

**STATE OF TEXAS
COUNTY OF BURNET
CITY OF DOUBLE HORN**

On July 10, 2025, the City Council convened at 7:00 p.m. in the Council Chambers located at 103 Vista View Trail, Suite 100, Double Horn, Texas. Notice of the meeting, giving the time, place, date, and subject, had been posted as described in Chapter 551 of the Texas Government Code.

- 1. Call Meeting to Order.** Mayor Sereno called the meeting to order at 7:00 pm.
- 2. Roll Call to Confirm Quorum.** City Secretary Christina McDonald confirmed a quorum, with Mayor Sereno, Mayor Pro-Tem Millard and Aldermen Kimber, Stafford, Rathe and Schmitz present.
- 3. Invocation.** Mayor Sereno gave the invocation.
- 4. Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
- 5. Approval of Minutes – June 12, 2025 Regular Meeting.** Mayor Pro-Tem Millard moved to approve the minutes. Alderman Rathe seconded the motion. The minutes were approved by a unanimous vote (5-0).
- 6. Citizen Comments.** Mr. Putnam expressed concerns regarding what he perceives as a lack of fiscal responsibility within DHIA and urged the City Council to exercise caution when collaborating with the DHIA.
- 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:**
 - i. Monthly Financial Reports.** Mayor Sereno reviewed the June financials with the Council. Alderman Rathe made a motion to transfer \$2,020.44 from the Property Tax Account to the Operating Account. Alderman Kimber seconded the motion, which carried by a vote of 5-0.
 - ii. Budget Planning Discussion & Schedule.** Mayor Sereno discussed the upcoming budget planning schedule with the Council. No action was taken.
 - B. Emergency Management Team Update.** Emergency Management Coordinator Harry Brunner provided the update.

- C. **Zoning & Ordinance Committee.** Mayor Pro-Tem Millard provided the update.
- D. **Flock Safety (security cameras) update.** Alderman Stafford gave the update.
- E. **Discuss and consider action on projects recommended by the Water Conservation Partnership Committee, a joint committee 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.**
 - i. **Review WaterSmart Rebate Program Financial Status Report.** Mayor Sereno reviewed the rebate report with the Council. No action was taken.
- F. **Discuss and consider sponsoring and funding an Eagle Scout Project to add house numbers to road ribbons in partnership with DHIA.** The Council discussed the project and agreed to consider action after the DHIA acts.
- G. **Discuss and consider action on Ordinance 2025-ORD050, an ordinance Ordering a General Election on November 4, 2025 to elect a Mayor and two (2) Aldermen, providing for a joint election with Burnet County, establishing early voting locations and polling places, ordering Notice of Election to be given as prescribed by law and making provisions for the conduct of the election.** Mayor Pro-Tem Millard moved to act favorably on Ordinance 2025-ORD050. Alderman Rathe seconded the motion, which carried by a vote of 5-0.
- H. **Discuss and consider action on a Contract between the City of Double Horn and the Elections Administrator of Burnet County for Election Services.** Alderman Schmitz moved to approve the contract as presented. Alderman Stafford seconded the motion. The motion carried by a vote of 5-0.
- I. **Discuss and consider action on a Joint Election Agreement between the City of Double Horn and Burnet County Local Political Subdivisions for Election Services for the period of July 2025 through August 2026.** Alderman Kimber moved to approve the Joint Election Agreement. Alderman Schmitz seconded the motion, which carried by a vote of 5-0.
- J. **TXDOT 2026 Project, SH71 Spur to Double Horn Creek (Right-hand turn lanes for East Trail & High Plains Trail):**
 - i. **Discuss and consider adopting the following ADA & Title VI Policies:**
 - 1) **Title VI/Nondiscrimination Policy Statement (to be posted in City Office)**
 - 2) **Title VI/Nondiscrimination Assurance**

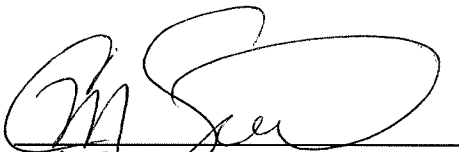
- 3) **Title VI Complaint Handling Procedures & Form**
- 4) **ADA Policy and Public Notice**
- 5) **ADA Grievance Policy and Procedures**
- ii. **Discuss and consider developing:**
 - 1) **ADA Accessibility Evaluation & Transition Plan**
 - 2) **Title VI Nondiscrimination Plan**

Mayor Sereno stated that the ADA and Title VI Policies outlined above were included as exhibits to proposed Resolutions 2025-RES024 and 2025-RES025. She noted that adoption of these policies and procedures is a requirement for the TxDOT project in which the City is participating.

- iii. **Discuss and consider approving Resolution 2025-RES024, a resolution of the City of Double Horn, adopting a Policy to Comply with the Americans with Disabilities Act (ADA), Including Grievance Procedures; Providing for Severability; and establishing an Effective Date.** Alderman Schmitz moved to approve Resolution 2025-RES024. Alderman Stafford seconded the motion, which carried by a vote of 5-0.
- iv. **Discuss and consider approving Resolution 2025-RES025, a resolution of the City of Double Horn Approving the 2025 Title VI Program and Assurance Related to Compliance with the Non-Discrimination Requirements of Title VI and Related Nondiscrimination Authorities; and Providing an Effective Date.** Mayor Pro-Tem Millard moved to approve Resolution 2025-RES025. Alderman Kimber seconded the motion, which carried by a vote of 5-0.
- K. **Discuss and consider the appointment of Christina McDonald, City Secretary, as C of Double Horn's ADA/504 Coordinator & Title VI Coordinator.** Alderman Schmitz moved to appoint City Secretary Christina McDonald as the City of Double Horn's ADA/504 Coordinator & Title VI Coordinator. Alderman Stafford seconded the motion, which carried by a vote of 5-0.
- L. **Discuss and consider approval of Resolution No. 2025-RES026, a resolution of the City of Double Horn Approving Burnet Central Appraisal District's Renovation of Real Estate at 215 S. Pierce, Burnet, Texas.** Mayor Pro-Tem Millard moved to approve Resolution 2025-RES026. Alderman Kimber seconded the motion. The motion carried by a vote of 5-0.
- M. **Discuss update and consider purchasing a smart monitor for the city meeting room (budgeted item).** Mayor Sereno thanked Alderman Schmitz for his research and expressed her desire to purchase a smart monitor that aligns with the current


budget and to have it installed before the September Council Meeting. Alderman Schmitz stated that he would continue researching options and report back. Alderman Kimber made a motion to authorize the expenditure of up to \$1,300 for the purchase and installation of a smart monitor in the City meeting room. The motion was seconded by Alderman Rathe and carried unanimously by a vote of 5–0.

- N. Discuss and consider refurbishing the Little Library located at Double Horn Pavilion. (Update).** Mrs. Stafford provided an update on the refurbishment of the Little Library.
 - O. Discuss and consider action to recruit a City Treasurer.** There was a brief discussion regarding including a part-time paid position in the FY 2025/2026 budget.
 - P. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.** City Secretary Christina McDonald confirmed assignments for July.
 - Q. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** It was noted that the next regular meeting is scheduled for August 14.
- 8. Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. Alderman Schmitz seconded the motion. The meeting was adjourned at 8:24 p.m.



Cathy Sereno, Mayor

ATTEST:



Christina McDonald, City Secretary