

**CITY OF DOUBLE HORN
MINUTES
REGULAR MEETING CITY COUNCIL
THURSDAY NOVEMBER 11, 2021
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. Rollcall to Confirm Quorum:
John Osborne, Tom King, RG Carver, Jim Millard, Bob Schmitz and Cathy Sereno were present. City Secretary Karen Maxwell was also present.
3. Invocation: RG Carver
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 –October 14, 2021, Regular Council Meeting

Motion: Jim Millard made a motion to approve October 14, 2021, minutes as distributed.
Second: Bob Schmitz 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 signed up to speak to non-agenda items.

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 (see attached)
1) Monthly Financial Reports

Motion: John Osborne moved to sweep the balance of the Property Tax Account into the Operating Account.
Second: Jim Millard seconded the motion.
Vote: The vote was unanimous and the motion carried.

- B. Emergency Management Team Update (report attached)

- C. Zoning & Ordinance Committee Update
There was nothing to report to Council.

- D. Discuss and consider actions required on progress related to water service & discussions with DHCWSC
The Council discussed progress with DHCWSC.

- E. Discuss participating and promoting Fire Protection Water Storage Tank installation including participating in LCRA Check Ceremony on November 15th, 10am
The Council was invited to attend the presentation.

- F. Discuss and consider approval to execute Interlocal Agreement to Participate in the Burnet County Hazard Mitigation Plan Update

Motion: Jim Millard moved to accept an agreement the Burnet County for a pass-through for the Hazard Mitigation Plan.

Second: John Osborne seconded the motion.

Discussion: The agreement can be revisited for evaluation every 5 years.

Vote: The vote was unanimous and the motion carried.

- G. Discuss and consider action on ESD9 memo of understanding (MOU) to formalize the existing agreement to provide fire & emergency medical services to the City of Double Horn

Motion: RG Carver moved to approve the ESD9 MOU agreement with the City of Double Horn.

Second: Jim Millard seconded the motion.

Vote: The vote was unanimous and the motion carried.

- H. Spicewood Crushed Stone Update regarding Central Texas Groundwater Conservation District Notice of Hearing on Application for Operating Permit for a well (industrial purposes)
The Council was informed of the hearing as an informational topic.

- I. Discuss and consider actions related to discussions with DHIA Board & potential opportunities for the City to partner with the DHIA Board to promote safety & security on roads
The Council discussed what was learned of DHIA needs from council attendance at the DHIA meeting.

Motion: Tom King moved to allow the Mayor and Mayor Pro-Tempore to discuss with DHIA the city's assistance with lighting and signage.

Second: Bob Schmitz seconded the motion.

Vote: The vote was unanimous and the motion carried.

- J. Discuss and consider actions required for planning for the provision of sewage services
The council discussed the practicality of considering a sewage treatment plant and related infrastructure.

Action Item: Jim Millard will research at what size is it practical for a city to provide sewage treatment plant.

- K. Discuss and consider actions required for trash/recycling/other related services
The Council discussed providing information and a survey regarding desired trash/recycling/ and other related services at the DHIA annual meeting in January.
- L. Discuss and consider actions required for website enhancements/communication
Customized Pens with the city website and phone number were purchased to be distributed at the Annual DHIA/DHCWSC Meeting and other events. Goal is to promote the website and communication with the city.

Action Item: Karen Maxwell will move the information regarding blast notification to the front page of the website.

- M. Discuss and consider actions the city can take to encourage Spectrum to complete infrastructure required for property within the city boundaries
The Council was updated with the progress of researching the possibility of getting Spectrum continued through the remaining subdivision.
- N. Discuss and consider actions to purchase and install Knox Boxes – Update
Council was provided an update.
- O. Discuss and consider actions required in preparation for the annual State of the City report
The Council was given an update on the status of the report.
- P. Discuss participating in the DHCWSC & DHIA Annual meeting – setting up a table only (not on the agenda)-
The city will be posting a *Notice of Possible Quorum* -for this event.
- Q. Discuss Burnet Central Appraisal District Board of Directors Ballot and cast votes (3)

Motion: Jim Millard moved to vote for Gene Broadway, Bruce Jones, and Dave Kithil.

