



**NOTICE OF MEETING
GOVERNING BODY OF DOUBLE HORN, TEXAS
103 Vista View Trail, Suite 100**

November 13, 2025 – 7:00 p.m.

Notice is hereby given that on the 13th day of November 2025 the Double Horn City Council will meet at 7:00 p.m. in the City Hall Meeting Room located at 103 Vista View Trail, Suite 100, Double Horn, Texas, at which time the following subjects will be discussed:

- 1. Call Meeting to Order**
- 2. Roll Call to Confirm Quorum is Present**
- 3. Invocation**
- 4. Pledges – U.S. & Texas** (Texas Pledge: *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible*)
- 5. Updates, Presentations, Proclamations and Recognitions.**
 - **Emergency Management Team Update.** *Harry Brunner, Emergency Management Coordinator*
 - **Zoning and Ordinance Committee Update.**
 - **Flock Safety Security Cameras Update.** *Alderman Glenn Stafford*
- 6. Citizen Comments.** This is an opportunity for citizens to address the City Council regarding issues of community interest that are not on the agenda. Any deliberation on an issue raised during Citizen Comments is limited to: (1) a statement of factual information regarding the item, (2) a statement regarding City policy on the item, or (3) a proposal to place the item on a future agenda. Each citizen will be allowed **three minutes** to speak and must sign up before the meeting begins, indicating the subject they wish to address.
- 7. Consent Agenda.** The items listed on the Consent Agenda are considered routine and non-controversial by the City Council and will be approved by a single motion. There will be no separate discussion of these items unless an Alderman requests it, in which case the item will be removed from the Consent Agenda prior to the motion and vote. The removed item will then be considered in its normal sequence on the Regular Agenda.
 - (a) Approval of the Minutes of the October 9, 2025 regular meeting.**
- 8. Regular Agenda.** The City Council may individually discuss, consider, and take action on any or all of the following items:
 - (a) Administration of Oaths of Office.** *Christina McDonald, City Secretary*
 - (b) Treasurer's Report**

- i. Review of Monthly Financial Report
 - ii. Discussion and Possible Action on transferring funds from the Property Tax Account to the Operating Account.
- (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.
- (d) Discussion and Possible Action to elect a Mayor Pro-Tem to serve until the next regular election.
- (e) Discussion regarding the appointment of a Zoning and Ordinance Committee Chair.
- (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.
- (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.
- (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.
- (i) Discussion regarding the adoption of an Ethics Policy for the City Council.
- (j) Update on Title VI Policy.
- (k) Discussion and Possible Action to recruit a City Treasurer.
 - i. Review of Job Posting
- (l) Confirm Double Horn Office Coverage. *Christina McDonald, City Secretary*

9. Announcements and Future Agenda Items.


10. Adjournment.

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).

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 48 hours prior to the meeting. Please contact Christina McDonald, City Secretary at (830) 201-4042.

Certificate of Posting

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted at the City Offices located at 103 Vista View Trail, Suite 100, Double Horn, Texas in a place convenient and readily accessible to the general public at all times, and posted at least **three full business days prior to the meeting date**, in compliance with HB 1522 and the Texas Open Meetings Act.



Cathy Sereno, Mayor

STATE OF TEXAS
COUNTY OF BURNET
CITY OF DOUBLE HORN

On October 9, 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.** City Secretary Christina McDonald confirmed a quorum, with Mayor Sereno, and Aldermen Kimber, Rathe and Schmitz being present. Alderman Stafford was absent.
3. **Invocation.** Alderman Schmitz gave the invocation.
4. **Pledge of Allegiance – 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.** There was no update.
 - **Flock Safety Security Cameras Update.** Council reviewed the traffic count report.
6. **Citizen Comments.** There were no citizen comments.
7. **Consent Agenda.**
 - (a) **Approval of Minutes of the September 11, 2025 Regular Meeting.** Alderman Rathe moved to approve the consent agenda. Alderman Kimber seconded the motion. The motion carried by a unanimous vote (3-0).
8. **Regular Agenda.**
 - (a) **Discussion and Action on Ordinance 2025-ORD053 cancelling the November 4, 2025 General Election and declaring the unopposed candidates for election to the offices of Mayor and two Alderman in the November 4, 2025 General Election elected to office.** Alderman Schmitz made a motion to approve Ordinance 2025-ORD053, cancelling the November 4, 2025 General Election. Alderman Rathe seconded the motion. The motion carried by a vote of 3-0.
 - (b) **Discussion and Action on Resolution 2025-RES027, considering the appointment of Marty Polluconi to fill the unexpired term of Alderman James Millard.** Alderman Schmitz made a motion to approve

Resolution 2025-RES027 appointing Marty Pollulconi to fill the unexpired term of Alderman James Millard. Alderman Kimber seconded the motion. The motion carried by a unanimous vote (3-0).

