

CITY OF BURTON
COUNCIL MEETING MINUTES

A Regular Meeting of the Burton City Council at 5:30 p.m. was held on
TUESDAY, March 10, 2026, in the Burton City Hall
at 12200 E. Mulberry Street Spur 125, Burton, Texas.

Members Present:

Mayor Karen Buck

Councilmember Jeff Eckhardt

Councilmember Macey Tidwell

Councilmember Paul McLaughlin

Members Absent: Councilmember Tommie Gilmon, Councilmember Nathan Kalkhake

Others Present: Rachel Belvin, Utility Manager, Joseph Hayes, City Attorney (Olson & Olson).

Citizens Present: David Zajicek (Burton Bulletin), Keith Wittington (Burton Bulletin), Ned Ross, Erica Stark, Robert Schultz, Lauren Ross, Susie Tommaney, Mark Reyes, Nick Irene (Banner Press), Josh Blaschke (KWHI)

Mayor Karen Buck called the meeting to order at 5:30 pm. A quorum was established and all in attendance were led in the Pledge of Allegiance.

Public Hearing on the City's 2026-2027 Budgets (General & Wastewater)

No presentations or comments given.

Citizen Presentations

Ned Ross, Erica Stark, Robert Schultz, Susie Tommaney

CONSENT AGENDA

- (1) **Minutes of the February 10, 2026 Regular Meeting & February 19, 2026 Special Called Meeting**
- (2) **Financial Reports-Revenue & Expenditures**
- (3) **Mayor's Report – Attached**
- (4) **City Secretary's Report – N/A**
- (5) **Utility Report – Attached.**

Corrections were made to the minutes of the February 10, 2026 meeting. A motion was made by Councilmember McLaughlin and seconded by Councilmember Eckhardt to **ACCEPT** the consent agenda.

FOR: Tidwell
The motion passed.

AGAINST: None

UPDATES:

1. **General Land Office Contract #24-065-042-E534 – Water Well #5** – Final walk thru with C. Miller Drilling, BEFCO, electrical contractor, and city utility contractor. BEFCO following with punch list. City of Burton granted itself a sanitary easement. Second letter sent to adjacent property owner requesting sanitary easement; no response. Tentative date for ribbon cutting with GLO will be Tuesday, April 7 in the afternoon.

2. **2023-2024 TDA CDBG – Knittel Lift Station Improvement Project** – No Update

3. Texas Target Communities

BAEN Students – Wastewater Line Mapping & Wastewater Line near Burton ISD

*Have presented the city with a more than 100 page report

*Students and city staff continue to meet; students continue to wrap up mapping the wastewater lines. Students are also going to run the math on the wastewater line to see how much growth it can handle.

*Students will present their final in April at A&M; meet with council in May.

URPN Students – Urban Planning Class

*Mayor met with students here in town and at A&M; responded to student emails and questions.

*Students presented their midterms on Wednesday, March 4 to stakeholders; listened and received feedback for their projects

*Students will present their Final on Wednesday, April 22 from 2-4pm at American Legion Hall.

PLAN – Applied Transportation Planning

*Mayor and TXDOT engineer worked with students

*Students presented their midterms via Zoom to mayor; mayor to follow up with Mrs. Curry as many of student ideas include the school district

*Students will present their Final on Wednesday, April 22 from 2-4pm at American Legion Hall

DISCUSSION, CONSIDERATION AND/OR ACTION TO APPROVE, ACCEPT, DENY, REMOVE OR TABLE ON:

1. The 2026-2027 City of Burton General & Water/Sewer Budgets & Ordinance 20260310 Establishing the Budgets for the Fiscal Year.

A motion was made by Councilmember Eckhardt to APPROVE and seconded by Councilmember Tidwell.

FOR: McLaughlin

AGAINST: NONE

The motion passed.

2. The Washington County Appraisal District's Proposed Budget (This is not required by WCAD unless Council chooses to VETO the WCAD Proposed Budget.)

A motion was made by Councilmember Tidwell to take NO ACTION and seconded by Councilmember McLaughlin.

FOR: Eckhardt

AGAINST: NONE

The motion passed.

3. City Secretary Vacancy – Topics may include: Job Description; Bookkeeping; Pay & Benefits; Interview Process & Questions; Applications; Interview Scheduling; Appointment of Interim City Secretary.

Mayor updated the Council on the process thus far – posting with Texas Municipal League; receiving one response; searching thru 300 resumes in the Resume Bank; contacting about 6 viable candidates in the local area. Conversation regarding interview questions and process was led by Councilmember Eckhardt. Interview committee was narrowed to Councilmembers Eckhardt and Tidwell with McLaughlin serving as alternate. City Attorney spoke about the need

for the city to have an interim city secretary appointed. Former Councilmember Dale Schwartz was identified as a candidate. Mayor to follow up with Angela regarding how long she was willing to extend bookkeeping; Mayor also has a candidate in mind to do the city's bookkeeping. It was decided to try posting the less formal job description at TML. Mayor to re-post the position. One candidate who responded was from Ft Worth and looking for full time employment; Mayor to follow up with candidate.

4. Alarm System for City Hall – Bid process & bid submission(s)

Mayor shared the bid process; contacted 3 security companies. Received a bid from one; sent second email to other 2; no response from other 2 companies. Council reviewed the bid from Aggieland Smart Home Technologies.

