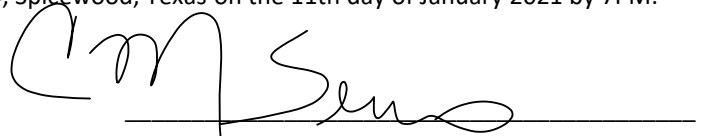
Motion: RG Carver moved to adjourn the meeting.

Second: Glenn Leisey seconded the motion.

Vote: The vote was unanimous and the motion carried to adjourn the meeting. The Council will reconvene at the next Regular Meeting on February 11th, 2021, at 7pm as a teleconference.

The Council may go into closed session at any time to discuss an item on the agenda 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 January 2021 by 7PM.

A handwritten signature in black ink, appearing to read 'Cathy Sereno', is written over a horizontal line.

Cathy Sereno, Mayor