



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

AGENDA – 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

Mayor Pro Tem Terry Nuss	☐ Present	☐ Absent
Alderperson Don Hagans	☐ Present	☐ Absent
Alderperson Bruce Robertson	☐ Present	☐ Absent
Alderperson Lynn Smith	☐ Present	☐ Absent
Alderperson Terry Smith	☐ Present	☐ Absent

2. Pledge of Allegiance

3. Recognize Visitors

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.)

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

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

a. Texas Class

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.

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

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

Adjournment.

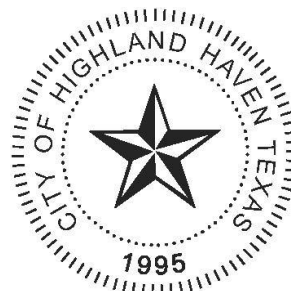
Posted: December 9, 2025

CERTIFICATION OF POSTING

I, SARAH COLLARD, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL WHICH ARE ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THE CITY WEBSITE AT [WWW. HIGHLANDHAVENTX.COM](http://WWW.HIGHLANDHAVENTX.COM) ON DECEMBER 9, 2025, AND REMAINED SO POSTED FOR AT LEAST 3 BUSINESS DAYS PRECEDING THE SCHEDULED DATE OF SAID MEETING.



Sarah Collard, City Secretary



THIS MEETING SHALL BE CONDUCTED PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.001 ET SEQ. AT ANY TIME DURING THE MEETING THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ANY OF THE ABOVE POSTED AGENDA ITEMS IN ACCORDANCE WITH THE SECTIONS 551.071 (Advice of Counsel), 551.072 (Real Property), 551.073 (Gifts or Donations), 551.074 (Personnel), 551.076 (Security), 551.087 (Economic Development) and/or 418.183 (Homeland Security).



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

MINUTES – REGULAR BOARD OF ALDERMEN MEETING

DATE: Tuesday, December 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 – **Judy Kelley, Connie Smith, and Jackie Garrow.**

4. Announcements, Proclamations, or Presentations: International Volunteer Day Proclamation

Terry Smith made a motion to approve the International Volunteer Day Proclamation, seconded by Don Hagans.

Vote: 3-0

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 – November 18, 2025

Don Hagans made a motion to accept the Consent Items, seconded by Lynn Smith.

Vote: 3-0

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

No action was taken.

DISCUSSION / INFORMATION ITEMS

8. Discussion – Comprehensive Plan Town Hall Meetings

- a. Mini-survey results
b. Overall community response

9. Discussion – Water Infrastructure Bond
10. 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 December 11, 2025, at 6:00 pm.
 - c. Comprehensive Plan Town Hall #4 is scheduled for 6:00 PM on Thursday, January 22, 2026.
11. Legislative Updates
12. Drainage Issues
 - a. Shady Acres Drainage Project
13. 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
14. Review Solid Waste Services
15. Mayor's Report
16. Aldermen Comments
17. City Staff Comments
 - a. City Administrator
 - b. City Secretary

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

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

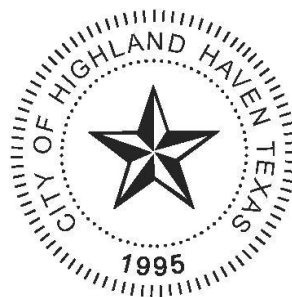
Vote: 3-0

Adjournment.

The meeting adjourned at 7:38 PM.

Olan Kelley, Mayor

Sarah Collard, City Secretary



From: [Hayley Blocker](#)
To: [Sarah Collard](#)
Cc: [City Administrator](#)
Subject: RE: Investment Policy Draft for Review
Date: Wednesday, December 10, 2025 3:37:48 PM
Attachments: [image002.png](#)
[image003.png](#)

Hi Sarah,

Sorry for the late response. I move my personal home two weeks ago and our office last week so my email have been neglected for about two weeks. I reviewed the draft policy and it substantially addresses the core requirements of the Texas Government Code Chapter 2256 (Public Funds Investment Act, PFIA). However, to ensure compliance and best practices in public funds management, the following additions are recommended:

Investment Officer Designation and Board Approval

Statutory Reference: PFIA §2256.005(f)

Recommendation:

Include language specifying that the Board of Aldermen must formally designate one or more qualified Investment Officers by resolution, and that any changes in designation must also be approved and recorded in the official minutes.