A motion was made by Councilmember McLaughlin to **APPROVE** Option 3 (covering 2 windows, 2 doors, 3 panic buttons, 2 cameras) and paying for the equipment up front. Total cost of Option 3 is \$2415.40 with a \$29.95 monthly fee. The motion was seconded by Councilmember Eckhardt.

FOR: Tidwell

AGAINST: None

The motion passed.

5. City of Burton Feral & Program Spay & Neuter Program with Burton Veterinary Clinic

The City of Burton has some very generous residents who are assisting with this program. Mayor has met with Dr. Schulte at Burton Vet Clinic about this program. Qualifying residents can apply for financial assistance to have their pets spayed/neutered on Feral Cat Friday. Residents trapping multiple feral animals may also qualify for assistance. Financial Assistance forms can be found at City Hall and at Burton Vet Clinic. ALL applicants must be verified residents before receiving approval for financial assistance.

A motion was made by Councilmember McLaughlin to **APPROVE** the process for the Spay and Neuter Program and seconded by Councilmember Eckhardt.

FOR: Tidwell

AGAINST: None

The motion passed.

6. Resolution R20260310A authorizing the mayor to act as the city's executive officer and authorized representative in all matters pertaining to the city's participation in the State of Texas 2026 Water Supply & Infrastructure Grant Program.

This is a \$5 million grant that the Mayor is working on with BEFCO Engineering and Langford Grant Management for the "Fred Line", the same water line and water system improvements in the Texas Water Development Board PIF. This will allow her to proceed with the application when it opens.

A motion to **APPROVE** was made by Councilmember Tidwell and seconded by Councilmember McLaughlin.

FOR: Eckhardt

AGAINST: NONE

The motion passed.

This is a \$5 million grant that the Mayor is working on with BEFCO Engineering and Langford Grant Management for the "Fred Line", the same water line and water system improvements in the Texas Water Development Board PIF. This will allow her to proceed with the application when it opens.

A motion to **APPROVE** was made by Councilmember Tidwell and seconded by Councilmember McLaughlin.

FOR: Eckhardt

AGAINST: NONE

The motion passed.

7. **Resolution R20260310B authorizing the mayor to act as the city's executive officer and authorized representative in all matters pertaining to the city's participation in the 2026 PIF Grant with the Texas Water Development Board.**

While the City of Burton, BEFCO and Langford have rolled forward the PIF application for 2026, the Mayor still had to email the Council for approval. This Resolution, like the one above, with authorize the Mayor to continue work on this \$5 million PIF.

A motion to **APPROVE** was made by Councilmember McLaughlin and seconded by Councilmember Tidwell.

FOR: Eckhardt

AGAINST: None

The motion passed.

The Regular Council Meeting Adjourned at 6:58pm.

The Council reconvened into an Executive Session at 7:00pm.

The Council Reconvened into Regular Meeting at 7:32pm.

A motion was made by Councilmember McLaughlin to **ADJOURN**; seconded by Councilmember Eckhardt.

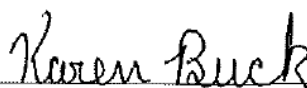
FOR: Tidwell

AGAINST: None

The motion passed.


Announcements:

April 14, 2026 Regular Council Meeting



Mayor Karen Buck

ATTEST:



Acting City Secretary, Dale Schwartz



Mayor's Report
March 2026

Activities during the month of February included...

+Texas Target Communities

BAEN A&M Students (Fall 2025/Spring 2026) – Wastewater Line Mapping & Wastewater Line near Burton ISD

+Read the more than 100-page report students have written on the project

+Met with students via Teams on Wednesday, February 11. Discussed process, report, upcoming showcase + final in April, etc.

+Students would like to visit a council meeting first before presenting their project to council. Students would like to present their report to council in May after their showcase, final, and graduation.

URPN A&M Students (Spring 2026) – Urban Planning

+Met URPN class on Zoom on Monday, February 2; finalize plans for visit to city.

+Answered URPN class questions via email; pre-visit.

+Hosted, toured, and answered questions from about 50 A&M students here in town regarding their possible project areas.

+Listened in and commented on student first draft of projects via Zoom on Wednesday, February 11.

+Responded to multiple student emails

+Secured the city's use of the American Legion Hall for mid-terms and finals for this class.

+Met in-person with class at the "pre-mid-term" on Wednesday, February 25 at Texas A&M. Along with other "project evaluators" rotated through all 7 tables/presentations; offering feedback.

PLAN A&M Students (Spring 2026) – Applied Transportation Planning

+PLAN students toured the city on same day/time as URPN students

+Met with PLAN students after the URPN students left town

+Per professor request, sent digital copy of the 2000 Comprehensive

Plan

+Will meet with students via Zoom on Wednesday, March 4 after the URPN mid-terms

+Water Well #5

Met with C. Miller Drilling, BEFCO Engineer Bradley, electrical subcontractor, Dustin, and Rachel for final walk-thru on WW#5. BEFCO to follow up with punch list.

Submitted a list of dates to the General Land Office for a visit from Commissioner Dr. Dawn Buckingham.

Sent second letter (certified mail) to property owner regarding a sanitary easement for Water Well #4.

Worked on the special-called meeting for city council to grant the City of Burton a sanitary easement for Water Well #5. Filed the documents at the courthouse. Scanned and sent to BEFCO engineer for TCEQ approval.

UPDATE: March 3 – Buckingham will be unable to visit Burton as present time; GLO representative is going to calendar with another GLO Director.

