



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, September 5, 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 –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.)

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 August 11, 2023
 - b. Meeting Minutes for August 15, 2023
 - c. August 2023 Sales Tax Report

Motion to approve consent agenda made by Terry Smith, seconded by Don Hagans.

Vote 4-0 Terry Nuss abstained.

7. Public Hearing Regarding Replat of Lot #'s 197 & 198 & .241 Acres in Sec 3, 102 Bluebird Ln

The Public Hearing Regarding the Replat of Lot #'s 197 & 198 & .241 Acres in Sec 3, 102 Bluebird Ln was Opened at 7:06pm.

With no public comments the Public Hearing Regarding the Replat of Lot #'s 197 & 198 & .241 Acres in Sec 3, 102 Bluebird Ln was closed at 7:06pm

- a. Discuss with Possible Action – Replat of Lot #'s 197 & 198 & .241 Acres in Sec 3, 102 Bluebird Ln
Mayor Kelley advised the Board that the Planning and Zoning submitted a recommendation to the Board for approval of the Replat of Lot #'s 197 & 198 & .241 Acres in Sec 3, 102 Bluebird Ln

Motion to approve the Replat the of Lot #'s 197 & 198 & .241 Acres in Sec 3, 102 Bluebird Ln was made by Terry Nuss, seconded by Lynn Smith

Vote 5-0

8. Discuss with Possible Action – Town Web email conversion.
Motion to move email accounts from Rack Space to Google Workspace made by Lynn Smith, seconded by Bruce Robertson.
Vote 5-0

9. Discuss with Possible Action – Capital Area Council of Government (CAPCOG) appointment of representative.
Motion to keep Mayor Kelley as the appointed representative for Highland Haven made by Don Hagans, seconded by Lynn Smith.
Vote 5-0
10. Convene into Executive Session as per Texas Govt. Code §551.074 to discuss personnel matters – City Administrator
a. Closed Session: Discuss personnel matters for the City Administrator position.
The Board of Aldermen moved to a closed Executive Session at 7:14 pm to discuss personnel matters regarding the City Administrator position.
b. Open Session: Reconvene into open session.
The Board of Aldermen reconvened at 7:55 pm from the Executive Session.
11. Discussion with Possible Action - City Administrator position
There was no action taken regarding the City Administrator position.

DISCUSSION / INFORMATION ITEMS

12. Personnel -
a. Human Resources Policy Manual
After minor changes were made to the Human Resources Policy Manual the Board would like it moved to an action item for the next BOA meeting.
13. Review Planning and Zoning Commission Recommendations to BOA
14. 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 September 14, 2023.
15. Legislative Updates –
16. Drainage Issues –
17. Central Texas Groundwater public hearing, penalties and reporting requirements.
18. 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
19. Review Solid Waste Services – Kelley
20. Discuss Technology/Communications Improvements -
a. Community Center technology improvements
21. Mayor's Reports
a. Codification Project Update
b. Accounting Software Conversion Project
22. Aldermen Comments

Next regular meeting – Tuesday September 19, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Motion to adjourn made by Terry Nuss, seconded by Terry Smith.

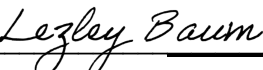
Vote 5-0

The meeting adjourned at 8:45pm.



Olan Kelley, Mayor

ATTEST



Lezley Baum, City Secretary