



**CITY OF DOUBLE HORN  
MINUTES  
REGULAR MEETING  
CITY COUNCIL  
THURSDAY FEBRUARY 10, 2022  
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

Aldermen Jim Millard, RG Carver, John Osborne, Tom King, Bob Schmitz and Mayor Cathy Sereno were present. City Attorney Patty Akers was present and Secretary Karen Maxwell recorded minutes.

3. Invocation: Alderman 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 – January 13, 2022, Regular Council Meeting

Motion: Alderman Schmitz moved to approve the January 13<sup>th</sup> 2022 minutes as distributed.

Second: Alderman 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

1) Monthly Financial Reports

The Treasurer presented the report to the Council.

Motion: Alderman Millard moved to sweep the Property Tax Account balance into the Operation Account.

Second: Alderman Schmitz seconded the motion.

Vote: The vote was unanimous and the motion carried.

B. Emergency Management Team Update

The Council was provided the report.

Action Item: City Secretary will pull down all burn ban posters from the boards at the mailboxes.

Action Item: City Secretary will continue to go through and correct city addresses to Double Horn on all mail.

C. Zoning & Ordinance Committee Update

The Council will be updated during the Executive Session on this topic.

D. Discuss and consider action on citizen concern regarding short-term rental/AIRBNB (update)

The Council will take no action at this time.

E. Spectrum Committee Update

Alderman Millard updated the Council.

F. Discuss and consider action required to publish information on developing private wells (update)

Curtis Raetz, President of DHCWSC, provided the Council was provided the update.

G. Discuss and consider action on projects to improve road safety working in partnership with DHIA Board

1) Street Lighting Project and Signage Project

Mayor presented project plan and spoke to communication with community.

Action Item: Alderman Carver will join Mayor and Alderman Schmitz to do signage and lighting survey.

Action Item: Mayor will introduce plan to Double Horn Improvement Association Board.

H. Discuss and consider actions required for planning for the provision of sewage services (update)

This is an open Action Item. A letter was requested from Herb Darling restating information provided by him in an email.

Action Item: Alderman Millard to follow up on receipt of letter from Herb Darling, Director the Burnet County Development Services

I. Discuss and consider actions required for trash/recycling/other related services (update on survey)

Action Item: City Secretary will coordinate with Alderman King to complete & send the Waste and Recycling Survey.

Action Item: Mayor will communicate to Secretary the dates for the signage and lighting inventory to include that information in the email sent.

J. Discuss and consider actions required for website enhancements/communication (update)

The Council was updated on the progress by the mayor.

Action Item: The Mayor and City Secretary will work on the remodel of the Website.

K. Discuss and consider actions required to complete the install of Knox Boxes (update)  
The Council was updated by Alderman Millard that he is waiting to hear a date for installation.

L. Discuss and consider action required to remodel the City Office to add large meeting room (update)  
Alderman Millard updated the council on the progress. Completion date projected for the end of March.

Action Item: Alderman Millard will start demolition work next week on 2/16 for remodel prep.

Action Item: City Secretary will contact Jennifer Bradshaw, the contact person at Professional Civil Processors, to identify correct electrical panel for Suite 100.

M. Discuss and consider action required to complete Policies & Procedures document  
Mayor updated Council on the progress of Policies & Procedures document.

Action Item: The Treasurer will work on completing the Policies & Procedures for the financial aspects.

Action Item: The Mayor will continue to work with Council on the completion of a draft copy of the Policies & Procedures manual.

N. Distribute Monthly Office Hours Sign Up Sheet  
City Secretary provided the volunteer calendar for sign-ups.

O. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council  
No items were proffered for the next agenda.

8. Close Regular Meeting: Time 8:08pm

9. Open Executive Session. Time 8:13pm

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 land use development within ETJ.

10. Close Executive Session: Time 9:04 pm

11. Open Regular Meeting: Time 9:04 pm

12. Consider action, if any, from Executive Session

No action was taken from Executive Session.

13. Adjournment: Time 9:05 pm

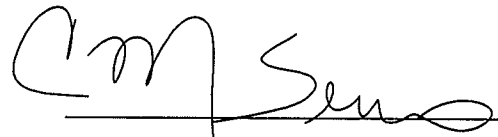
Motion: Alderman Schmitz moved to adjourn the meeting.

