



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
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MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, February 6, 2024

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

Visitors present were Andy Adams, Judy Kelley, Linda Enderlin & Jackie Garrow

Announcements, Proclamations or Presentations

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.)

ACTION ITEMS

5. 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 January 16, 2024
- b. Meeting Minutes for January 22, 2024
- c. Sales Tax Report for January 2024

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

Vote 3-0

6. Discuss with possible action – Order of Election.

Motion to Order May 4, 2024, election made by Lynn smith, seconded by Don Hagans.

Vote 3-0

7. 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 adjourned into closed session at 7:06 pm.
- b. Open Session: Reconvene into open session.
The Board of Aldermen reconvened to open session at 8:43 pm.

8. Discussion and/or Possible Action on city administrator position.

Motion to authorize the Mayor to begin negotiations with Andy Adams for the position of City Administrator to include terms of employment, salary and benefits made by Terry Smith, seconded by Lynn Smith.

Vote 3-0

DISCUSSION / INFORMATION ITEMS

9. Discussion – MFAEMS Quarterly Report
10. Discussion – Eclipse – April 8, 2024
11. Discussion of upcoming Joint Primary Election:
- a. Early Voting Dates: February 20, 2024, through March 1, 2024
 - b. Election Date: March 5, 2024
12. Discussion of upcoming May Election deadlines:
- a. Candidate Filing Dates: January 17, 2024, through February 16, 2024
 - b. Election Date: May 4, 2024
 - c. Positions include Mayor and 2 Alderman positions. Incumbents Mayor Olan Kelley, Alderman Terry Nuss and Don Hagans.
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 February 8, 2024.
15. Legislative Updates –
16. Drainage Issues –
17. Water Storage Tank Project Report
18. Review Water System –
- a. TCEQ Comprehensive Compliance Investigation
 - b. Lead and Copper Rule Revisions
 - i. Service Line Inventory
 - c. Maintenance and Operations Issues
 - d. Portable generator connections
 - e. LCRA Drought Stage Changes
 - f. Central Texas Groundwater Conservation District
 - g. Drought Contingency Plan
19. Review Solid Waste Services –
20. Mayor's Reports
- a. Codification Project Update
21. Aldermen Comments

Next regular meeting – Tuesday February 20, 2024, at 7:00 p.m., Highland Haven Community Center
Special meeting Public Hearing - Wednesday February 28, 2024, at 3:00pm Roscoe Holt City Hall.

Adjournment.

Motion to adjourn made by Lynn Smith, seconded by Don Hagans.

Vote 3-0

Meeting adjourned at 9:35 pm

Olan Kelley
Olan Kelley, Mayor

Lezley Baum
Lezley Baum, City Secretary

