



CITY OF HIGHLAND HAVEN
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MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, March 4, 2025

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor Kelley at 7:01 PM

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 - Led by Mayor Kelley

3. Recognize Visitors – Visitors present were Rick Hieb, Tammie Hieb, Keith Neffendorf, Judy Kelley, John Novak, Vance Collard, and Scott Collard

4. Announcements, Proclamations or Presentations

a. Oath of Office for Sarah Collard, City Secretary - ~~Judge Don Adams~~ Mayor Olan Kelley

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.)

There were no public comments.

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 February 18, 2025

b. Sales Tax Report – February 2025

Motion to approve Consent Agenda Items made by Terry Smith, seconded by Lynn Smith.

Vote 5-0

7. Presentation of Report of Examination for Year Ended September 30, 2024 – Neffendorf & Blocker, P.C

Keith Neffendorf presented the Report of Examination for the City for Year Ended September 30, 2024.

8. Discussion and/or Possible Action – Audit Report of Examination for Year Ended September 30, 2024

Motion to accept Audit Report for Year ended September 30, 2024 made by Terry Nuss, seconded by Lynn Smith.

Vote 5-0

9. Discussion and/or Possible Action - Resolution #365 – Appoint P&Z Member effective May 8, 2025

Motion to Approve Resolution #365 appointing John Novak to the Planning & Zoning Commission made by Bruce Robertson, seconded by Terry Nuss.

Vote 5-0

10. Discussion and/or Possible Action – Order of Cancellation for May 3, 2025, General Election.

**Motion to cancel the May 3, 2025 General Election made by Lynn Smith, seconded by Terry Nuss.
Vote 5-0**

DISCUSSION / INFORMATION ITEMS

11. Discussion – Budget FY 2026

a. Budget Calendar

12. Review Planning and Zoning Commission Recommendations to BOA

a. Commercial Zoning Ordinance

13. Review assignments for the Planning and Zoning Commission

a. Comprehensive Plan Update

b. Review of current Planning and Zoning assignments

c. The next P&Z meeting is scheduled for March 13, 2025, at 6:00 pm.

14. Legislative Updates

a. City Administrator's Update

b. Legislative Bill Update

15. Traffic Control

16. Drainage Issues

17. Review Water System

a. Central Texas Groundwater Conservation District

i. Pumping Permit

ii. Drought Status – Stage 4

iii. 15 % Mandatory Water Restrictions

b. Maintenance and Operations Issues

i. Customer Shut-off Valves Information Document

18. Review Solid Waste Services

19. Mayor's Report

20. Aldermen Comments

Next regular meeting – Tuesday, March 18, 2025, at 7:00 p.m., Highland Haven Community Center.

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

Vote 5-0

Adjournment.

The Meeting adjourned at 8:41 PM.



Olan Kelley, Mayor



Sarah Collard, City Secretary