Second: Alderman Carver seconded the motion.

Vote: The vote was unanimous and the motion carried. Council will reconvene on March 10<sup>th</sup>, 2022 for the next Regular Council meeting 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 by the 7th day of February 2022 by 7PM.

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

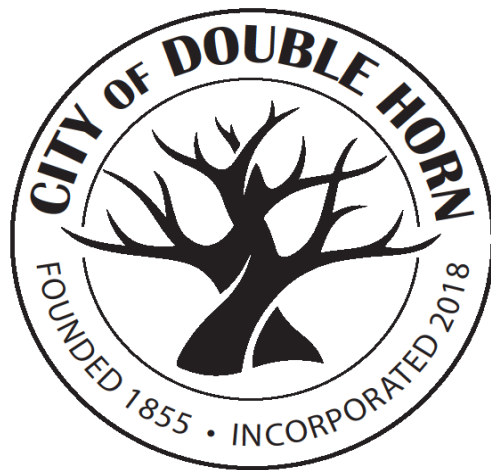
Cathy Sereno, Mayor

Attest:

A handwritten signature in black ink, appearing to read "Karen Maxwell", written over a horizontal line.

Karen Maxwell, City Secretary

**JANUARY**  
**FINANCIAL AGENDA PACKET**  
**CITY OF DOUBLE HORN**  
**REGULAR MEETING of CITY COUNCIL**  
**02/10/2022**



City of Double Horn							
Budget vs. Actuals: City of Double Horn FY2022							
October 2021 - September 2022							
	Oct 2021	Nov 2021	Dec 2021	Jan 2022	TOTAL		
	Actual	Actual	Actual	Actual	Actual YTD	Budget	% of Budget
<b>Income</b>							
4000 Ad Valorem Taxes	3,169.02	2,718.74	15,200.86	33,893.28	54,981.90	78,424.16	70.11%
4002 Permits and Fees				1,000.00	1,000.00	1,000.00	100.00%
<b>Total Income</b>	<b>\$ 3,169.02</b>	<b>\$ 2,718.74</b>	<b>\$15,200.86</b>	<b>\$34,893.28</b>	<b>\$55,981.90</b>	<b>\$79,424.16</b>	<b>70.48%</b>
<b>Gross Profit</b>	<b>\$ 3,169.02</b>	<b>\$ 2,718.74</b>	<b>\$15,200.86</b>	<b>\$34,893.28</b>	<b>\$55,981.90</b>	<b>\$79,424.16</b>	<b>70.48%</b>
<b>Expenses</b>							
6000 Salaries & Wages	255.42	220.59	208.98	232.20	917.19	11,498.54	7.98%
6010 Taxes - payroll	19.54	16.88	15.99	17.77	70.18	881.46	7.96%
6020 Workmans Comp Insurance	102.90				102.90	105.00	98.00%
6100 Computer Equipment					0.00	2,500.00	0.00%
6110 Office Equipment					0.00	2,000.00	0.00%
6130 Office Supplies			299.67	24.59	324.26	924.14	35.09%
6140 Software	70.00	70.00	198.00	99.00	437.00	1,310.00	33.36%
6220 Email Maintenance	77.81	459.74			537.55	635.00	84.65%
6230 Website Maintenance			21.17		21.17	250.00	8.47%
6240 Rent or Lease of Buildings	800.00	800.00	800.00	1,850.00	4,250.00	20,100.00	21.14%
6250 Internet	88.27	88.27	88.27	88.27	353.08	1,440.00	24.52%
6255 Phone Expense		-25.04			-25.04	0.00	0.00%
6260 Insurance - TML	2,066.82				2,066.82	2,160.00	95.69%
6270 Utilities	92.78	82.41	68.18	121.84	365.21	1,200.00	30.43%
6280 Legal & Professional Fees	1,974.00	180.00	972.00	660.00	3,786.00	18,000.00	21.03%
6290 Consulting Services					0.00	3,000.00	0.00%
6300 Accounting		55.00			55.00	1,800.00	3.06%
6400 Membership Fees	50.00			591.00	641.00	650.00	98.62%
6410 Legal Posting					0.00	1,500.00	0.00%
6420 Rent/Meeting Expenses	60.00	60.00	60.00	60.00	240.00	720.00	33.33%
6430 Tax Collection Fees		302.26			302.26	1,175.02	25.72%
6440 Municipal Court Costs					0.00	500.00	0.00%
6450 Code Enforcement					0.00	500.00	0.00%
6460 Election Fees					0.00	75.00	0.00%
6465 Bank fees			8.00	-8.00	0.00	0.00	0.00%
6500 Training and Travel					0.00	1,000.00	0.00%
6600 Office Remodel					0.00	1,500.00	0.00%
6610 City Improvement Projects					0.00	4,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 5,657.54</b>	<b>\$ 2,310.11</b>	<b>\$ 2,740.26</b>	<b>\$ 3,736.67</b>	<b>\$14,444.58</b>	<b>\$79,424.16</b>	<b>18.19%</b>
<b>Net Income</b>	<b>-\$2,488.52</b>	<b>\$ 408.63</b>	<b>\$12,460.60</b>	<b>\$31,156.61</b>	<b>\$41,537.32</b>	<b>\$ 0.00</b>	