Rationale:

This formalizes the process for designating those responsible for investment activities and ensures Board oversight.

Maximum Maturity Relative to Cash Flow Requirements

Statutory Reference: PFIA §2256.005(b)(4)(C)

Recommendation:

Include a statement that the maximum stated maturity date of any individual investment shall not exceed the anticipated cash flow requirements of the fund for which the investment is made.

Rationale:

This ensures that investments are structured to meet the City's liquidity needs and complies with PFIA.

Record Retention Policy

Statutory Reference: PFIA §2256.023

Recommendation:

Add a provision requiring that all investment transaction records be maintained for a minimum period of five (5) years or as otherwise required by state law, and that such records be available for public inspection and audit.

Rationale:

This addition ensures transparency and compliance with state record retention requirements.

Also, the main reason it has been included in the recommendations for the past 2 years is that there was nowhere in the minutes that we could tell the Board was reviewing and approving the policy annually. They don't have to "change" the policy, they are just required to review it and approve it annually. A lot of people just put it on there calendar for either the beginning of the calendar year or the fiscal year and always have it as a recurring agenda item on those meetings every year.

Hope this helps!

Kind Regards,

HAYLEY BLOCKER
CERTIFIED PUBLIC ACCOUNTANT



NEFFENDORF & BLOCKER, P.C.
PO BOX 874
909 N LLANO ST
FREDERICKSBURG, TEXAS 78624
830 997 3348
hayleyb@nb-cpa.com

From: Sarah Collard <citysecretary@highlandhaventx.com>
Sent: Tuesday, December 9, 2025 3:08 PM
To: Hayley Blocker <hayleyb@nb-cpa.com>
Cc: Andy Adams <cityadministrator@highlandhaventx.com>
Subject: FW: Investment Policy Draft for Review

Hello, Hayley.

I wanted to follow up on the request below to review the proposed Investment Policy for the City of Highland Haven. Please let me know when you get a moment.

Thank you,
Sarah Collard

**CITY OF
HIGHLAND HAVEN**

Sarah Collard
City Secretary

510-A Highland Drive
Highland Haven TX 78654

Office: 830-265-4366

Fax: 512-366-9721

citysecretary@highlandhaventx.com www.highlandhaventx.com



*"Hill Country Living
at its best on
Lake LBJ"*

Attention Public Officials: *Do not reply all* to this email as doing so may be a violation of the Texas Open Meetings Act. Only reply directly back to the Sender if needed.

From: Sarah Collard <citysecretary@highlandhaventx.com>
Sent: Wednesday, November 26, 2025 10:06 AM
To: Hayley Blocker <hayleyb@nb-cpa.com>
Cc: City Administrator <cityadministrator@highlandhaventx.com>
Subject: FW: Investment Policy Draft for Review

Good morning, Hayley.

I hope this finds you getting ready to celebrate with friends and family for Thanksgiving.

Please find attached an investment policy the City of Highland Haven is creating to comply with state law. Would you please look it over and let me know if you see anything that should be changed/revised before we take it to the Board of Aldermen for approval? The Board requested your review specifically since we have not been in compliance for this item in our last two audits.

Thank you in advance for your time. Have a safe and Happy Thanksgiving!

