



**CITY OF DOUBLE HORN  
MINUTES  
REGULAR MEETING  
CITY COUNCIL  
THURSDAY, JUNE 8, 2023  
7:00PM  
CITY OF DOUBLE HORN OFFICE  
Located at 103 VISTA VIEW TRAIL, SUITE 100  
DOUBLE HORN, TEXAS 78669**

*In compliance with the Americans with Disabilities Act, the City of Double Horn will provide for reasonable accommodations for persons attending City Council Meetings. To better serve you, requests should be received 24 hours prior to the meeting. Please contact Karen Maxwell, City Secretary at (830) – 201-4042.*

**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: 7PM
2. Rollcall to Confirm Quorum:  
Aldermen John Osborne, Bob Schmitz, Tom King, Jim Millard, Glen Stafford, and Mayor Cathy Sereno were present. City Secretary Karen Maxwell recorded the minutes.
3. Invocation: Alderman King
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 – May 11, 2023, Regular Council Meeting  
  
Motion: Alderman Osborne moved to approve the May 11<sup>th</sup>, 2023, minutes.  
Second: Alderman 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

The mayor provided an update on the financials.

1) Monthly Financial Reports

Motion: Alderman Schmitz moved to sweep \$838.54 from the Property Tax Account to the Operations Account.

Second: Alderman King seconded the motion.

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

2) Budget Planning Schedule

B. Emergency Management Team Update:

Emergency Management Coordinator Harry Brunner provided the update.

C. Zoning & Ordinance Committee Update:

Alderman Millard provided an update.

Discuss status and next steps to develop a No Solicitation Ordinance and the Subdivision Ordinance

Discuss Enforcement and Compliance procedures

D. Spectrum Installation Sections 1 Update

The mayor provided the update.

E. Joint Double Horn Improvement Association/City of Double Horn Security Committee Update

Alderman Osborne provided an update.

Action Item: Alderman Stafford will reach out to Sheriff Boyd’s Office to check his office’s availability to provide a security safety walk-through.

F. Discuss and consider action on projects suggested by the Water Conservation Partnership Committee, a joint project between the City of Double Horn, Double Horn Creek Water Supply Corporation, and the Double Horn Improvement Association to promote water conservation and protect water service.

President Curtis Raetz from the Double Horn Creek Water Supply Corp. (DHCWSC) provided a proposal.

Motion: Alderman Schmitz moved to contribute \$10,000 from the City Improvement Projects budget to DHCWSC to purchase additional smart water meters contingent on an executed *Memo of Understanding* to be reviewed at a Special Meeting.

Second: Alderman Osborne seconded the motion.

Vote: Aldermen Osborne, Schmitz, King, and Stafford voted for the motion. Alderman Millard abstained. The vote carried.

Action Item: The mayor will work with the city attorney to develop A *Memo of Understanding* between the City of Double Horn and DHCWSC.

G. City of Double Horn Policy & Procedure Guide – first review of completed section(s): Section 1. Financial, paragraphs (a - e), Section 3. Communication, paragraphs (a - e) and Section 4. City Council Meeting, paragraphs (a – c)

The mayor walked the council through the listed Policy & Procedure Guide sections.

Action Item: City Secretary will provide the mayor with the previously used donation form.

- H. Discuss and consider action required to re-allocate budget dollars from Account# 6610, City Improvement Projects, to Account# 3000, Accounting, in the amount of \$3000 for bookkeeping services. (This has no impact on overall budget)  
The mayor provided a proposal to adjust funds.

Motion: Alderman Millard moved re-allocate budget dollars from Account# 6610, City Improvement Projects, to Account #6300, Accounting, in the amount of \$3000 for bookkeeping services.

Second: Alderman Osborne seconded the motion.

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

- I. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.

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

8. Adjournment: Time 8:39PM

Motion: Alderman Schmitz moved to adjourn the meeting.

Second: Alderman Stafford seconded the motion.

Vote: The vote was unanimous, and the motion carried. The council will reconvene on July 13<sup>th</sup>, 2023, 7:00PM at the next Regular Meeting.

***The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code, Section 321.3022 (Sales Tax Information)."***

I certify that the above notice of meeting was posted at 103 Vista View Trail, Suite 100, Double Horn, Texas by the 5th day of June 2023 by 7PM.



Cathy Sereno, Mayor

Attest To:

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Karen Maxwell, City Secretary