



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
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MINUTES – REGULAR BOARD OF ALDERMEN MEETING

DATE: Tuesday, December 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 – **Led by Mayor Kelley**

3. Recognize Visitors – **Rick Hieb**

4. Announcements, Proclamations, or Presentations: **A moment of silence was taken to acknowledge the passing of Former Mayor Pete Freehill.**

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.

a. Meeting Minutes for Regular BOA – December 2, 2025

Terry Smith made a motion to approve Consent Items, seconded by Don Hagans.

Vote: 4-0

7. **Discussion and/or Possible Action:** Ordinance/resolution for a written investment policy, required by the Texas Public Funds Investment Act.

a. Texas Class

No action was taken.

8. **Discussion and/or Possible Action:** Resolution #363 Revision #1: Revising the Board of Aldermen's policy for the purchase of materials, supplies, and services for the City of Highland Haven.

Motion to accept the resolution to revise the purchasing policy with the addition of a citation of current state law made by Don Hagans, seconded by Terry Nuss.

Vote: 4-0

9. **Discussion and/or Possible Action:** Ladies Club Donation

Motion to accept a donation from the Ladies Club for a new City Hall sign was made by Terry Nuss, seconded by Terry Smith.

Vote: 4-0

DISCUSSION / INFORMATION ITEMS

10. Discussion – City Election May 2, 2026

- a. Calendar
- b. Postings
- c. Candidate Packets
- d. Order of Election
- e. Incumbents

11. Discussion – Water Infrastructure Bond

12. 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 January 8, 2026, at 6:00 pm.
- c. Comprehensive Plan Town Hall #4 is scheduled for 6:00 PM on Thursday, January 22, 2026.

13. Legislative Updates

14. Drainage Issues

- a. Shady Acres Drainage Project

15. Review Water System

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

16. Review Solid Waste Services

17. Mayor's Report

18. Aldermen Comments

19. City Staff Comments

- a. City Administrator
- b. City Secretary

Next Regular meeting – Tuesday, January 6, 2026, 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 7:42 PM.

Olan Kelley
Olan Kelley, Mayor

Joseph Adams
Joseph Adams, City Administrator