Second: RG Carver seconded the motion.

Vote: The vote was unanimous and the motion carried.

- R. Discuss and approve **2021-RES019 a Resolution of Votes Cast to Elect Directors for the Burnet Central Appraisal District for the Year 2022-2023**

Motion: RG Carver moved to approve 2021-RES019 of the City of Double Horn casting votes to elect directors for the Burnet Central Appraisal District for the Year 2022-2023.

Second: Bob Schmitz seconded the motion.

Vote: The vote was unanimous and the motion carried.

Action Item: Karen Maxwell will forward signed resolution 2021-RES019 to Stan Hemphill.

- S. Distribute Monthly Office Hours Sign Up Sheet
Calendar was distributed amongst volunteers.
- T. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council
- Discussion with DHCWSC regarding water services

8. Close Regular Meeting: Time 8:54pm

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

i) Consultation with City's Attorney regarding proposed agreement with SCS.

10. Close Executive Session: Time 9:35PM

11. Open Regular Meeting: Time 9:36pm

12. Consider action, if any, from Executive Session

There is no action required from the Executive Session.

13. Adjournment Time: 9:38pm

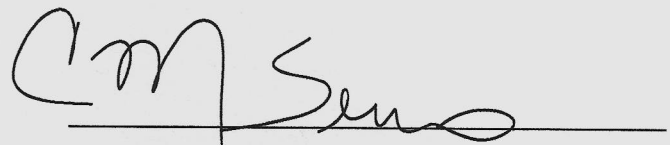
Motion: Jim Millard moved to adjourn the meeting.

Second: John Osborne seconded the motion.

Vote: The vote was unanimous and the motion carried. The Council will reconvene on December 9th, 2021 at 7pm in the Spicewood Community Center

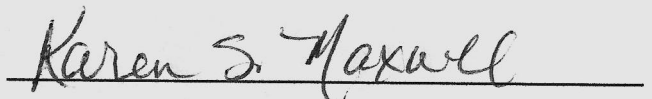
The Council may go into closed session at any time to discuss an item on the agenda when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session, a quorum of the Council must be assembled in the meeting room, the meeting must 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 8th day of November 2021 by 7PM.



Cathy Sereno, Mayor

Attested:



Karen Maxwell, City Secretary

OCTOBER
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
11/11/2021



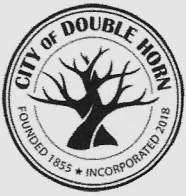
City of Double Horn

Budget vs. Actuals: City of Double Horn 21-22 - FY22 P&L

October 2021 - September 2022

	Oct 2021		
	Actual	Budget	% of Budget
Income			
4000 Ad Valorem Taxes	3,169.02	78,424.16	4.04%
4002 Permits and Fees		1,000.00	0.00%
Total Income	\$ 3,169.02	\$ 79,424.16	3.99%
Gross Profit	\$ 3,169.02	\$ 79,424.16	3.99%
Expenses			
6000 Salaries & Wages	255.42	11,498.54	2.22%
6010 Taxes - payroll	19.54	881.46	2.22%
6020 Workmans Comp Insurance	102.90	105.00	98.00%
6100 Computer Equipment		2,500.00	0.00%
6110 Office Equipment		2,000.00	0.00%
6130 Office Supplies		924.14	0.00%
6140 Software	70.00	1,310.00	5.34%
6220 Email Maintenance	77.81	635.00	12.25%
6230 Website Maintenance		250.00	0.00%
6240 Rent or Lease of Buildings	800.00	20,100.00	3.98%
6250 Internet	88.27	1,440.00	6.13%
6260 Insurance - TML	2,066.82	2,160.00	95.69%
6270 Utilities	92.78	1,200.00	7.73%
6280 Legal & Professional Fees	1,974.00	18,000.00	10.97%
6290 Consulting Services		3,000.00	0.00%
6300 Accounting		1,800.00	0.00%
6400 Membership Fees	50.00	650.00	7.69%
6410 Legal Posting		1,500.00	0.00%
6420 Rent/Meeting Expenses	60.00	720.00	8.33%
6430 Tax Collection Fees		1,175.02	0.00%
6440 Municipal Court Costs		500.00	0.00%
6450 Code Enforcement		500.00	0.00%
6460 Election Fees		75.00	0.00%
6500 Training and Travel		1,000.00	0.00%
6600 Office Remodel		1,500.00	0.00%
6610 City Improvement Projects		4,000.00	0.00%
Total Expenses	\$ 5,657.54	\$ 79,424.16	7.12%
Net Operating Income	-\$ 2,488.52	\$ 0.00	
Net Income	-\$ 2,488.52	\$ 0.00	

