



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, August 1, 2023

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	✓Present	☐ Absent
Aldersperson Don Hagans	✓Present	☐ Absent
Aldersperson Bruce Robertson	✓Present	☐ Absent
Aldersperson Lynn Smith	✓Present	☐ Absent
Aldersperson Terry Smith	✓Present	☐ Absent

Mayor Kelley opened the meeting at 7:00pm

2. Pledge of Allegiance & Thought – Mayor

Mayor Kelley led the Pledge of Allegiance

3. Recognize Visitors

Visitors Present – Liz Hawkins, Teresa Smith, Judy Kelley

4. Announcements, Proclamations or Recognition

5. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

No Public Comments

ACTION ITEMS

6. Consider Consent items:

The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

a. Meeting Minutes for July 18, 2023

b. July 2023 Sales Tax Report

Motion to approve consent agenda made by Terry Smith seconded by Lynn Smith

Vote 5-0

7. Public Hearing Regarding Proposed Budget for FY October 1, 2023, through September 30, 2024.

Public Hearing Opened at 7:03 pm, with no comments from the public the Public Hearing closed at 7:03 pm.

- a. Discuss with Possible Action – Ordinance #124 Adoption of City Budget for Fiscal Year 2023-2024
Terry Smith “I move for approval of Ordinance No. 124 adopting the Fiscal Year 2023-2024 Annual Budget.” Motion seconded by Terry Nuss

Record Vote recorded below.

Mayor Pro Tem Terry Nuss	✓For	☐ Against	☐ Absent
Aldersperson Don Hagans	✓For	☐ Against	☐ Absent
Aldersperson Bruce Robertson	✓For	☐ Against	☐ Absent
Aldersperson Lynn Smith	✓For	☐ Against	☐ Absent
Aldersperson Terry Smith	✓For	☐ Against	☐ Absent

b. Discuss with Possible Action – Ordinance # 068 Establishing Water Rates and Fees for 2024
Motion to approve Ordinance # 068 Establishing Water Rates and Fees for 2024 made by Terry Nuss, seconded by Lynn Smith

Vote 5-0

c. Discussion with Possible Action – Ordinance #105 Fee Schedule for Solid Waste Services for 2024
Motion to approve Ordinance #105 Fee Schedule for Solid Waste Services for 2024 made by Don Hagans seconded by Bruce Robertson

Vote 5-0

d. Discussion with Possible Action – Ordinance #104 Fee Schedule for Building Permit, Inspection, Construction Compliance Deposit and Administrative Fees for FY24.

Motion to approve Ordinance #104 Fee Schedule for Building Permit, Inspection, Construction Compliance Deposit and Administrative Fees for FY24 made by Lynn Smith, seconded by Terry Smith

Vote 5-0

8. Discuss with Possible Action – Ratify the ad valorem total property tax revenue increase for 2023.

Terry Nuss “I move to ratify the ad valorem rate of .1260 that will provide for a total property tax revenue increase reflected in the adopted 2023-2024 budget.” Motion seconded by Lynn Smith

Record Vote recorded below.

Mayor Pro Tem Terry Nuss	✓For	☐ Against	☐ Absent
Alderpersion Don Hagans	✓For	☐ Against	☐ Absent
Alderpersion Bruce Robertson	✓For	☐ Against	☐ Absent
Alderpersion Lynn Smith	✓For	☐ Against	☐ Absent
Alderpersion Terry Smith	✓For	☐ Against	☐ Absent

9. Discussion with Possible Action – City of Highland Haven FY 24 Holiday Schedule

Motion to approve City of Highland Haven FY 24 Holiday Schedule made by Lynn Smith seconded by Bruce Robertson

Vote 5-0

DISCUSSION / INFORMATION ITEMS

10. Personnel -

a. Human Resources Policy Manual

11. Review Planning and Zoning Commission Recommendations to BOA

12. Review assignments for the Planning and Zoning Commission

a. Review of current Planning and Zoning assignments

b. The next P&Z meeting is scheduled for August 10th, 2023.

13. Legislative Updates –

14. Drainage Issues –

15. Review Water System –

a. Maintenance and Operations Issues

b. Portable generator connections

c. Central Texas Groundwater Conservation District

i. Pumping Permit

ii. Drought Status – Stage 4

iii. 15% Mandatory Pump Restrictions

d. Drought Contingency Plan

16. Review Solid Waste Services – Kelley

17. Discuss Technology/Communications Improvements -

a. Community Center technology improvements

18. Mayor's Reports

a. TML Annual Conference October 4 – October 6, 2023

b. Central Texas Groundwater Stakeholder meeting.

c. Codification Project Update

d. Accounting Software Conversion Project

19. Aldermen Comments

Next meeting – Special Meeting Friday August 11, 2023, at 9:00 am at Highland Haven City Hall

Next regular meeting – Tuesday August 15, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

**Motion to adjourn made by Terry Nuss seconded by Terry Smith
Vote 5-0**

Meeting was adjourned at 8:17 pm

Olan Kelley
Olan Kelley, Mayor

ATTEST

Lezley Baum
Lezley Baum, City Secretary