

**CITY OF DOUBLE HORN  
MINUTES  
REGULAR MEETING  
CITY COUNCIL  
THURSDAY DECEMBER 9, 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 7:00 pm
2. Rollcall to Confirm Quorum  
John Osborne, Tom King, RG Carver, Cathy Sereno, Jim Millard, and Bob Schmitz 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 –November 11, 2021, Regular Council Meeting

Motion: Jim Millard moved to approve the November 11<sup>th</sup>, 2021 minutes as distributed.

Second: Tom King 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- report attached
    - 1) Monthly Financial Reports

Motion: RG Carver moved to sweep balance from the Tax Account to the Operations Account.

Second: Bob Schmitz seconded the motion

Vote: The vote was unanimous and the motion carried.

The rent for the city's office is scheduled to increase in January 2022 due to increase in space leased.

B. Emergency Management Team Update (see attached report)

C. Zoning & Ordinance Committee Update  
Initiate Process to develop Subdivision Ordinance

Motion: Jim Millard moved to approve the ordinance committee to work with City Attorney Patty Akers to finalize Subdivision Ordinance and bring to the Council by the January 10<sup>th</sup> meeting.

Second: RG Carver seconded the motion.

Vote: The vote was unanimous and the motion carried.

**Action Item:** RG Carver will reach out to Patty Akers to coordinate meetings with ordinance committee to finalize Subdivision Ordinance.

D. Spectrum Committee Update  
The Council was updated on the status of the conversations with Spectrum.

**Action Item:** Council will get back to Jim Millard regarding feedback on the letter drafted to be sent to Spectrum.

E. Discuss and consider action required on USPS update adding Double Horn to 78669 Zip Code  
The City of Double Horn has been approved by USPS for inclusion under the Zip Code 78669.

F. Discuss and consider action required on progress related to water service & discussions with DHCWSC and other entities  
The Council was updated on the status of the discussions with DHCWSC and other entities.

Motion: Jim Millard moved to approve the city of Double Horn to send a letter to Double Horn Creek Water Supply Corp. (DHCWSC) to request a discussion about DHCWSC providing potable water outside their current service area.

Second: John Osborne seconded the motion.

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

**Action Item:** Jim Millard and Cathy Sereno will create the letter to go to DHCWSC to request a discussion regarding DHCWSC consider providing potable water outside their current service area.

G. Discuss and consider action on project(s) to improve road safety based on DHIA Board 11/18/21 decision to partner with the City of Double Horn on street lighting and signage.

**Action Item:** Jim Millard and Cathy Sereno will be working with anyone interested to create a scope of work for the lighting and signage project. With permission from DHIA President, Harry Brunner will provide the Mayor with a copy of the prior inventory completed by a DHIA Board member several years ago.

**Action Item:** Bob Schmitz will be assisting with the lighting and signage inventory.

H. Provide update on 11/18/21 DHIA Board discussion on park/green space development with the City  
The Council was updated on the discussion with the DHIA Board.

I. Discuss and consider actions required for planning for the provision of sewage services  
A tract can be as small as ½ acre and still be serviced by a septic system. The County advises that septic systems would still be sufficient at Double Horn Creek's full build out.

J. Discuss and consider actions required for trash/recycling/other related services  
Tom King will continue researching this topic.

**Action Item:** Tom King will provide Cathy Sereno a list of recycling facilities and related services to add to the city website.

**Action Item:** Tom King will reach out to the commercial and industrial entities to their recycling needs.

- K. Discuss and consider actions required for website enhancements/communication  
Potential additions to city website were discussed.

**Action Item:** Bob Schmitz will work with Cathy Sereno for Website access in enhancing communication.

- L. Discuss and consider actions to purchase and install Knox Boxes: Proposal provided by Access Controls of Austin  
The Council was updated on the proposal provided.

**Action Item:** Jim Millard will verify with Access Controls will come back out at no charge if system does not pass the ESD9 final check.  
**Action Item:** Cathy Sereno will verify with the City Attorney if additional bids are required and how many bids before the Council takes action.

- M. Discuss and consider action required to remodel the City Office to add large meeting room  
The rent is increasing effective January 2022 as the City is increasing the square footage being rented. The goal is to get City Council meetings at City Hall.

**Action Item:** RG Carver and Jim Millard will work up estimates for the work needed to remodel the additionally rented space.

