



CITY OF HIGHLAND HAVEN
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MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, September 19, 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
2. Pledge of Allegiance & Thought
Mayor Kelley led in the Pledge of Allegiance.
3. Recognize Visitors
Visitors present were Anthony Mills, TMRS, Jackie Garrow and Judy Kelley
4. 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
5. Presentations, Announcements, Recognitions and Proclamations.
Informational only; no action to be taken.
 - Anthony Mills, Director of Education Services - Texas Municipal Retirement System (TMRS)
Mr. Mills with TMRS gave a presentation and answered questions posed to him from the Board of Alderman regarding TMRS.

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 September 5, 2023
 - b. August 2023 Financials
 - c. August 2023 Utility Report
 - d. September 23 Sales Tax Report

Motion to approve consent items made by Terry Smith, seconded by Bruce Robertson
Vote 5-0

7. Discuss with Possible Action – Adoption of Human Resources Policy Manual
This item was tabled until the next meeting.
8. Convene into Executive Session as per Texas Govt. Code §551.074 to discuss personnel matters – City Administrator and Texas Municipal Retirement System (TMRS).
 - a. Closed Session: Discuss personnel matters for the city administrator position.
The Board moved to closed Executive Session at 8:15pm.
 - b. Open Session: Reconvene into open session.

The Board reconvened at 9:06pm following the Executive Session.

9. Discuss with Possible Action – City Administrator
Bruce Robertson made a motion for the Mayor to continue negotiations with the City Administrator candidate, seconded by Lynn Smith.
Vote 5-0

10. Discuss with Possible Action - Texas Municipal Retirement System (TMRS).

**Terry Smith moved to pursue membership with TMRS, seconded by Bruce Robertson.
Vote 5-0**

DISCUSSION / INFORMATION ITEMS

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 October 12, 2023.

13. Legislative Updates –

14. Drainage Issues –

15. Water Storage Tank Project Report

16. Review Water System –

a. Maintenance and Operations Issues

b. Central Texas Groundwater Conservation District

i. Pumping Permit

ii. Drought Status – Stage 4

iii. 15% Mandatory Pump Restrictions

c. Drought Contingency Plan

17. Review Solid Waste Services – Kelley

18. Discuss Technology/Communications Improvements

a. Community Center technology improvements

b. City Hall phone System

19. Mayor's Reports

a. CERT Training Thursday October 5, 2023 – November 16, 2023

b. Codification Project Update

c. Accounting Software Conversion Project

20. Aldermen Comments

Next regular meeting – Tuesday October 3, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Motion to adjourn made by Don Hagans, seconded by Terry Nuss.

Vote 5-0

Meeting adjourned at 9:27pm


Olan Kelley, Mayor

ATTEST


Lezley Baum, City Secretary