(c) **Discussion and Action on the appointment/reappointment of a member of Council to serve as the CAPCOG General Assembly Representative for the City of Double Horn.** Alderman Rathe moved to reappoint Alderman James Kimber to serve as the City of Double Horn CAPCOG General Assembly representative. Alderman Schmitz seconded the motion, which carried by a vote of 3-0.

(d) **Discussion and Possible Action on authorizing a letter of support for the extension of the SH 71 project.** Mayor Sereno addressed Council stating that there is a small section (.86 miles) of SH 71 that TxDOT has not included in upcoming projects and requested Council approve a letter of support to TxDOT requesting inclusion of this section, adding a center turn lane and a right turn deceleration lane at West Trail. Alderman Schmitz moved to authorize the issuance of a letter of support. Alderman Rathe seconded the motion. The motion carried by a vote of 3-0.

(e) **Treasurer's Report:**

- i. **Monthly Financial Reports.** Mayor Sereno reviewed September 2025 financials with Council. Alderman Schmitz moved to transfer \$159.13 from the Property Tax Account to the Operating Account. Alderman Kimber seconded the motion. The motion carried with a vote of 3-0.

(f) **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 stated no rebates were provided in the last month.

(g) **Discuss and Consider Action to recruit a City Treasurer.** Mayor Sereno stated she is updating the job description and the job posting will be distributed upon completion.

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

(i) **Discuss and Consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** Mayor Sereno stated Oaths of Office will be administered at the November 13 meeting as well as the election of a Mayor Pro-Tem.

9. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. Alderman Schmitz the motion. The meeting was adjourned at 7:34 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

DRAFT



City of Double Horn Meeting Room Usage Policy

It is the desire and role of the City Council to support the community by providing a public meeting space for organizations that directly serve our community.

Therefore, the City of Double Horn City Council approves the following groups to hold their public and executive meetings at the city hall meeting room if reserved in accordance with the City's policy:

Double Horn Creek Water Supply Corporation (DHCWSC)

Double Horn Improvement Association (DHIA)

Other non-profit organizations will be considered if their purpose is to serve the Double Horn community. A request from any of these organizations must be approved by a vote of the City Council.

The smart TV monitor located in the City Office meeting room is available for use during approved meetings. Connectivity is limited to the use of an HDMI cable provided by the City. Arrangements for use must be coordinated with the City Secretary 72 hours prior to the meeting. The user is responsible for any damage and/or loss of cable(s) and remote.

As it is the responsibility of the city to maintain the security of the city office, a city representative must be present for the duration of the meeting. Participation in the meeting is not required.

A city representative includes the following roles: Mayor, Alderman, City Secretary, City Treasurer, City Volunteer or Committee Chairperson.

It is the responsibility of the city representative to unlock the front door, emergency door, and kitchenette/restroom door prior to the start of the meeting and re-lock at the conclusion of the meeting. Additionally, it is the responsibility of the city representative to confirm the facility has been left in good condition (see requirements below) before the meeting contact leaves the facility.

Reservation Process:

- 1) Organization's president or designee to send an email request to the city using the Contact Us feature on the city's website or to the City Secretary's email, citysecretary@doublehorntx.org
- 2) Email must include organization name, meeting date(s), meeting start time, meeting duration and key contact name and number
- 3) Request must be made 30 days in advance; exceptions will be considered on a case-by-case basis
- 4) A reservation should not be considered booked until the requester receives an email confirming the reservation and providing a city contact name for the reservation.
- 5) To minimize the administrative burden, it is recommended that organizations consider establishing a recurring meeting schedule that can be more easily managed.



Cancelation Process:

- 1) In the event a meeting needs to be canceled, please notify via email the City Secretary and Mayor as soon as possible to allow others the opportunity to utilize the room. Emails should be directed to: Mayor@doublehorntx.org and citysecretary@doublehorntx.org

Meeting Requirements:

- 1) Unless otherwise requested, the meeting room will be opened 30 minutes in advance of the meeting
- 2) Organizations are welcome to re-arrange the furniture to suit their meeting needs; however, furniture must be returned to the original arrangement at the conclusion of the meeting.
- 3) All trash, papers, posters, and other meeting materials must be collected and removed from the facility at the conclusion of the meeting. Additionally, any items placed in the refrigerator must be removed as well.