- N. Discuss and consider actions required to finalize the annual State of the City report  
The Council updated on the status of the State of the City report. A monitor with the report running will be at the DHIA and DHCWSC
- O. Discuss participating in the DHCWSC & DHIA Annual meeting – setting up a table only  
Notice of a quorum will need to be posted by January 11<sup>th</sup> just in case of Council members are in attendance at DHCWSC and/or DHIA meetings

**Action Item:** Karen Maxwell will need to develop and post Notice of Potential Quorum of the Council at the DHCWSC & DHIA Annual Meeting by January 11<sup>th</sup>, 2022.

- P. Distribute Monthly Office Hours Sign Up Sheet  
The sign-up sheet was distributed and filled in.
- Q. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council
- Answers to Knox Box questions
  - Discuss and consider additional monitoring

8. Close Regular Meeting: Time 8:33pm

9. Open Executive Session: Time 8:34pm

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 8:47pm

11. Open Regular Meeting: Time 8:48pm

12. Consider action, if any, from Executive Session  
No action taken from the Executive Session.

13. Adjournment: Time 8:50pm

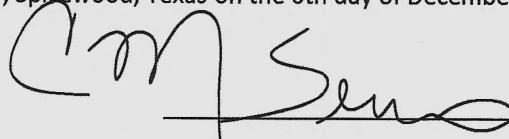
Motion: Jim Millard moved to adjourn the meeting.

Second: RG Carver seconded the motion.

Vote: The vote was unanimous and the motion carried. The City Council will next meet at the January 13<sup>th</sup>, 2022 meeting at the Spicewood Community Center at CR404, Spicewood, Texas.

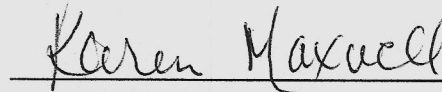
**The Council may go into closed session at any time to discuss an item on the agenda when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session, a quorum of the Council must be assembled in the meeting room, the meeting must 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 6th day of December 2021 by 7PM.



Cathy Sereno, Mayor

Attested:

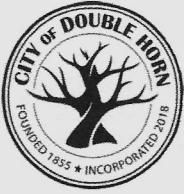


Karen Maxwell, City Secretary

**NOVEMBER**  
**FINANCIAL AGENDA PACKET**  
**CITY OF DOUBLE HORN**  
**REGULAR MEETING of CITY COUNCIL**  
**12/09/2021**







# City of Double Horn

## Balance Sheet

As of November 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating	18,003.02
1005 Property Tax	2,718.74
1010 Reserve Account	6,020.73
<b>Total Bank Accounts</b>	<b>\$26,742.49</b>
Other Current Assets	
1150 Prepaid Expenses	800.00
<b>Total Other Current Assets</b>	<b>\$800.00</b>
<b>Total Current Assets</b>	<b>\$27,542.49</b>
<b>TOTAL ASSETS</b>	
<b>\$27,542.49</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	39,289.59
<b>Total Accounts Payable</b>	<b>\$39,289.59</b>
Other Current Liabilities	
2160 Payroll Tax Payable	19.56
<b>Total Other Current Liabilities</b>	<b>\$19.56</b>
<b>Total Current Liabilities</b>	<b>\$39,309.15</b>
<b>Total Liabilities</b>	<b>\$39,309.15</b>
Equity	\$ -11,766.66
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$27,542.49</b>



Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
<b>AKERS &amp; AKERS</b>							
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
10107	7/6/19	\$ 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		
	10/22/19		Messer, Fort, McDonald	\$ (2,767.75)	\$ 29,336.48	1009	Operating Account
10677	11/11/19	\$ 7,531.40	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		
	1/17/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 38,199.51	1018	Operating Account
11253	2/7/20	\$ 8,362.99	Messer, Fort, McDonald		\$ 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		
	6/1/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 37,996.50	2012	Operating Account
11940	6/2/20	\$ 5,388.00	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		\$ 37,415.50		
	9/11/20		Messer, Fort, McDonald	\$ (10,000.00)	\$ 27,415.50	2028	Operating Account
12771	10/6/20	\$ 2,214.00	Messer, Fort, McDonald		\$ 29,629.50		
	10/12/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 24,629.50	2037	Operating Account
12935	11/6/20	\$ 4,500.00	Messer, Fort, McDonald		\$ 29,129.50		
	11/13/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 24,129.50	2044	Operating Account
13114	12/8/20	\$ 2,562.00	Messer, Fort, McDonald		\$ 26,691.50		
13334	1/12/21	\$ 750.00	Messer, Fort, McDonald		\$ 27,441.50		
	1/18/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	2/8/21	\$ 5,335.80	Messer, Fort, McDonald		\$ 27,777.30		
	2/23/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30	2065	Operating Account
13735	3/12/21	\$ 3,474.00	Messer, Fort, McDonald		\$ 26,251.30		
	3/12/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 23,751.30	2071	Operating Account
13871	4/7/21	\$ 6,852.25	Messer, Fort, McDonald		\$ 30,603.55		
	4/9/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
14118	5/12/21	\$ 7,722.00	Messer, Fort, McDonald		\$ 35,825.55		
	5/20/21		Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
14338	6/14/21	\$ 7,119.96	Messer, Fort, McDonald		\$ 32,945.51		
	6/14/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,445.51	2096	Operating Account
	7/12/21		Messer, Fort, McDonald	\$ (5,277.30)	\$ 25,168.21	2100	Operating Account
14610	7/14/21	\$ 4,366.96	Messer, Fort, McDonald		\$ 29,535.17		
14774	8/13/21	\$ 8,556.96	Messer, Fort, McDonald		\$ 38,092.13		
	9/14/21		Messer, Fort, McDonald	\$ (500.00)	\$ 37,592.13	2117	Operating Account
14966	9/14/21	\$ 1,800.00	Messer, Fort, McDonald		\$ 39,392.13		
	10/7/21		Messer, Fort, McDonald	\$ (500.00)	\$ 38,892.13	2127	Operating Account
	11/2/21		Messer, Fort, McDonald	\$ (500.00)	\$ 38,392.13	2135	Operating Account
		<b>\$ 125,439.18</b>		<b>\$ (87,047.05)</b>		<b>Remaining Balance</b>	<b>\$ 38,392.13</b>

**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	Messer, Fort, McDonald		\$ 1,974.00		
	11/2/21		Messer, Fort, McDonald	\$ (1,974.00)	\$ -	2134	Operating Account
15425	11/17/21	\$ 180.00	Messer, Fort, McDonald		\$ 180.00		
	11/30/21		Messer, Fort, McDonald	\$ (180.00)	\$ -	2142	Operating Account
		<b>\$ 2,154.00</b>		<b>\$ (2,154.00)</b>		<b>Remaining Balance</b>	<b>\$ -</b>

**ALL LEGAL EXPENSES**

<b>Total Legal Fees</b>	<b>\$ 148,825.43</b>	<b>Total Payments</b>	<b>\$ (110,433.30)</b>	<b>Remaining Balance</b>	<b>\$ 38,392.13</b>
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December 9, 2021

## **EMERGENCY MANAGEMENT Report to the City of Double Horn**

### **1. EM Team Training Status**

Training completed since last meeting

Wendy Wright completed IS-200 "Basic Incident Command System for Initial Response".

### **2. Texas Public Officials Workshop**

Planning to conduct this course in 1Q22. Robbie Barrera, TDEM District Coordinator has agreed to come out to Double Horn to give the Texas Public Officials Workshop training. I have begun contacting nearby jurisdictions to ask if they would be interested in participating. Chief Sander, Marble Falls Fire Chief and EMC has indicated that they would participate and outlooked three people to attend. Following up with other local jurisdictions.

### **3. Warn Central Texas Program**

Current information is not yet available. Our contact at CAPCOG, Susan Cooper is no longer there. Will continue to follow up.

### **4. US Postal Address Management Correspondence**

On November 29<sup>th</sup>, Latazua Walker at the San Antonio Address Management Systems office has confirmed that District Management has approved our request to add Double Horn as a "preferred last line" to Zip Code 78669. She advised that it may take a few weeks to get it in the system. I will continue to follow up.

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

**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.

**11/18/21** – Mr. Smith advised that Double Horn should go back to our contact at the US Census office and request that Census advise the US Treasury of our new status.

**12/3/21** – Received a reply to my request that the US Census would not contact the US Treasury on Double Horn's behalf. However, in his reply he did include excerpts from the latest (11/15/21) FAQ on the CLFRF act. These new clarifications seem to say that the original list of eligible recipients is not exclusive and that the State of Texas has the authority to distribute funds to Double Horn despite it not being listed as a place in the 2020 census. My next step is to review with Senator Cornyn's office and based on that discussion most likely will reapply to Texas Department for Emergency Management.

### **6. Future Planning**

In the process of surveying local jurisdictions to see if they have a registry program in place for citizens who might need assistance during emergency events. Marble Falls uses the State of Texas Emergency Assistance Registry (**STEAR**). This is a registry for people with Disabilities and people with access and functional needs. We will evaluate the STEAR program and after we have input from the rest of the local jurisdictions, we will make a recommendation to City Council.

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