Monday, Nov 08, 2021 01:44:34 PM GMT-8 - Accrual Basis



City of Double Horn

Balance Sheet

As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	19,659.12
1005 Property Tax	3,269.63
1010 Reserve Account	6,020.73
Total Bank Accounts	\$28,949.48
Total Current Assets	\$28,949.48
TOTAL ASSETS	\$28,949.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	40,946.59
Total Accounts Payable	\$40,946.59
Other Current Liabilities	
2164 Payroll Tax Payable	118.18
2171 Accrued Expenses	60.00
Total Other Current Liabilities	\$178.18
Total Current Liabilities	\$41,124.77
Total Liabilities	\$41,124.77
Equity	\$ -12,175.29
TOTAL LIABILITIES AND EQUITY	\$28,949.48

Note

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
AKERS & AKERS							
4730	4/19/19	\$ 16,622.50			\$ 16,622.50		
4763	5/17/19	\$ 1,826.93	Akers & Akers LLP	\$ (10,000.00)	\$ 8,449.43	1002	Operating Account
4799	6/3/19	\$ 2,251.60	Akers & Akers LLP	\$ (2,000.00)	\$ 10,701.03	1004	Operating Account
	7/11/19	\$ 531.22	Akers & Akers LLP	\$ (2,000.00)	\$ 8,701.03	1001	Legal Defense
	8/4/19		Akers & Akers LLP	\$ (7,232.25)	\$ 7,232.25	1008	Operating Account
	10/22/19						Remaining Balance
		\$ 21,232.25		\$ (21,232.25)			\$ -
							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
10107	7/16/19	\$ 14,330.20	Messer, Fort, McDonald		\$ 14,330.20		
10290	9/5/19	\$ 11,113.23	Messer, Fort, McDonald		\$ 25,443.43		
10526	10/7/19	\$ 6,660.80	Messer, Fort, McDonald		\$ 32,104.23		
10677	10/22/19	\$ 7,531.40	Messer, Fort, McDonald	\$ (2,767.75)	\$ 29,336.48	1009	Operating Account
10889	11/11/19	\$ 1,818.00	Messer, Fort, McDonald		\$ 36,867.88		
10889	12/10/19	\$ 1,818.00	Messer, Fort, McDonald		\$ 38,685.88		
11158	1/16/20	\$ 4,513.63	Messer, Fort, McDonald		\$ 43,199.51		
11253	1/17/20	\$ 8,362.99	Messer, Fort, McDonald	\$ (5,000.00)	\$ 38,199.51	1018	Operating Account
	2/7/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 46,562.50		
	3/4/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 41,562.50	2001	Operating Account
11381	3/5/20	\$ 1,068.00	Messer, Fort, McDonald		\$ 42,630.50		
11558	4/2/20	\$ 282.00	Messer, Fort, McDonald		\$ 42,912.50		
11780	5/5/20	\$ 84.00	Messer, Fort, McDonald		\$ 42,996.50		
11940	6/1/20	\$ 5,388.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 37,996.50	2012	Operating Account
	6/2/20		Messer, Fort, McDonald		\$ 43,384.50		
	6/12/20		Messer, Fort, McDonald	\$ (5,002.00)	\$ 38,382.50	2014	Operating Account
12148	7/9/20	\$ 2,796.00	Messer, Fort, McDonald		\$ 41,178.50		
12363	8/11/20	\$ 3,402.00	Messer, Fort, McDonald		\$ 44,580.50		
	8/24/20		Messer, Fort, McDonald	\$ (10,000.00)	\$ 34,580.50	2025	Operating Account
12562	9/10/20	\$ 2,835.00	Messer, Fort, McDonald	\$ (10,000.00)	\$ 27,415.50	2028	Operating Account
	9/11/20		Messer, Fort, McDonald		\$ 29,629.50		
12771	10/6/20	\$ 2,214.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 24,629.50	2037	Operating Account
	10/12/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 29,129.50		
12955	11/6/20	\$ 4,500.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 24,129.50	2044	Operating Account
13114	12/8/20	\$ 2,562.00	Messer, Fort, McDonald		\$ 27,441.50		
13334	1/12/21	\$ 750.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	1/18/21	\$ 5,335.80	Messer, Fort, McDonald	\$ (5,000.00)	\$ 27,777.30	2065	Operating Account
	2/8/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30		
13735	2/23/21	\$ 3,474.00	Messer, Fort, McDonald	\$ (2,500.00)	\$ 26,251.30	2071	Operating Account
	3/12/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,603.55		
13871	4/7/21	\$ 6,852.25	Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
	4/9/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 35,825.55		
14118	5/12/21	\$ 7,722.00	Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
	5/20/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 32,945.51		
14338	6/14/21	\$ 7,119.96	Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,445.51	2096	Operating Account
	6/14/21		Messer, Fort, McDonald	\$ (5,277.30)	\$ 25,168.21	2100	Operating Account
14610	7/14/21	\$ 4,356.96	Messer, Fort, McDonald	\$ (500.00)	\$ 29,535.17	2117	Operating Account
14774	8/13/21	\$ 8,556.96	Messer, Fort, McDonald	\$ (500.00)	\$ 37,992.13	2127	Operating Account
14966	9/14/21	\$ 1,800.00	Messer, Fort, McDonald	\$ (500.00)	\$ 38,892.13		
	10/7/21		Messer, Fort, McDonald	\$ (86,547.05)	\$ 38,892.13		
		\$ 125,439.18		\$ (86,547.05)		Remaining Balance	\$ 38,892.13