City's Process & Acknowledgment:

- 1) City Secretary to respond to request within five (5) business days with confirmation or notice of unavailability
- 2) Email confirmation will include meeting date, time, and the name and contact information of the city representative assigned to the meeting
- 3) The City Secretary will maintain the meeting room schedule.
- 4) Organizations utilizing the meeting room will be required to acknowledge this policy by signing a copy of the policy and returning it to the City Secretary or Mayor. The acknowledgment must be signed by the organization's President or an authorized signer and will need to be re-signed if a policy change is implemented or if the organization elects/appoints a new leader. The acknowledgment will be counter-signed by the Mayor and filed at the city office. A copy will be provided to the organization for their records.



Hold Harmless Clause:

IN THE EVENT OF PHYSICAL INJURY OR DEATH SUFFERED BY MYSELF OR OTHERS, AS WELL AS DAMAGE TO ANY OF MY PERSONAL PROPERTY, I HEREBY EXPRESSLY AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF DOUBLE HORN, AND THE CITY'S OFFICERS, AGENTS, REPRESENTATIVES AND EMPLOYEES, FROM AND AGAINST ANY AND ALL EXPENSES, CLAIMS, DEMANDS, COSTS, CAUSES OF ACTION, AND LIABILITY OF EVERY KIND AND NATURE, INCLUDING REASONABLE ATTORNEY'S FEES FOR THE DEFENSE OF ALL CLAIMS AND DEMANDS (COLLECTIVELY, "COSTS"), ARISING DIRECTLY FROM, OR IN ANY WAY CONNECTED WITH, THE EVENT MY ORGANIZATION CONDUCTED AT THE CITY HALL MEETING ROOM.

Acknowledgement:

I have read the City of Double Horn Meeting Room Usage Policy and agree to comply with the requirements outlined in this policy.

I am an authorized signer for my organization.

Organization Name: _____

Signature: _____

Title: _____

Print Name: _____

Date: _____

Email: _____

Phone: _____

Mayor's Signature: _____

Date: _____

BURNET CENTRAL APPRAISAL DISTRICT
P. O. BOX 908 / 223 SOUTH PIERCE
BURNET, TEXAS 78611
PHONE (512) 756-8291
FAX (512) 756-7873

October 20, 2025

City of Double Horn
103 Vista View Trl, Ste 100
Double Horn TX 78669

Dear Sir:

The enclosed Official Ballot and Resolution are submitted for the purpose of selecting the Board of Directors for the Burnet Central Appraisal District for 2026 – 2027. The ballot and resolution must be returned to the Appraisal District Office by December 15, 2025.

Should you have any questions regarding this ballot and resolution, or if I may be of any assistance in this process, please let me know.

Sincerely yours,



Stan Hemphill
Chief Appraiser

Enclosure: Official Ballot & Resolution

Resolution 2025 - RES028

**City of Double Horn
RESOLUTION OF VOTES CAST TO ELECT DIRECTORS FOR
THE BURNET CENTRAL APPRAISAL DISTRICT FOR THE YEAR
2026 – 2027**

WHEREAS,

SB 621, Section 6.03 (g) requires that each taxing unit entitled to vote, cast their vote by resolution and to submit to the Chief Appraiser of the Burnet Central Appraisal District by December 15, 2025.

THEREFORE,
Ballot,

The City of Double Horn submits the attached Official
as issued by the Chief Appraiser, stating our vote for candidates for election of the Board of Directors for Burnet Central Appraisal District for 2026 –2027.

ACTION TAKEN,

_____ day of _____, 2025 in Open Session of the Board of the above mentioned taxing unit, which is entitled under SB 621 to cast votes to elect the Board of Directors of the Burnet Central Appraisal District of Burnet County.

By : _____

TITLE

ATTEST:

By: _____

TITLE

OFFICIAL BALLOT

City of Double Horn

TO ELECT

BOARD OF DIRECTORS FOR THE BURNET CENTRAL APPRAISAL DISTRICT
FOR THE YEAR 2026 – 2027

DIRECTIONS: Please enter the number of votes cast in the blank space opposite the name of the candidate. You may cast all of your votes for one candidate, or you may divide your votes among any number of candidates that you desire.
You have 3 total votes you may cast.

| NAMES OF CANDIDATES | NUMBER OF VOTES |
|----------------------|-----------------|
| JOHNSON, CARY | |
| JONES, BRUCE | |
| NUSS, TERRY | |
| OOSTERMEYER, DARLENE | |
| THURMAN, PHILIP | |
| | |