



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, November 21, 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 7:00 pm.

2. Pledge of Allegiance & Thought

Mayor Kelley led in the Pledge of Allegiance.

3. Recognize Visitors

No visitors were present.

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.)

5. Presentations, Announcements, Recognitions and Proclamations.

Informational only; no action to be taken.

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 November 7, 2023
- b. October 2023 Financials
- c. October 2023 Utility Report
- d. November 23 Sales Tax Report

Motion to approve consent items made by Terry Nuss, seconded by Don Hagans.

Vote 5-0

7. Discuss with Possible Action –Arch Technical Services, LLC (dba ATS Engineers, Inspectors & Surveyors) service agreement.

Motion to direct the Mayor to negotiate and sign contract with Arch Technical Services LLC made by Don Hagans, seconded by Lynn Smith.

Vote 5-0

8. Discuss with Possible Action – Application for LCRA Grant Funding.

Motion to move forward with grant application to LCRA for purchase of a generator made by Terry Smith, seconded by Bruce Robertson.

Vote 5-0

9. Discuss with Possible Action – Upcoming LCRA Steps Forward Day 2024.

No action taken.

DISCUSSION / INFORMATION ITEMS

10. Personnel-

- a. City Administrator
- b. Residency Requirements

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
 - i. Commercial Zoning planning
 - b. The next P&Z meeting is scheduled for December 7, 2023.
13. Legislative Updates
14. Drainage Issues
15. Water Storage Tank Project Report
16. Review Water System –
 - a. Maintenance and Operations Issues
 - ii. Winter Preparations
 - b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions
 - c. Drought Contingency Plan
17. Review Solid Waste Services
18. Mayor's Reports
 - a. Codification Project Update
 - b. Accounting Software Conversion Project

19. Aldermen Comments

Next regular meeting – Tuesday December 5, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Motion to Adjourn made by Terry Nuss, seconded by Lynn Smith.

Vote 5-0

The meeting adjourned at 7:53 pm.

Olan Kelley
Olan Kelley, Mayor

ATTEST

Lezley Baum
Lezley Baum, City Secretary

