

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

On November 13, 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, have 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 p.m.
- 2. Roll Call to Confirm Quorum is Present.** City Secretary Christina McDonald confirmed a quorum, with Mayor Sereno, and Aldermen Kimber, Rathe, Schmitz and Stafford being present.
- 3. Invocation.** Alderman Schmitz gave the invocation.
- 4. Pledges – U.S. & Texas.** Mayor Sereno led the pledges.
- 5. Updates, Presentations, Proclamations and Recognitions.**
 - **Emergency Management Team Update.** Harry Brunner, Emergency Management Coordinator, gave the update.
 - **Zoning and Ordinance Committee Update.** No update was given.
 - **Flock Safety Security Cameras Update.** Alderman Glenn Stafford provided the update.
- 6. Citizen Comments.** Tracy Stafford provided an update on the refurbishment of the Little Library located at the pool pavilion.
- 7. Consent Agenda.**
 - (a) Approval of the Minutes of the October 9, 2025 regular meeting.** Alderman Rathe moved to approve the minutes. Alderman Schmitz seconded the motion. The motion carried by a vote of 4-0.
- 8. Regular Agenda.**
 - (a) Administration of Oaths of Office.** Christina McDonald, City Secretary administered Oaths of Office to Mayor Sereno and Alderman Rathe, Schmitz and Polluconi.
 - (b) Treasurer's Report**
 - i. Review of Monthly Financial Report.** Mayor Sereno reviewed the October financials with Council.
 - ii. Discussion and Possible Action on transferring funds from the Property Tax Account to the Operating Account.** No action was taken.
 - (c) Discussion and Possible Action on projects recommended by the Water Conservation Partnership Committee, a joint committee of 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 of WaterSmart Rebate Program Financial Status Report**

ii. **Discussion and Possible Action to authorize the Mayor to contact the DHCWSC concerning the City's participation in funding a Communications Manager for the Water Well Project.** Mayor Sereno presented the item. After much discussion, Alderman Schmitz moved to authorize Mayor Sereno to initiate discussion with the DHCWSC. Alderman Rathe seconded the motion. The motion carried by a vote of 5-0.

(d) **Discussion and Possible Action to elect a Mayor Pro-Tem to serve until the next regular election.** Alderman Stafford made a motion to elect Alderman Bob Schmitz to serve as Mayor Pro-Tem. Alderman Rathe seconded the motion. The motion carried by a vote of 5-0.

(e) **Discussion regarding the appointment of a Zoning and Ordinance Committee Chair.** Mayor Sereno asked the Council to consider potential candidates for the position, noting that the item will be placed on the December agenda for formal action. Mayor Sereno also clarified that the Chair does not need to be a member of the Council.

(f) **Discussion and Possible Action on authorizing the Mayor to execute a lease agreement for the City Offices located at 103 Vista View Trail, Suite 100.** Mayor Sereno reported that the item will be placed on the December agenda for approval, noting that discussion with the property owner is still ongoing.

(g) **Discussion and Possible Action on the approval of an amendment to the City Meeting Room Usage Policy to include requirements for use of the Smart Monitor.** Mayor Sereno stated the City Meeting Usage Policy has been amended to include requirements for use of the Smart Monitor. Alderman Rathe made a motion to approve the amendment to the policy. Alderman Polluconi seconded the motion. The motion carried by a vote of 5-0.

(h) **Discussion and Possible Action on Resolution 2025-RES028, a resolution of votes to elect directors for the Burnet Central Appraisal District for the year 2026-2027.** Alderman Rathe moved to approve the resolution casting the City's three votes to Cary Johnson, Terry Nuss and Philip Thurman. Alderman Kimber seconded the motion. The motion carried by a unanimous vote (5-0).

(i) **Discussion regarding the adoption of an Ethics Policy for the City Council.** Mayor Sereno asked the Council to review the policy for consideration at the December meeting.

(j) **Update on Title VI Policy.** Mayor Sereno provided an update on the Title VI Policy.

(k) **Discussion and Possible Action to recruit a City Treasurer.**

i. **Review of Job Posting.** Mayor Sereno reviewed the updated job description with Council.

(l) **Confirm Double Horn Office Coverage.** Christina McDonald, City Secretary confirmed office coverage for November.

9. **Announcements and Future Agenda Items.** Mayor Sereno reviewed items scheduled for the December 11, 2025 regular meeting.

10. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. Alderman Polluconi the motion. The meeting was adjourned at 8:41 pm.


Cathy Sereno, Mayor

ATTEST:


Christina McDonald, City Secretary