



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, October 3, 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 Kellie Coppenger, Tom Weaver, and Judy Kelley
4. Announcements, Proclamations or Recognition
Teachers' Day Proclamation
Mayor Kelley presented Kellie Coppenger with a proclamation proclaiming The City of Highland Haven recognizes October 5, 2023, Teacher's day.
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 September 19, 2023
Motion to approve consent items made by Terry Nuss, seconded by Don Hagans
Vote 5-0
7. Discussion with Possible Action – Revisions to Ordinance # 56
Motion to approve Ordinance # 56 made by Terry Smith, seconded by Lynn Smith.
Vote 5-0
8. Discussion with Possible Action – Revisions to Ordinance # 74
Motion to approve Ordinance # 74 made by Terry Nuss, seconded by Bruce Robertson.
Vote 5-0
9. Discussion with Possible Action – Revisions to Ordinance # 99
Motion to approve Ordinance # 99 made by Terry Nuss, seconded by Bruce Robertson with a recommended change to remove capitalization of building code inspections, change accepted by Terry Nuss.
Vote 5-0
10. Discussion with Possible Action – Resolution # 352 Adoption of Human Resources Policy Manual.
Motion to approve Resolution # 352 Adoption of Human Resources Policy Manual made by Lynn Smith, seconded by Don Hagans.
Vote 5-0
11. Discussion with Possible Action – 2024 Contract with Sunset Utilities.
Motion to approve 2024 Contract with Sunset Utilities made by Terry Nuss, seconded by Terry Smith.
Vote 5-0
12. 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 Executive Session at 7:24pm.

b. Open Session: Reconvene into open session.

The Board reconvened at 7:53pm following the Executive Session.

13. Discuss with Possible Action – City Administrator

Motion to advertise the position of City Administrator with a salary range of \$75,000 - \$85,000 made by Terry Nuss, seconded by Lynn Smith.

Vote 5-0

14. Discussion with Possible Action – Ordinance # 126 City Participation with Texas Municipal Retirement System

Motion to approve an 8% salary increase for current staff to offset the loss of income resulting from joining TMRS and approval of Ordinance # 126 City Participation with Texas Municipal Retirement made by Terry Smith, seconded by Terry Nuss.

Vote 5-0

DISCUSSION / INFORMATION ITEMS

15. Personnel -

16. Review Planning and Zoning Commission Recommendations to BOA

17. 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.

18. Legislative Updates –

19. Drainage Issues –

20. Central Texas Groundwater public hearing, penalties and reporting requirements.

21. 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

22. Review Solid Waste Services – Kelley

23. Discuss Technology/Communications Improvements -

a. Community Center technology improvements

24. Mayor's Reports

a. Codification Project Update

b. Accounting Software Conversion Project

25. Aldermen Comments

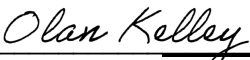
Next regular meeting – Tuesday October 17, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

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

Vote 5-0

Meeting adjourned at 8:15 pm



Olan Kelley, Mayor

ATTEST



Lezley Baum, City Secretary