



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, September 2, 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 7:00 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 – **Jackie Garrow, Linda Ray, Mary Chase, Terry Chase, Rick Hieb, and Judy Kelley.**

4. Announcements, Proclamations, or Presentations

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.)

Terry Chase gave Andy Adams an update on the question he asked about the increase in the valuation of the properties.

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 on the regular agenda.

- Meeting Minutes for Regular BOA – August 19, 2025
- Meeting Minutes for Special BOA – August 26, 2025

A motion to accept the consent items was made by Lynn Smith, seconded by Don Hagans.

Vote: 4-0

7. **Discussion and/or Possible Action** – Approve date, time, agenda, and flyer for Town Hall Meeting #1.

- Thursday, September 25, 2025 at 6:00 PM
- Agenda
- Flyer

A motion to accept the date, time, agenda and flyer for Town Hall Meeting #1 was made by Lynn Smith, seconded by Terry Nuss.

Vote: 4-0

DISCUSSION / INFORMATION ITEMS

8. Discussion – Water Infrastructure Bond
 - a. Bond Presentation
 - b. Bond Flyer
 - c. Communication Update
9. Review assignments for the Planning and Zoning Commission
 - a. Update on Townhall Meetings
 - i. Document Revisions for Town Hall #2
 - b. Review of Current Planning and Zoning Assignments
 - i. State-Mandated Property Development Ordinances
 1. HB 2464 and SB 541 regarding home-based businesses and cottage food production
 2. SB 1883 - Develop an ordinance regarding a moratorium on development impact fees
 - a. Develop an ordinance establishing development impact fees
 3. SB 785 and SB 1341 – Develop an ordinance allowing HUD-code manufactured homes
 4. HB 4753 - Develop an ordinance to maintain a database of Certificates of Occupancy issued
 5. HB 24 - Develop an ordinance regarding protesting proposed zoning changes
 6. SB 1844 and SB 2965 - Develop ordinances regarding annexation and dis-annexation
 7. HB 4765 - Develop a city code enforcement ordinance
 8. SB 1202 and SB 1252 - Develop an ordinance regarding property development permits and inspections
 - ii. HB 4214 - Develop an ordinance to annually notify Texas Attorney General regarding public information contacts by October 1
 - iii. HB 1522 - Develop an ordinance regarding Texas Open Meetings Act to include posting of public meetings
 - iv. HB 4219 - Develop an ordinance regarding responding to public information requests
 - v. HB 4310 - Develop an ordinance outlining the authority of elected officials
 - vi. SB 1025 and SB 1023 and SB 1453 - Develop an ordinance regarding budget and bond development
 - vii. Develop Water System Ordinances
 1. TCEQ requirements and mandatory reporting
 2. CTGCD requirements and mandatory reporting
 - viii. HB 150 and HB 3512 and HB 149 - Develop an ordinance regarding cybersecurity required by State
 - ix. SB 1173 - Develop an ordinance regarding State purchasing requirements

- x. Water wells
- xi. Storage tanks
- c. The next regular P&Z meeting is scheduled for September 11, 2025, at 6:00 pm.
- d. Town Hall #1 is scheduled for 6:00 PM on Thursday, September 25, 2025.

10. Legislative Updates

- a. Special Session Legislative Update
 - i. HB 73
 - ii. HB 46
 - iii. HB 17
 - iv. HB10

11. Drainage Issues

12. Review Water System

- a. Maintenance and Operations Issues
 - i. CCRs
- b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 2
 - iii. 10% Water Reduction Goal

13. Review Solid Waste Services

14. Mayor's Report

- a. Annexation Update
- b. Property at End of Willow Update

15. Aldermen Comments

16. City Staff Comments

- a. City Administrator
- b. City Secretary
 - i. AJEs for 2023-24 Audit – Status Report

Next Regular meeting – Tuesday, September 16, 2025, at 7:00 p.m., Highland Haven Community Center

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

Vote: 4-0

Adjournment.

The meeting adjourned at 8:11 PM.

Olan Kelley
Olan Kelley, Mayor

Sarah Collard
Sarah Collard, City Secretary