Thank you,

Sarah Collard
City Secretary
City of Highland Haven
510-A Highland Drive
Highland Haven, TX 78654
830-265-4366

From: Sarah Collard <citysecretary@highlandhaventx.com>
Sent: Tuesday, November 25, 2025 4:23 PM
To: Andy Adams <cityadministrator@highlandhaventx.com>
Subject: Investment Policy Draft

Thank you,
Sarah Collard

**CITY OF
HIGHLAND HAVEN**

**Sarah Collard
City Secretary**



*"Hill Country Living
at its best on
Lake LBJ"*

510-A Highland Drive
Highland Haven TX 78654

Office: 830-265-4366

Fax: 512-366-9721

citysecretary@highlandhaventx.com www.highlandhaventx.com

Attention Public Officials: **Do not reply all** to this email as doing so may be a violation of the Texas Open Meetings Act. Only reply directly back to the Sender if needed.

RESOLUTION #363 – Revision #1
CITY OF HIGHLAND HAVEN

December 16, 2025

A resolution establishing the Board of Aldermen’s policy for the purchase of materials, supplies and services for the City of Highland Haven, revised to include Competitive Bidding limits imposed by Texas Local Government Code §252.021.

Whereas, the State of Texas Government Code Chapter 2155 requires Local Government to adopt a purchasing policy.

Whereas, staff limitations demand adoption of practices and procedures which reduce administrative functions to only those necessary to prevent misuse of purchasing authority and to provide an audit trail for financial accounting.

Whereas, the City of Highland Haven wishes to assure that contractors are insured, or the city is held harmless

Whereas, the Board of Aldermen wish to assure there are at least four city officials that have signature authority on all checking, savings and investment accounts.

BE IT THEREFORE RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS THAT:

1. The following City Resolutions are revoked and replaced by this resolution:
 - A. Resolution #176- Revision 0, 1, & 2 – purchasing policy.
 - B. Resolution #176 Revision 3 provided for a fourth checking account signature authorization.
 - C. Resolution #176 Revision 4 provides for a fourth authorized signature for city checking accounts.
2. Purchasing authority will be distributed and delegated to the elected officials (Mayor and Aldermen) and/or city staff, who have been designated, by law or the Board, to have primary responsibility for purchasing (“authorized purchasers”) . Therefore, purchase approval authority will be:
 - A. \$0.01 to \$10,000.00 – for authorized purchasers,
 - B. \$10,000.01 to \$25,000.00 – the responsible elected official plus the Mayor or the Mayor Pro-tem in the absence of the Mayor.
 - C. \$25,000.01 and above – approval by the Board of Aldermen.

- D. In the event of an emergency, the Mayor is authorized to make any appropriate purchase necessary to address immediate emergency issues as permitted by state law.
3. Competitive bidding and price comparison:
- A. \$100,000.01 and above – competitive bids required except for negotiated inter-local service agreements and professional services agreements.
 - B. \$100,000.00 and below – competitive bids not required, but price comparisons expected. A minimum of two bids or comparisons is required except for sole source items or when only one bidder is available within the local area.
 - C. Acceptance of low bid and/or low price is not mandatory. Quantity, quality, availability and previous experience with the vendor may be considered.
 - D. Professional services agreements, including, but not limited to, architects, engineers, public accountants, land surveyors, and state certified real estate appraisers, are exempt for competitive bidding and must be selected based on the most highly qualified provider.
4. Use of charge accounts and credit cards. Limited staff make the use of charge accounts and credit cards attractive due to limiting check payments, reduction in financial accounting documents and making more products available by reducing travel time of staff and elected officials involved in purchasing of material and supplies.
- A. Charge accounts:
 - (1.) Will be utilized where deemed appropriate for the purchase of materials, supplies, equipment and services.
 - (2.) Will be paid, in full, on receipt of a monthly billing statement.
 - (3.) New charge accounts must be approved by the Mayor or City Administrator.
 - (4.) Listing of approved charge accounts will be maintained by the City Secretary.
 - B. Credit cards:
 - (1.) Only one (1) Visa, MasterCard, Discover, etc. account may be opened in the name of the City of Highland Haven.
 - (2.) No more than three (3) cards may be issued; one under the control of the Mayor, one under the control of the City Administrator and one under the control of the City Secretary.
 - (3.) Account credit limit will not exceed \$25,000.00.
 - (4.) Balance will be paid in full monthly.
5. Payments:
- A. Will be by check disbursements, or ACH Wire payments.