Tentative date for a Ribbon Cutting for Water Well #5 is Tuesday, April 7 in the afternoon.

+Knittel Lift Station Project

Nothing new to report

+Attended County Commissioners' Court Meetings on – February 10 and February 17.

+Attended the required monthly General Land Office (GLO) Teams meeting regarding Water Well #5 on Tuesday, February 3. This meeting includes a representative from Langford Community Grant Management, the BEFCO engineer, 1-2 staff with the Texas General Land Office, the City Secretary and myself. This month, we were without the City Secretary.

+Attended the monthly Board of Director's meeting of the Brazos Valley Council of Governments' Community Action Programs via Zoom on Wednesday, February 11. I have been serving on this board as an elected official since September of 2024.

+Began teamwork with BEFCO engineer Bradley and Lanford Grant Consultant Paula regarding the roll forward on the TWDB PIF for 2026. Mayor updated the PIF with narrative regarding the work that City of Burton has already done to address water loss, asset management, etc; Also included narrative which highlighted the work accomplished and work needed in accordance with the State Water Plan.

+Attended the Economic Development ILA meeting with the City of Brenham on Feb. 9 at Brenham City Hall. Lot of business development and growth in the City of Brenham; Also heard about the hundreds of homes on schedule to be built to handle growth in the area.

+Updated and posted the 2025-2030 Hazard Mitigation Goals for the City of Burton (attached in this report) These were previously approved by Council on November 12, 2025. These goals have the annotated progress noted for each goal.

+Posted the City Secretary job description as approved by City Council on the Texas Municipal League website on Thursday, February 12.

+Drafted and posted the Special Called Meeting Notice for City Council on Thursday, February 19 regarding the City of Burton granting itself a Sanitary Easement.

+Called City Hall in Midway, Texas to check on their well-being after the multiple murders in town. (I had lunch with the Midway mayor at a recent event event.) City Secretary was very appreciative of the support.

+Followed up on Council request for bids on security system at City Hall per council decision at February 10 council meeting. On Wednesday, February 18, I asked for 3 bids from the following companies – Easy Access Technologies, Smart Tech Innovations, and Aggieland Smart Home Technologies. I received a quote from Aggieland Smart Home on Tuesday, March 3. I sent a second email asking for a quote to Easy Access and Smart Tech on Tuesday, March 3.

+Met with Washington County and City of Brenham officials regarding a county-wide July 4 celebration of the 250 anniversary of our nation. Stay tuned for more details!

+Started the Public Safety Action Plan for Burton Ranger Day on Saturday, March 21. DRAFT was sent to Interim Emergency Management Coordinator Kevin Deramus on January 28. Have since learned that Deramus has resigned; County Judge has assumed the role of Emergency Management Coordinator. This will mean that Mayor will need to follow up with emergency management to ensure that a Public Safety Plan is in place for that event.

+Received an invitation from Washington County Chamber of Commerce to meet with U.S. Congressman Michael Cloud on his tour through the county. City of

Brenham, Washington County, Burton Chamber of Commerce, City of Brenham/Washington County EDC also present for the event.

+Met with Dr. Brandon Schulte to firm up final details of Feral/Pet Plan with the City of Burton. (This is an agenda item for this meeting.)

+Spoke with TXDOT Engineer Jeff Miles regarding upcoming TXDOT plans for safety improvements in the US 290 corridor between Austin and the coast; specific interim solutions/project ideas for US Hwy 290 and Mulberry intersection at the blinking lights; and a URPN class project. Outcome – Engineer Miles will be scheduling a public meeting sometime this summer to discuss the US Hwy 290/Mulberry Street interchange.

Total volunteer hours for the month of February – 95.50 hours

City of Burton
Hazard Mitigation Goals (2025-2030)
Update: February 11, 2026

1 – Action: Purchase and install two generators to keep existing water wells and sewer plant in operation.

Hazard: Flood, Tornadoes, Hurricanes, Thunderstorms/Lightning, Hailstorms, and Winter Storms

Progress: Generator at Wastewater Treatment Plant installed 9/2024
Generator at Water Treatment Plant installed 8/2025;
connected to both water wells in December 2025.

Goal Completed

Ongoing Needs: Generators are monitored, tested monthly, and maintained by Zaskoda Repair, LLC in Caldwell. Contracted utility provider, HDU, has access to information via an app to ensure that system is working when power is out. City of Burton will need to maintain the maintenance agreement with Zaskoda; ensure that propane tanks are full; maintain communication with HDU during emergency situations.

2 – Action: Per NIFP participation, start cleanup of Indian Creek to allow proper drainage of floodwater.

Hazard: Flood, Hurricane

Progress: Some of the land that fell on the city for cleanup was deeded without warranty to Ceverina M., LLC (Los Patrones) and filed with the county in February 2026. To determine the remainder of the land that the city is responsible for cleanup, a map from the CAD will be needed.

Needs: While this is a necessary mitigation goal, it is a lower priority as the City of Burton continues to address aging infrastructure needs and improvements on the water and wastewater systems. Should a grant become available to work in this floodplain, the city should pursue funding.

Goal is ONGOING.

3 – Public Outreach and Education

Hazard: Drought, Wildland Fires, Excessive Heat

Progress – Education happens via Burton Volunteer Fire Department at events like National Night Out. City re-posts information on its Facebook page regarding droughts, fire safety, etc. using information from Texas A&M Fire Service, TDEM, Burton VFD, etc.

Goal is ONGOING.

4 - Action: Education about current county burn ban.