Monday, Feb 07, 2022 08:48:28 AM GMT-8 - Accrual Basis



# City of Double Horn

## Balance Sheet As of January 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating	29,515.94
1005 Property Tax	33,893.28
1010 Reserve Account	6,020.73
<b>Total Bank Accounts</b>	<b>\$69,429.95</b>
<b>Total Current Assets</b>	<b>\$69,429.95</b>
<b>TOTAL ASSETS</b>	<b>\$69,429.95</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	37,480.40
<b>Total Accounts Payable</b>	<b>\$37,480.40</b>
Other Current Liabilities	
2171 Accrued Expenses	99.00
<b>Total Other Current Liabilities</b>	<b>\$99.00</b>
<b>Total Current Liabilities</b>	<b>\$37,579.40</b>
<b>Total Liabilities</b>	<b>\$37,579.40</b>
Equity	<b>\$31,850.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$69,429.95</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

<b>MESSER, FORT, McDONALD (start-up legal w/ payment plan)</b>							
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
	12/7/21		Messer, Fort, McDonald	\$ (500.00)	\$ 37,892.13	2150	Operating Account
	1/11/22		Messer, Fort, McDonald	\$ (500.00)	\$ 37,392.13	2163	Operating Account
		<b>\$ 125,439.18</b>		<b>\$ (88,047.05)</b>		<b>Remaining Balance</b>	<b>\$ 37,392.13</b>

<b>MESSER, FORT, McDONALD (new legal expenses)</b>							
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
15604	12/20/21	\$ 972.00	Messer, Fort, McDonald		\$ 972.00		
	12/21/21		Messer, Fort, McDonald	\$ (972.00)	\$ -	2155	Operating Account
15807	1/14/22	\$ 660.00	Messer, Fort, McDonald		\$ 660.00		
	1/18/22			\$ (660.00)		2166	Operating Account
		<b>\$ 3,786.00</b>		<b>\$ (3,786.00)</b>		<b>Remaining Balance</b>	<b>\$ -</b>

<b>ALL LEGAL EXPENSES</b>							
<b>Total Legal Fees</b>		<b>\$ 150,457.43</b>	<b>Total Payments</b>	<b>\$ (113,065.30)</b>		<b>Remaining Balance</b>	<b>\$ 37,392.13</b>



**February 10, 2022**

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

**1. EM Team Training Status**

No training completions since last meeting.

**2. Texas Public Officials Workshop**

Planning to host this course in March. Need to finalize a date.

**3. Warn Central Texas Program**

Ten new sign ups in January. New total is 123.

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

Sent a new appeal to the US Treasury. New case number 00068121 assigned. I plan to re-engage Senator Cornyn's Legislative Assistant, Mr. Jacob Smith to ask him to follow up on this most recent appeal.

**5. Burn Ban**

Burnet County and ESD9 have enacted a burn ban. Posters have been posted at the bulletin boards at all four entrances. Burn Ban lifted effective 2/9/22.

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