- B. Signature authority on all checking, savings and investment accounts are granted to the Mayor, Mayor Pro-Tem, Treasurer and City Administrator. In the absence of one of the authorized city officials, another Alderman may be granted signature authority on all checking, savings and investment accounts.
- C. Checks to be signed by two officials – Mayor, Mayor Pro-Tem, Treasurer, City Administrator or authorized Alderman.
- D. Computerized checks will be utilized at all times.

6. Documentation:

- A. Pre-approval:
 - (1.) Less than \$10,000 – no written pre-purchase approval required.
 - (2.) \$10,000.01 - \$25,000.00 - Vendor proposal, bid or purchase order signed by two elected officials or one elected official and the City Secretary.
 - (3.) Over \$25,000.01 – Board approval of vendor proposal, bid, inter-local agreement, or professional services agreement.
- B. Verification – All purchases and billing invoices will be verified, by the signature or initials of the Mayor, City Administrator or Treasurer, as properly authorized, merchandise or services received, and within fiscal year budget allocation prior to dispatch of payments checks.
- C. Evidence of contractor commercial liability insurance, workmen’s compensation insurance, and any other applicable insurance as determined by the city and in such limits as determined by the city shall be obtained from contractors. In addition, all agreements with contractors must include an indemnification clause.

PASSED AND APPROVED on the 16th day of December 2025, at a scheduled meeting by the Board of Aldermen of the City of Highland Haven, Texas.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary



December 8, 2025

Highland Haven City Hall
Olan Kelley, Mayor
Andy Adams, City Administrator

Dear Olan and Andy,

The Highland Haven Ladies Club would like to gift the city \$875 toward replacing the signage on the City Hall building. We would like to donate the money to the city for use in designing and installing the sign. The Ladies Club would have no role in the creation, installation or maintenance of the sign. It would be our honor if you accepted the monetary donation to enhance the look of our City Hall.

We appreciate all you both do for our city.

Sincerely,

The Highland Haven Ladies Club

Mary Chase, President
Marie Bass, Vice President
Sally Cooper, Treasurer
Brenda Filla, Secretary



IMPORTANT DATES FOR CANDIDATES

CITY OF HIGHLAND HAVEN

GENERAL ELECTION – MAY 2, 2026

December 15, 2025	Deadline to Post Notice of Candidate Filing.
January 1, 2026	First day to file for a ballot by mail.
January 14, 2026	First day to file for a Place on the General Election Ballot.
February 13, 2026	Last day to Order General election for May 2, 2026.
February 13, 2026	Last day to file for place on ballot as regular candidate.
February 17, 2026	Last day to file for place on ballot as write-in candidate.
April 2, 2026	Last Day to register to vote for May 2, 2026 election date.
April 20, 2026	First Day of Early Voting.
April 20, 2026	Last day to apply for a ballot by mail. (received not postmarked)
April 28, 2026	Last day of early voting by Personal Appearance.
May 2, 2026	Election DayPolls open 7am – 7pm

OATHS OF OFFICE FOR NEWLY ELECTED OFFICIALS

January 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 New Year's Day Holiday	2	3
4	5	6 Regular BOA	7	8 P&Z	9	10
11	12	13	14 First Day to File for Candidates	15	16	17
18	19 Martin Luther King, Jr. Holiday	20 Regular BOA First Day to Order General Election	21	22	23	24
25	26	27	28	29	30	31
1	2	Notes	December 15, 2025 is the last day to post on the city's bulletin board notice of the filing period for the general election.			