Hazard: Drought, Wildland Fire

The City of Burton relies on and follows the County Commissioners regarding the implementation of a burn ban.

Progress: Education happens via information sent from Washington County Commissioner's Court. Information is posted to both the city's website and social media page on Facebook.

Goal is ONGOING.

5 – Public Outreach and Education

Hazard: Hailstorms, Thunderstorms/Lightning

Progress: The City of Burton posts/reposts information on the city's FB page regarding severe weather conditions. Information comes from TDEM, the National Weather Service, or the office of Washington County Emergency Management.

Goal is ONGOING.

6 – Develop and Implement Tree limb removal program

Hazard: Tornado, Hurricane, Hailstorm, Winter Storm, Thunderstorm/Lightning

Progress: In the Spring, city staff/elected officials drive the streets in town noting tree limbs on/near electric lines. List is then sent to Bluebonnet. Likewise in the Spring, residents are educated about checking powerlines near their homes and encouraged to report any issues they find to Bluebonnet as well.

Goal is ONGOING.

7 – Implement Drought Contingency Plan response stages

Hazard: Drought

Progress: A new drought contingency plan was approved by the City Council in October of 2023. When drought conditions are triggered, the city will follow the adopted protocol.

Goal is ONGOING.

8 – Public Outreach and Education – Winter Storm

Progress: The City of Burton posts/reposts information on the city's FB page regarding winter storm warnings as well as reminders to residents about wrapping their pipes. Information comes from TDEM, the National Weather Service, and the office of Washington County Emergency Management.

The Utility Manager and Utility Contractor are in communication about ensuring that city's infrastructure at water wells and wastewater treatment plant are wrapped and ready for winter storms. Additionally, staff at City Hall will need to wrap the outside faucet and/or leave water running inside city hall when temperatures fall below 32 degrees.

Goal is ONGOING.

9 – Provide education about where/how to receive assistance for those in need, including the elderly and those without adequate air conditioning in their homes.

Hazard: Excessive Heat

Progress: Residents may request fans via Burton Bridge Ministry.

Needs: City staff and/or elected officials are encouraged to check on elderly residents and/or residents with known medical issues.

Goal is ONGOING.

10 – Identifying and establishing new, available water supplies and improving city's water infrastructure

Hazard: Drought, Wildland Fire, Water Well Failure

Background: Locate and establish new alternative water supplies to supplement current water availability will help to lessen the local vulnerability to drought or water well failure.

Benefits: Having additional water supplies can assist the city during periods of drought or water well failure by ensuring water customers of access to fresh, potable water as well as the city's ability to keep a reserve on hand for fire-fighting.

Priority: High

Estimated cost: \$3.5 million

Responsible Organization: City of Burton Utilities

Target Completion Date: 2030

Funding sources: Local funds, grants

****This particular mitigation goal was included so that IF the city needed to apply to the General Land Office for a mitigation grant, this hazard mitigation goal**

would be present in the County's Hazard Mitigation Plan per the General Land Office Mitigation Grant requirements.

11 – Collect data on repetitive losses to include costs, types of property (residential, commercial, industrial, etc.) for use for planning purposes

Hazard: Flooding

Background: During the update of the hazard mitigation plan, Washington County was unable to provide types of repetitive losses for inclusion in the plan.

Benefits: Tracking this data will provide valuable information for planning purposes.

Priority: Medium

Estimated Cost: \$1,000

Responsible Organization: City of Burton Office of Emergency Management
(Mayor)

Target Completion Date: 2026

Funding Sources: Local budget funds

March 2026 Utility Report:

1. Dumpster Days- March 20-22 (Finally received a response on dates after bills were printed)
2. Sewer rates will increase per City ordinance signed last March. Do we want to send out letters to remind our residents? (asking for extra postage cost)
3. Trash complaint- resident complained back in Jan. 2025 on TCW using his personal driveway to turn around and it started happening again the last few trash pick-ups. Contacted TCW and Jeff said he would reach out to the resident on this matter.
4. Water Loss at 3.42 %
5. Needing to fill in pot holes around town. Council okay with that?
6. Still working with A&M students on site visits and information they request

System Totals Report

City of Burton

Water Pumped This Month	1,814,600 Gallons
Water Sold This Month	1,532,570 Gallons
Water Used for Fire and Flushing Line	220,000 Gallons
Water Loss	62,030 Gallons
Water Loss (%)	3.42 %

	Amount (\$)	# Of Accounts
Total Water	12,016.39	211
Total Sewage	8,457.04	184
Total GARBAGE	2,630.00	182
Total Late Charge	134.47	15
Total Adjustments	(103.98)	2
Total Other Charge	-177.72	4
Total Current Charges	22,956.20	222
Amount Past Due 1-30 Days	2,496.49	26
Amount Past Due 31-60 Days	1,303.07	15
Amount Past Due Over 60 Days	3,254.14	12
Amount Of Overpayments/Prepayments	(1,187.03)	40
Total Receivables	28,822.87	233

Total Receipts On Account	21,746.23	190
Net Change in Deposits	0.00	0
Amount of All Deposits	30,062.05	235
Amount of All Deposit 2	100.00	2
Turned Off Accounts (Amount Owed)	-229.14	64
Collection Accounts (Amount Owed)	-40.10	20
Number Of Unread (Turned On) Meters		16
Average Usage For Active Meters	6,722	228
Average Water Charge For Active Meters	56.95	211