MESSER, FORT, McDONALD (new legal expenses)							
Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
15343	10/21/21	\$ 1,974.00			\$ 1,974.00		
		\$ 1,974.00					Remaining Balance
		\$ 1,974.00					\$ 1,974.00
ALL LEGAL EXPENSES							
Total Legal Fees				\$ 148,645.43	Total Payments	\$ (107,779.50)	Remaining Balance
							\$ 40,866.13

November 11, 2021

EMERGENCY MANAGEMENT Report to the City of Double Horn

1. EM Team Training Status

Training completed since last meeting

Laura Rathe completed IS-200 "Basic Incident Command System for Initial Response" and has now completed all four of the suggested training courses for Emergency Management.

2. Texas Public Officials Workshop

Planning to conduct this course in 1Q22. Currently establishing contacts with local EMC's to offer the course to nearby jurisdictions. Robbie Barrera, TDEM District Coordinator has agreed to come out to Double Horn to give the Texas Public Officials Workshop training.

3. Warn Central Texas Program

There were no new Warn Central Texas signups in October. Current total remains at 111. Refreshed posters have been posted in the bulletin boards. We took an action item at the last city meeting to look into the protocols for using the Warn Central Texas system. I spoke with Jim Barho, the Burnet County EMC and he confirmed that the city mayor and the EMC have the proper credentials to use the system. Wendy Wright also contacted Russell Kneese at the Burnet County Sherriff's office as we have been told by our CAPCOG contact that use of the system would have to go through the Burnet County Sherriff's office. Russel is the lead IT specialist and has agreed to meet with the EM team at our next team meeting to provide training on emergency communications including their radio systems for future emergencies. To be scheduled.

4. US Postal Address Management Correspondence

Letter to US Postal Management requesting that Double Horn be included in the 78669 database was drafted and was signed by Mayor Sereno and sent as requested back in July. I recently spoke with Latazua Walker at the San Antonio Address Management Systems office and she is now taking charge of getting action on our request to add Double Horn as a "preferred last line" to Zip Code 78669. She asked that we give her a few days to get it done. I will follow up first thing next week.