February 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Regular BOA	4	5	6	7
8	9	10	11	12 P&Z	13 Last Day to File for Office Last Day to Order General Election	14
15	16 Presidents Day Holiday	17 Regular BOA City Secretary open to 5:00 PM	18 First Day to Certify Unopposed Candidates	19	20 First Day to Cancel Election City Secretary open until 5:00 PM	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	Notes				

March 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Texas Independence Day Holiday	3 Regular BOA Last Day to deliver notice of election to county	4	5	6	7
8	9	10	11	12 P&Z	13 First Day of Mandatory Office Hours	14
15	16	17 Regular BOA	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes				

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2 First Day to Publish Notice of Election City Secretary open to 5:00 PM	3 Good Friday Holiday	4
5	6	7 Regular BOA	8	9 P&Z	10 Last Day to post notice of election on board & website	11 Last day for Posting Election on Bulletin Board
12	13	14	15	16	17	18
19	20 First Day of Early Voting by Personal Appearance	21 Regular BOA	22	23	24	25
26	27	28 Last Day of Regular Early Voting by personal appearance	29	30 Post Special BOA agenda for Canvass, Oaths, and Certificates of election	1	2
3	4	Notes	April 2nd is the last day to register to vote in the May 2026 election.			

May 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
					One Year Deadline to Post Candidacy Info on Website	Election Day
3	4	5 Regular BOA First day of Canvass Period	6	7	8 FIRST DAY elected officials may assume duties of office.	9
10	11	12	13 Last Day of Canvass Period	14 P&Z	15	16
17	18	19 Regular BOA	20	21	22	23
24	25 Memorial Day Holiday	26	27	28	29	30
31	1	Notes				

June 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Last Day Elected Officials Qualify and Assume Office	2 Regular BOA	3	4	5	6
7	8	9	10	11 P&Z Last Day of Mandatory Office Hours	12	13
14	15	16 Regular BOA	17	18	19 Juneteenth Holiday	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				

NOTICE OF DEADLINE TO FILE AN APPLICATION FOR PLACE ON THE BALLOT CITIES, SCHOOL DISTRICTS AND OTHER POLITICAL SUBDIVISIONS

AVISO DE FECHA LÍMITE PARA PRESENTAR UNA SOLICITUD PARA UN LUGAR EN LA BOLETA PARA CIUDADES, DISTRITOS ESCOLARES Y OTRAS SUBDIVISIONES POLÍTICAS

Notice is hereby given that an application for a place on the City of Highland Haven
(name of political subdivision)

General / Special Election ballot may be filed as indicated below:
(Circle one)

(Se da aviso por la presente que una solicitud para un lugar en la boleta de la Elección

General / Especial de Ciudad de Highland Haven puede ser presentada como se indica
(circule uno) (nombre de la subdivisión política)

a continuación:)

Filing Dates and Times:

(Fechas y Horario para Entregar Solicitudes:)

Start Date: 01/14/2026 End Date: 02/13/2026
(Fecha Inicio) (Fecha Límite)

Office Hours: Monday-Friday 9AM-1PM, 2PM-5PM
(Horario de la Oficina)

Physical address for filing an application in person for place on the ballot:

(Dirección física para presentar una solicitud en persona para un lugar en la boleta)

510-A Highland Drive, Highland Haven, TX 78654

Address to mail an application for place on the ballot (if filing by mail):

(Dirección a donde enviar una solicitud para un lugar en la boleta (en caso de presentar por correo))

510-A Highland Drive, Highland Haven, TX 78654

Email and Fax Number to send an application for place on the ballot: If a filing fee is submitted, the application may not be faxed or emailed.

(Dirección de correo electrónico o número de fax para enviar una solicitud para un lugar en la boleta: Si un pago de inscripción es presentada, la solicitud no puede ser enviada por correo electrónico o fax.)

citysecretary@highlandhaventx.com Fax: 512-366-9721

Sarah Collard

Printed Name of Filing Officer or Designee

(Nombre en letra de molde del Oficial de Archivos
o Persona Designada)

12 / 09 / 2025

Date Posted

(Fecha archivada)

Sarah Collard

Signature of Filing Officer or Designee

(Firma del Oficial de Archivos o Persona Designada)

Internet Posting Requirements for Political Subdivisions Requisitos de Publicación en Internet Para Subdivisiones Políticas