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		4	611,100	39.87	9.05
40,001-50,000		0	0	0.00	0.00
30,001-40,000		3	94,900	6.19	2.34
20,001-30,000		2	55,000	3.59	2.08
10,001-20,000		19	267,520	17.46	12.99
8,001-10,000		11	98,070	6.40	6.04
6,001-8,000		13	87,680	5.72	6.43
4,001-6,000		23	110,270	7.20	10.26
2,001-4,000		50	143,630	9.37	19.50
1-2,000		73	64,400	4.20	25.05
Zero Usage		30	0	0.00	6.28
Total Meters		228	1,532,570	100.00	100.00

3:46 PM

City of Burton, Texas

02/11/26

Profit & Loss Budget Overview

Accrual Basis

April 2026 through March 2027

	<u>Apr '26 - Mar 27</u>
Ordinary Income/Expense	
Income	
Franchise Tax Income	12,589.56
Interest Income	2,367.92
Mixed Beverage Taxes	4,396.08
Other Income	14,636.52
Property Tax Revenue (M&O)	25,697.49
Sales Tax Income	157,212.35
	<hr/>
Total Income	216,899.92
	<hr/>
Gross Profit	216,899.92
Expense	
Employee Health Reimbursement	1,800.00
Washington County Sherriff Dept	15,000.00
Accounting & Auditing	14,500.00
Advertising & Public Notice	1,735.38
Contract Labor	0.00
Copy Machine Lease	1,656.97
Dues & Subscriptions	2,615.71
Election	4,500.00
Insurance & Workmans Comp	6,023.00
Legal & Professional Fees	3,000.00
Miscellaneous & Unforeseen	1,200.00
Postage	468.00
Repair & Maintenance	
Weeren Park	900.00
Repair & Maintenance - Other	2,760.00
	<hr/>
Total Repair & Maintenance	3,660.00
Security Expense	420.00
Street Light Expense	6,204.12
Street Repair	40,000.00
Supplies - Office	600.00
Supplies - Operating & Other	1,118.00
Tax Collection Fees	2,516.04
Telephone & Communications	1,078.20
TMRS Contributions	48.00
Travel & Mileage	0.00
Utilities	2,483.31
Wages & Payroll Taxes	86,004.00
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2026-2027 Proposed COB Budget

3:46 PM

City of Burton, Texas

02/11/26

Profit & Loss Budget Overview

Accrual Basis

April 2026 through March 2027

	<u>Apr '26 - Mar 27</u>
Total Expense	196,630.73
Net Ordinary Income	20,269.19
Other Income/Expense	
Other Income	
Debt Service Fund Revenues	
Property Tax Revenues (DSF)	129,345.31
Interest Income (DSF)	1,066.20
Total Debt Service Fund Revenues	<u>130,411.51</u>
Total Other Income	130,411.51
Other Expense	
TRANSFER OUT	0.00
Debt Service Expenditures	
Bond Payment	98,000.00
Interest on Bond Payment	27,596.00
Total Debt Service Expenditures	<u>125,596.00</u>
Total Other Expense	<u>125,596.00</u>
Net Other Income	<u>4,815.51</u>
Net Income	<u><u>25,084.70</u></u>

CITY OF BURTON WATER & SEWER
Profit & Loss Budget Overview

April 2026 through March 2027

Apr '26 - Mar 27

Ordinary Income/Expense	
Income	
DEPOSIT FOR WATER & SEWER	1,150.00
GARBAGE REVENUES	31,517.16
WATER & SEWER REVENUES	229,323.36
Total Income	<u>261,990.52</u>
Gross Profit	261,990.52
Expense	
CONTRACT LABOR	53,400.00
DUES & SUBSCRIPTIONS	1,550.00
GARBAGE & COLLECTION COST	30,012.00
INSURANCE & PROPERTY LIABILI...	5,336.00
LAB TESTING FEES	7,200.72
LEGAL & PROFESSIONAL FEES	50.40
POSTAGE	1,464.00
REPAIR & MAINTENANCE	81,647.16
SUPPLIES - OFFICE	344.35
SUPPLIES - OPERATING & OTHER	22,472.36
Telephone	566.64
UTILITIES EXPENSE	20,015.28
WAGES & PAYROLL TAXES	24,679.92
WATER&SEWER DEPOSIT REFUND	540.12
Total Expense	<u>249,278.95</u>
Net Ordinary Income	<u>12,711.57</u>
Net Income	<u><u>12,711.57</u></u>

ORDINANCE 20260310

AN ORDINANCE OF THE CITY OF BURTON, TEXAS
ESTABLISHING THE BUDGET FOR THE FISCAL YEAR OF 2026-2027

WHEREAS, prudent management and statutory requirements mandate that the business of the City of Burton be conducted in strict accord with an overall financial plan;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BURTON, TEXAS:

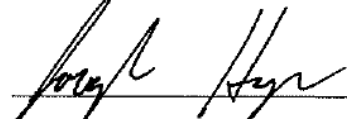
The City Council of Burton anticipates revenue and expenditures for the fiscal year of 2026-2027 as projected and set forth in the attached Exhibit A, City of Burton Budget, and Exhibit B, City of Burton Water & Sewer Budget for the fiscal year beginning April 1, 2026 and ending March 31, 2027.

PASSED AND APPROVED this the 10th day of March, 2026.



