



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

MINUTES – BOARD OF ALDERMEN MEETING

DATE: Tuesday, June 3, 2025

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– **Mayor Kelley called the meeting to order 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 - **Mayor Kelley led the Pledge of Allegiance**

3. Recognize Visitors – **Visitors present were Lorinda Peters, Mary Chase, Terry Chase, Bill Kohl, and Jackie Garrow.**

4. Announcements, Proclamations or Presentations

a. Planning & Zoning Commissioners – Recognition of service of outgoing appointees -

POSTPONED

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 May 6, 2025
- b. Meeting Minutes for May 29, 2025
- c. Financials April 2025
- d. Sales Tax Report April 2025
- e. Water Well Report

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

Vote 4-0

7. **Discussion and/or Possible Action** – Resolution # 369, approve authority and responsibilities of elected officials.

Motion to approve Resolution #369 for the Authority and Responsibilities of Elected Officials made by Terry Nuss, seconded by Lynn Smith.

Vote 4-0

8. **Discussion and/or Possible Action** – Resolution # 370 appointments to Planning and Zoning Commission.
Motion to approve Resolution #370 appointing Jackie Garrow, Linda Ray and Lorinda Peters to the Planning and Zoning Commission made by Terry Smith, seconded by Lynn Smith.
Vote 4-0
9. **Discussion and/or Possible Action** – Resolution # 371, bank signers Commercial National Bank.
Motion to approve Resolution #371 for Authorized Signers on Accounts at Commercial National Bank made by Terry Nuss, seconded by Lynn Smith.
Vote 4-0
10. **Discussion and/or Possible Action** – Resolution # 372, bank signers First United Bank.
Motion to approve Resolution #372 for Authorized Signers on Accounts at First United Bank made by Lynn Smith, seconded by Bruce Robertson.
Vote 4-0
11. **Discussion and/or Possible Action** – Resolution # 373, bank signers Tex Pool.
Motion to approve Resolution #371 for Authorized Signers on Accounts at TexPool made by Terry Nuss, seconded by Bruce Roberston.
Vote 4-0
12. **Discussion and/or Possible Action** – City Logo
Motion to accept City Logo made by Lynn Smith, seconded by Terry Smith.
Vote 4-0
13. **Discussion and/or Possible Action** – PEC Election Ballot
Motion to approve vote for Alice Price made by Lynn Smith, seconded by Terry Nuss.
Vote 4-0
14. **Discussion and/or Possible Action** – Release from City of Highland Haven Extraterritorial Jurisdiction (ETJ) of the J.A. Nobles Subdivision as requested by petition from residents and property owners.
Motion to approve the release of the J.A. Nobles Subdivision from the Extraterritorial Jurisdiction (ETJ) of the City of Highland Haven made by Terry Smith, seconded by Bruce Robertson.
Vote 4-0
15. **Discussion and/or Possible Action** – Flood Plain Administrator Ordinance
Motion to approve designation of the City Administrator for the City of Highland Haven as Flood Plain Administrator made by Lynn Smith, seconded by Terry Nuss.
Vote 4-0
16. **Discussion and/or Possible Action** – Commercial Zoning Ordinance
17. **Convene into Executive Session** as per Texas Govt. Code §551.072 to discuss Real Property and §551.074 of the Texas Government Code for discussion of personnel.

The Board convened to Executive Session at 7:33 PM

- a. Closed Session:
 - i. Discuss real property matters

- ii. Discuss personnel matters
- b. Open Session: Reconvene into Open Session.

The Board reconvened to Open Session at 7:59 PM.

18. **Discussion and/or Possible Action** on Executive Session matters.
- a. Real Property matters
 - b. Personnel matters

There were no actions on Executive Session matters.

DISCUSSION / INFORMATION ITEMS

19. Discussion – FY 2026 Budget
- a. Budget Discussion
20. Review Planning and Zoning Commission Recommendations to BOA
21. 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 June 12, 2025, at 6:00 pm.
 - c. Legislative impacts
22. Legislative Updates
- a. City Administrator's Update
 - b. Legislative Bill Update
23. Drainage Issues
- a. Recent rain events and associated flooding
24. Review Water System
- a. Maintenance and Operations Issues
 - i. Handheld Meter reader Deployed
 - ii. GIS Data
 - iii. Generator
 - b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions
25. Review Solid Waste Services
26. Mayor's Report
27. Aldermen Comments

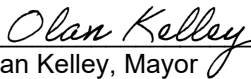
Next Special meeting – Budget Workshop – Tuesday, June 24, 2025 at 5:30 PM, HH Community Center
Next Regular meeting – Tuesday, June 24, 2025, at 7:00 p.m., Highland Haven Community Center

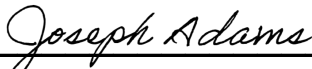
Adjournment.

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

Vote: 4-0

The meeting adjourned at 8:36 PM.


Olan Kelley, Mayor


Joseph Adams, City Administrator