5. Status on our registration with TDEM GMS for American Rescue Plan Act Coronavirus Local Fiscal Recovery Funds (CLFRF).

I submitted a request to the US Treasury as directed by TDEM to add Double Horn to the list of eligible NEUs. This seems to be the only avenue for redress. Treasury opened case #00014567. **Request submitted on 7/23/21. No response to date.**

I have also submitted a request to Governor Abbott via the online portal. Request submitted 8/4/21. **No response to date.**

9/9/21 - Mr. Jacob Smith, Senator Cornyn's legislative assistant in Washington, advised that Double Horn was not classified by the Census Bureau as an incorporated place and is not eligible as an NEU under this program".

10/11/21 - Ms. Rikki Wortham, Chief, Boundary Processing Section, US Census Bureau advised that we are set up in their database and will appear in the 2022 Gazetteer Files.

11/11/21 – Advised Mr. Smith of our new status with the US Census and asked him to investigate if there was any redress program for cities that were left off the eligible list ARP funding.

6. Future Planning

Emergency Management Team meeting held on 11/2/21. Various subjects discuss include the following: Focus on team continuing education, developing an SOP for the Warn Central Texas system, contact other Texas cities left off the ARP funding list, develop a local Emergency Management SOP that would not be in conflict with the Burnet County Plan, proposed subjects for the Featured Speaker Series, and partnering with other local entities to improve communications to the citizens of Double Horn during any future emergency event.

7. Double Horn Creek Water Supply Corporation Information

The DHWSC board has contracted with TTE, LLC to procure and install a propane fueled emergency electric generator to power the water company facility during loss of commercial power.

Harry Brunner
Double Horn EMC
Cell: 949-293-3978

Copies:

Emergency Management Team Members:

Paul Graeber
Alderman - Jim Millard
Alderman - John Osborne
Curtis Raetz
Laura Rathe
Wendy Wright

City Officers

Mayor - Cathy Sereno
City Secretary - Karen Maxwell

RESOLUTION NO.2021-RES019

**A RESOLUTION OF THE CITY OF DOUBLE HORN, TEXAS, CASTING
VOTES TO ELECT DIRECTORS FOR THE BURNET CENTRAL
APPRAISOAL DISTRICT FOR THE YEAR 2022-2023**

WHEREAS,

SB621, Section 6.03 (g) requires that each taxing unit entitled to vote, cast their vote by resolution and to submit to the Chief Appraiser of the Burnet Central Appraisal District by December 15, 2021.

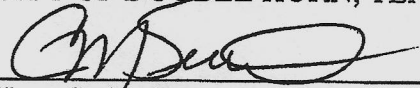
THEREFORE,

The City of Double Horn submits the attached Official Ballot, as issued by the Chief Appraiser, stating our vote for candidates for election of the Board of Directors for Burnet Central Appraisal District for 2022-21023.

ACTION TAKEN,


11th day of November, 2021 in Open Session of the Council of the City of Double Horn, Texas, taxing unit, which is entitled under SB621 to cast votes to elect the Board of Directors of the Burnet Central Appraisal District of Burnet County.

CITY OF DOUBLE HORN, TEXAS



Hon. Cathy Sereno, Mayor

ATTEST:



Karen Maxwell, City Secretary

OFFICIAL BALLOT

City of Double Horn

TO ELECT

BOARD OF DIRECTORS FOR THE BURNET CENTRAL APPRAISAL DISTRICT
FOR THE YEAR 2022 -2023

DIRECTIONS: Please enter the number of votes cast in the blank space opposite the name of the candidate. You may cast all of your votes for one candidate, or you may divide your votes among any number of candidates that you desire. **You have 3 total votes you may cast.**

NAMES OF CANDIDATES	NUMBER OF VOTES
BROADWAY, GENE	
JONES, BRUCE	
KITHIL, DAVE	
OOSTERMEYER, DARLENE	
THURMAN, PHILIP	