Karen Buck, Mayor

ATTEST:



Joseph Hays, City Attorney



Job Posting: City Secretary

Job Posting Settings / Overview

Job Overview / Settings

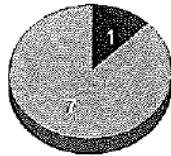
Created: 02/12/2026

Job Exposure: 4136

Job View: 414

Apply Now Button Clicks: 7

Candidate Screening



Email Apply Clicks

Job Board Apply Clicks

Pre-screen Filter:

None

[Add a Filter](#)

Allow Online Application: Yes No

[View Applicants through site's Online Application System](#)

Buck, Karen

Resume Recipients: burtonmayor@cityofburton-tx.gov

[\[add recipient\]](#)

Posted On

This job is currently posted to the following sites.

Job Board	Starts	Expires	Status
Texas Municipal League	Feb 12-26	Mar 14-26	active [Stop]

[Edit Job Posting](#) [Print This Job](#) [Delete Job Posting](#)

Job Posting

Job ID:	82447144	Job Function:	Administrative
Company Name For Job:	City of Burton	Entry Level:	No
Position Title:	City Secretary/Admin	Salary - Type:	DOQ
Min Education:	Associates Degree	Workplace Type:	On-Site
Min Experience:	2-3 Years	Job Type:	Part-Time
Required Travel:	0-10%	Enable AI Job Description Summary & Insights:	Yes
Company Name:	City of Burton	Job Duration:	Indefinite
		Location(s):	Burton, Texas, 77835, United States



CONTACT INFORMATION

Contact Person: Karen Buck

Phone: 9792893402

Email Address: burtonmayor@cityofburton-tx.gov

Fax: -

Job Description

The City Secretary serves as a sworn municipal officer responsible for maintaining official City records, coordinating elections, managing public information requests, and ensuring compliance with applicable state laws, including the Texas Open Meetings Act, Texas Public Information Act, and local ordinances.

The City Secretary provides high level administrative, legislative, and operational support to the Mayor, City Council, and City Utility department. This role supports transparency, accountability, and records management, and other assigned duties.

This position reports to the Mayor for day-to-day operations.

The following duties represent key responsibilities of this position but are not an exhaustive list:

Legislative & Council Support:

Prepares and posts agendas and notices for City Council and Boards/Commissions in compliance with the Texas Open Meetings Act.

Attends all City Council meetings and prepares, preserves, and maintains official minutes, ordinances, resolutions, actions, and legislative records.

Compiles and distributes agenda packets and supporting documentation.

Maintains custody of the City seal and attests official documents.

Public Information & Records Management

Serves as the City's Public Information Officer for Public Information Act matters; coordinates timely responses to requests.

Serves as Records Management Officer; develops, implements, and maintains the City's records retention schedule.

Oversees departmental and citywide compliance with records retention, archiving, and disposition procedures.

Public Information & Records Management:

Serves as the City's Public Information Officer for Public Information Act matters; coordinates timely responses to requests.

Serves as Records Management Officer; develops, implements, and maintains the City's records retention schedule.

Oversees departmental and citywide compliance with records retention, archiving, and disposition procedures.

Elections Administration:

Serves as Election Administrator for City elections in accordance with the Texas Election Code.

Coordinates with the County Elections Administrator on election operations, contracts, notices, ballot proofing, and candidate filings.

Provides election-related information to candidates, voters, and the public.

Administrative & Operational Support:

Provides administrative and project support to the Mayor, City Council, and Utility Manager.

Oversees Administration-related website content, including elections and Council information.

Administers oaths, notarizes City documents, and ensures proper execution of contracts and legal instruments.

Receives petitions, initiatives, referendums, recalls, and candidate filings; verifies documents as required by law.

Enhancing Internal Coordination:

Coordinates and communicates to ensure accurate and timely flow of information to City leadership and the public.

Works to gather, organize, and maintain materials for Council action items.

Process Improvement & Compliance:

Develops and implements administrative procedures that promote efficiency, compliance, and transparency across City operations.

Tracks deadlines and statutory requirements related to public notices, elections, agenda posting, and records retention.

Technology & Systems Support:

Manages agenda preparation and municipal clerk software; trains staff on use of digital platforms and document workflows.

Ensures online availability of meeting agendas, minutes, ordinances, ethics filings, and other public documents.



Public Engagement & Communication:

Provides high level customer service to residents, media, and stakeholders seeking information related to City operations.

Prepares public-facing notices, announcements, website updates, and communications on behalf of City leadership.

Emergency & Continuity Support:

Supports emergency management operations by ensuring continuity of records, notices, and legal documentation during emergencies.

Participates in continuity of government planning as needed.

Strategic & Organizational Support:

Performs budget planning, contract preparation, and organizational initiatives.

Helps coordinate onboarding and orientation for newly elected officials.

Other Essential Functions:

Represents the City with professionalism, integrity, and a commitment to customer service.

Maintains confidentiality and exercises independent judgment.

Regular, reliable, and punctual attendance is an essential job function.

Performs related duties as assigned.

Job Requirements

EDUCATION & EXPERIENCE:

Minimum of TWO (2) years of progressively responsible municipal or governmental administrative experience.

Experience supporting elected officials or Board of Directors preferred.

CERTIFICATIONS, LICENSES & SPECIAL REQUIREMENTS:

Notary Public commission (or obtained within 3 months).

Must be bondable.

Valid Texas Class C Driver's License with an acceptable driving record.

Must be legally authorized to work in the United States.

Certification through the Texas Municipal Clerks Certification Program (TMCCP) OR active enrollment desired.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of municipal governance, state law, elections procedures, and public records management.

