

STATE OF TEXAS
COUNTY OF BURNET
CITY OF DOUBLE HORN

On December 11, 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, Mayor Pro-Tem Schmitz and Aldermen Kimber, Polluconi, Rathe, and Stafford being present.
3. **Invocation.** Alderman Safford 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, provided the update.
 - **Zoning and Ordinance Committee Update.** No update was given.
 - **Flock Safety Security Cameras Update.** Alderman Glen Stafford gave the update.
6. **Citizen Comments.** It was suggested that the City work with LCRA and Spicewood Volunteer Fire Department to notify residents when a controlled burn is scheduled in the area.
7. **Consent Agenda.**
 - (a) **Approval of the Minutes of the November 13, 2025 regular meeting.** Mayor Pro-Tem Schmitz moved to approve the minutes. Alderman Polluconi seconded the motion. The motion carried by a vote of 5-0.
8. **Regular Agenda.**
 - (a) **Treasurer's Report**
 - i. **Review of Monthly Financial Report.** Mayor Sereno reviewed the November financials with Council.
 - ii. **Discussion and Possible Action on transferring funds from the Property Tax Account to the Operating Account.** Mayor Pro-Tem Schmitz moved to transfer \$6,616.16 from the property tax account to the operating account. Alderman Rathe seconded the motion which carried by a vote of 5-0.
 - iii. **Office of Attorney General's Public Information Request for all municipalities.** Mayor Sereno provided an update on the request.

- (b) Discussion and Action on the renewal of Spicewood Crushed Stone's Blasting Permit for 2026.**
Guest Speaker: Mr. Matt Dalrymple, Vice President Spicewood Crushed Stone, provided an update on operations. Alderman Rathe moved to renew the Blasting Permit for 2026. The motion was seconded by Alderman Polluconi and carried by a unanimous vote (5-0).
- (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.** No report was provided, as there was no activity this month
 - ii. Promotion of WaterSmart Rebate Program at the DHIA/DHCWSC Annual Meeting.** Council discussed promoting the program at the annual DHIA/DHCWSC Meeting. Alderman Rathe moved to authorize the purchase of a gift certificate in the amount of \$150 from Backbone Nursery to be paid out of the WaterSmart Rebate Program Fund. Mayor Pro-Tem Schmitz seconded the motion. The motion carried by a unanimous vote (5-0).
 - iii. Update, 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 provided an update. It was noted that the item will be discussed at the January DHCSWC meeting.
- (d) 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 Pro-Tem Schmitz made a motion to authorize the Mayor to execute a lease agreement for the city offices as discussed (\$1850/month for 2026 and \$2200/month for years 2027 through 2030). Alderman Rathe seconded the motion. The motion carried by a vote of 5-0.
- (e) Discussion and Possible Action on Resolution 2025-RES029, adopting an Ethics Policy for City Council.** Mayor Pro-Tem Schmitz made a motion to approve Resolution 2025-RES-029 adopting an Ethics Policy for City Council. Alderman Rathe seconded the motion. The motion carried by a vote of 5-0.
- (f) Update on Title VI compliance.** Mayor Sereno provided an update and stated the City is in compliance with Title VI.
- (g) Discussion and Possible Action regarding the appointment of a Zoning and Ordinance Committee Chair.** Council discussed the need for a Zoning and Ordinance Committee Chair. No action was taken.
- (h) Discussion and Possible Action regarding the appointment of a Code Enforcement Official.** Council discussed the need for a Code Enforcement Official. No action was taken.

- (i) **Discussion and Possible Action to recruit a City Treasurer.** Council discussed the job description. Mayor Sereno stated she would make the suggested changes and distribute to Council.
- (j) **Confirm Double Horn Office Coverage.** Christina McDonald, City Secretary confirmed office coverage for December.

9. **Announcements and Future Agenda Items.** It was noted the next regular meeting is scheduled for January 8, 2026.

10. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. Alderman Polluconi seconded the motion. The meeting was adjourned at 8:24 pm.



Cathy Sereno, Mayor

ATTEST:

Christina McDonald
Christina McDonald, City Secretary