



CITY OF HIGHLAND HAVEN
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MINUTES – BOARD OF ALDERMEN MEETING

DATE: Tuesday, September 16, 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 – **Mayor Kelley led the Pledge of Allegiance**

3. Recognize Visitors – **Tom Weaver**

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.)

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 on the regular agenda.

- Meeting Minutes for Regular BOA – September 2, 2025
- Water Usage Report – August 2025
- Sales Tax Report – August 2025
- Financials – August 2025

Terry Nuss made a motion to accept the Consent Items, seconded by Lynn Smith.

Vote: 5-0

7. **Discussion and/or Possible Action** – Approve date, time, agenda, and flyer for Comprehensive Plan Town Hall Meeting #2.

- Thursday, October 23, 2025 at 6:00 PM
- Agenda
- Flyer

Don Hagans made a motion to accept Octboer 23, 2025 for the Comprehensive Plan Town Hall Meeting #2, seconded by Terry Smith.

Vote: 5-0

8. **Discussion and/or Possible Action** – Capital Area Council of Governments (CAPCOG): Appoint General Assembly Representative

Terry Smith made a motion to nominate Mayor Kelley to be the CAPCOG General Assembly Representative for Highland Haven, seconded by Don Hagans.

Vote: 5-0

9. **Discussion and/or Possible Action** – Resolution #246 Rev. 16 – Designation of the official newspaper in which the City of Highland Haven, TX will publish public notices for FY 2025-26.

Lynn Smith made a motion to approve Resolution #246 (Rev. 16) designating The Highlander as the official newspaper in which the City of Highland Haven, TX will publish public notices for FY 2025-26. The motion was seconded by Terry Nuss.

Vote: 5-0

10. **Discussion and/or Possible Action** – Website, email and software update

- a. TownWeb
- b. Email Provider
- c. Software

Terry Smith made a motion to proceed with the TownWeb website upgrade, email migration away from Google, and software upgrade for 6 of the 16 Microsoft licenses. The motion was seconded by Terry Nuss.

Vote: 5-0

DISCUSSION / INFORMATION ITEMS

11. Discussion – Water Infrastructure Bond

- a. Bond Presentation
- b. Bond Flyer
- c. Communication Update

12. Fund Accounting Software

- a. RFQ
- b. Timeline

13. Review assignments for the Planning and Zoning Commission

- a. Review of Current Planning and Zoning Assignments
- b. The next regular P&Z meeting is scheduled for October 9, 2025, at 6:00 pm.
- c. Comprehensive Plan Town Hall #1 is scheduled for 6:00 PM on Thursday, September 25, 2025.

14. Legislative Updates

- a. Special Session Legislative Update

15. Drainage Issues

16. Review Water System

- a. Maintenance and Operations Issues
- b. Central Texas Groundwater Conservation District

- i. Pumping Permit
- ii. Drought Status – Stage 2
- iii. 10% Water Reduction Goal

17. Review Solid Waste Services

18. Mayor's Report

- a. Annexation Update
- b. Remnant Property at Willow and Deer Run Update

19. Aldermen Comments

20. City Staff Comments

- a. City Administrator
- b. City Secretary

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

A motion to adjourn was made by Lynn Smith, seconded by Don Hagans.

Vote: 5-0

Adjournment.

The meeting adjourned at 7:46 PM.



Olan Kelley, Mayor



Sarah Collard, City Secretary