Proficiency with Microsoft Office, agenda management software, records management systems, and A/V equipment.

Strong communication skills, both verbal and written.

Ability to manage confidential and sensitive information with discretion.

Ability to meet deadlines, manage multiple priorities, and work effectively in fast paced environments.

Ability to establish and maintain positive working relationships with elected officials, staff, and the public.

Ability to train others in records and agenda management procedures.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS (ADA COMPLIANT):

The physical demands and environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for qualified individuals with disabilities.

[Edit Job Posting](#)



Interview & Selection Guide

Before the interview

1. Review interview questions provided. The same set of questions will be used for each candidate. This will provide a fair and equitable comparison of each candidate.
2. Review the candidate's resume and the job description prior to the interview so you are prepared.
3. Review the Acceptable and not Acceptable questions to ask.

During the interview

1. Arrive a few minutes early to prepare for the interview.
2. Greet the candidate, giving your name and role in the city. Tell the candidate:
 - a. We will be using behavioral based questions and asking for examples.
 - b. We will be taking notes throughout the interview.
 - c. They will have an opportunity to ask questions.
3. Ask follow-up questions.
4. Listen deeply so you can assess the candidate's responses.
5. As we close the interview, be sure to reiterate the reasons why the job is meaningful and important to the City of Burton. Let the candidates know what the next steps are in the selection process and who they will hear from.

After the interview

1. Review your notes and complete the interview Feedback Form. Add up your total points.
2. Recommend that the candidate either move forward or not move forward in the selection process.

Interview Questions

Tell us about yourself and your qualifications on your resume.

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

Tell me about a time you had to build trust with a coworker of client. What was your approach and what did you learn from it?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

Tell me about a time you were not clear on what a customer wanted. How did you gain better understanding for their needs?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

What steps do you presently take to determine customer needs and expectations?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					

Tell me about a time when you worked with others to build a better customer experience. What was the approach?

Rate answer to question from 1-5 (1 Low – 5 high)	1	2	3	4	5
Comments:					



INTERVIEW QUESTIONS

Acceptable & Unacceptable

It is important that we ask questions that are appropriate, legal and focused on assessing job-related capabilities. Review this list of ACCEPTABLE and UNACCEPTABLE interview questions before the interview.

Attendance & Reliability

Unacceptable

- How many children do you have?
- Who looks after your children for you?
- Do you have a car?
- Have you taken FMLA?

Acceptable

- What days and hours can you work?
- Are there any times that you cannot work?

National Origin

Unacceptable

- What country are you from?
- What kind of name is that?
- What is your native/first language?

Acceptable

- Are you legally eligible to work in the United States?

Language Skills

Unacceptable

- What is your native/first language? (Do not ask how they acquired the language.)

Acceptable

- What languages do you speak and write fluently (only if the job requires additional languages).

Arrest and Conviction

Unacceptable

- Any questions about arrests and convictions.

Acceptable

- None

Disabilities

Unacceptable

- Do you have any physical disabilities?
- Are you being treated for any illnesses?
- Do you have a history of alcohol or drug addiction?

Acceptable

- Can you perform the necessary functions of this job?
e.g. Can you lift 50 pounds?

Credit Record

Unacceptable

- Do you own your own home?
- Have your wages ever been garnished?
- Have you ever declared bankruptcy?

Acceptable - None

Military Record

Unacceptable

- What type of discharge did you receive?

Acceptable

- What type of education, training, and work experience did you receive while in the military?

Organizations and Clubs

Unacceptable

- What clubs, societies or lodges do you belong to?
- Do you belong to the union?

Acceptable

- What job-related organizations do you belong to?

Race

Unacceptable

- Questions about race, complexion or color of skin.

Acceptable - None

Workers' Compensation

Unacceptable

- Have you ever filed a claim for worker's compensation?
- Have you ever been injured on the job?

Acceptable - None

Religion

Unacceptable

- What church do you belong to?
- What religious holidays do you observe?

Acceptable - None

Marital Status

Unacceptable

- What's your marital status?
- Where does your spouse work?

Acceptable - None

Education

Unacceptable

- When did you graduate from high school or college?

Acceptable

- Do you have a high school or college degree?

Personal

Unacceptable

- How much do you weigh?
- When do you plan to retire?
- What is your sexual orientation?

Acceptable

- Such questions are only permitted if they are related to a specific job requirement.

burtonmayor

From: Zane Oliphant <proposals+ZaneOliphant@proposalviewer.com>
Sent: Tuesday, March 3, 2026 7:15 AM
To: burtonmayor
Subject: Proposal #213 from Aggieland Smart Home Technologies - New Proposal

Proposal #213

New Proposal

Hi there,

Your proposal is ready! Click the link below to view it online.

Let me know if you have any questions — I'm happy to help.

Best,

Zane Oliphant

Owner, Aggieland Smart Home Technologies

📞 (979) 200-5760

🌐 AggielandSmartHomeTech.com

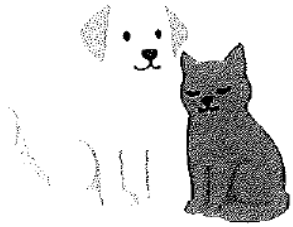
✉ zane@aggielandsmarthometech.com

Locally owned. Veteran owned. Technology that works, service you can trust.

[View Proposal](#)

Button not working? Copy and paste this link to your browser:

<https://www.proposalviewer.com/1695015/cf0c8b83-7781-43c4-9b52-21a6e495ff3c?ref=c07nOUiUyg6ikSd-uUf9iDfhL3qOhAj2Mb4xODvXNsk>



City of Burton Feral & Pet Spay & Neuter Program

Date: _____

APPLICATION FOR FERAL & PET SPAY & NEUTER ASSISTANCE PROGRAM

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

PO Box Number

City

State

ZIP Code

Home Phone:

() -

Date of Birth:

Utility Account # _____

Other Residents in Home: _____

+ Pets _____

Information

This information is voluntary and will be used when considering your eligibility to have your feral and pet rates reduced

A. Income Based (Consider ALL sources of income in household)

- Fixed: Below \$2300/monthly Fixed: Above \$2500/monthly
- Fixed: \$2300 - \$2500/monthly Varies: \$_____ to \$_____ / monthly

B. Proactive Resident Program

Feral Animal(s) trapped at _____ (address)

Number of animals to be treated _____

SPAY _____ and/or NEUTER _____

CRITERIA TO MEET TO BE ELIGIBLE FOR FERAL & PET ASSISTANCE:

1. Account holder & pet must be a FULL-TIME residents of Burton.
2. Animal must be treated and/or serviced by BURTON VET CLINIC, BURTON, TEXAS.
3. Application must be completed and approved by BURTON CITY HALL.

RESOLUTION
R20260310A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS,
AUTHORIZING THE SUBMISSION OF AN APPLICATION TO
THE 2026 STATE OF TEXAS WATER SUPPLY & INFRASTRUCTURE GRANT
FOR WATER SYSTEM IMPROVEMENTS
AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND
AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S
PARTICIPATION IN THE
2026 STATE OF TEXAS WATER SUPPLY & INFRASTRUCTURE GRANT.

WHEREAS, the City Council of the City of Burton desires to develop a viable community, including a public water supply system that provides a safe and sanitary drinking water supply; and


WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Burton to apply for funding under the 2026 State of Texas Water Supply & Infrastructure Grant;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS:

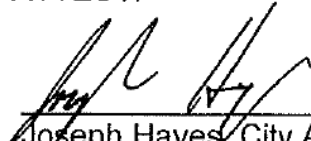
1. That an application for water system improvements through the 2026 State of Texas Water Supply & Infrastructure Grant is hereby authorized to be filed on behalf of the City of Burton
2. That the application be to provide needed water system improvements for the City of Burton.
3. That the City Council designates the Mayor as the city's Chief Executive Officer and Authorized Representative to act in all matters pertaining to this application and the city's participation in the State of Texas Water Supply & Infrastructure Grant.
4. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

PASSED AND APPROVED this 11th day of March, 2026.



Karen Buck, Mayor

ATTEST:



Joseph Hayes, City Attorney

**RESOLUTION
R20260310B**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS,
AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE TEXAS WATER
DEVELOPMENT BOARD FOR WATER SYSTEM IMPROVEMENTS BASED ON THE 2025
TWDB INTENDED USE PLAN AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S
EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS
PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS WATER DEVELOPMENT
BOARD PROGRAM.**

WHEREAS, the City Council of the City of Burton desires to develop a viable community, including a public water supply system that provides a safe and sanitary drinking water supply; and

WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Burton to apply for funding under the Texas Water Development Board Drinking Water State Revolving Fund Program (DWSRF);

WHEREAS, the City of Burton, the Burton City Council, and the Mayor have been working in cooperation on a PIF application since **2024** –

February 13, 2024 – Council approved hiring Business Services Company to perform a Socioeconomic Survey

May 14, 2024 – Council accepted the Socioeconomic Survey as provided by Business Services Company

July 9, 2024 – Council began the approval process of hiring an engineering firm for the Proposed City of Burton 2025 TWDB DWSRF Project

Council approved Langford Community Management Services for Administration Services for the 2025 TWDB DWSRF Project

October 9, 2024 – Council finalized the process of selecting an engineering firm for the Proposed City of Burton 2025 TWDB DWSRF Project

WHEREAS, the City of Burton was not selected for the 2025 TWDB DWSRF project AND

WHEREAS, two more documented line breaks on the water line described in the PIF occurred in 2025, bringing the total number of documented water line breaks on this line to 27 since 2008


WHEREAS, the City of Burton, Langford Community Services, and BEFCO Engineering have updated the 2026 application for the TWDB DWSRF PIF as the City of Burton continues to seek to improve its water system for its residents

AND WHEREAS, the Burton City Council voted to authorize the Mayor to submit an application for the 2026 TWDB DWSRF PIF via email approval on March 3, 2026

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS:

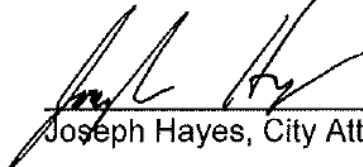
1. That a Texas Water Development Board application for water system improvements through the Drinking Water State Revolving Fund (DWSRF) is hereby authorized to be filed on behalf of the City of Burton with the Texas Water Development Board.
2. That the application be to provide needed water system improvements for the City of Burton.
3. That the City Council designates the Mayor as the city's Chief Executive Officer and Authorized Representative to act in all matters pertaining to this application and the city's participation in the Texas Water Development Board DWSRF.
4. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

PASSED AND APPROVED this 11th day of March, 2026.



Karen Buck, Mayor

ATTEST:



Joseph Hayes, City Attorney