Mailing Address of Political Subdivision: <i>Dirección Postal de Subdivisión Política:</i> City of Highland Haven 510-A Highland Drive Highland Haven, TX 78654	Telephone Number: <i>Número de Teléfono:</i> (830) 265-4366	E-Mail Address: <i>Dirección de Correo Electrónico:</i> citysecretary@highlandhaventx.com
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Elected Officers of Political Subdivision <i>Oficiales Electos de la Subdivisión Política</i>	Year Elected Officer's Term Expires <i>Año en que Expira el Mandato del Oficial Electo</i>
Mayor, Olan Kelley	May 2026
Alderman, Terry Nuss	May 2026
Alderman, Don Hagans	May 2026
Alderman, Terry Smith	May 2027
Alderman, Bruce Robertson	May 2027
Alderwoman, Lynn Smith	May 2027
Date of Next Officer Election <i>Fecha de la Próxima Elección de Oficial</i>	Location of Next Officer Election <i>Ubicación de la Próxima Elección de Oficial</i>
May 2, 2026	118 Blackbird Drive Highland Haven, TX 78654

Candidate Eligibility Requirements <i>Requisitos de Elegibilidad del Candidato</i>	Deadline to File Candidate Application <i>Fecha Límite Para Presentar la Solicitud de Candidato</i>
Must be 18 years of age or older, a registered voter within the precinct, 1 year resident of Texas prior to filing and must have resided 6 months within the City; Mayor must be 1-year within the City, have not been convicted of a felony. <i>See Local Gov't Code §§22.032, 23.024 and Election Code, §141.001.</i>	January 14, 2026 – 9:00 a.m. Through February 13, 2026 – 5:00 p.m.

Notice and Record of Meeting of Political Subdivision's Governing Body <i>Aviso y Registro de Reunión del Órgano Rector de la Subdivisión Política (Si Corresponde a la Subdivisión Política):</i> The City of Highland Haven Board of Alderman meets at 118 Blackbird Drive, on the 1st and 3rd Tuesdays of every month, unless otherwise stated, in advanced 72-hour notice has been posted instructing otherwise.
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Townhall #4 Mini Survey

Thank you for participating in our series of Townhalls! Our final Townhall will take place on Thursday January 22, at 6 p.m. at the Community Center. Over the past meetings, we've gathered valuable resident feedback to inform our 2026 Comprehensive Plan update, covering everything from infrastructure needs to community services. Your input has been incredibly helpful in identifying key priorities.

At this final Townhall, we're using this quick 5-minute mini-survey to gauge your thoughts on specific items that have come up during discussions. As a small city with a dedicated but limited staff and resources, we want to better understand how these items rank in importance to you compared to each other. This will help us focus on what residents value most for projects like road maintenance, drainage, aquatic vegetation, water upgrades, and solid waste services—while always balancing factors such as funding availability, project timing, and overall feasibility.

Please note: This survey serves as a guide to highlight resident preferences. Final decisions on our Capital Improvements Plan or standalone projects will be made by the Board of Aldermen and incorporate broader considerations to ensure the best outcomes for our community. All responses are anonymous and will help shape a stronger, more responsive Comprehensive Plan. Let's make your voice count!

* Indicates required question

General City Items

The items listed here are items identified from our initial survey as well as Townhall feedback in which we would like to gather more feedback to their importance to our residents. Please rate the following on a scale of 1-5, which is explained below:

1. **Not a priority**, the City does not need to invest time or resources into this
2. **Low priority**, this is a low priority for the City to invest time or resources in
3. Staff time but no financial resources, the City should commit staff time on this, **but not commit financial resources to it**
4. Staff time and financial resources outside of property taxes, the City should commit staff time and some financial resources to this, but **not effect the property tax rate**
5. Full priority, the City should commit staff time and financial resources to this, **including raising property taxes**

1. Please rate the following items as to how the City should prioritize each *

Mark only one oval per row.

	1 (Lowest Priority)	2	3	4	5 (Highest Priority)
Stormwater/Drainage Engineering and Infrastructure	☐	☐	☐	☐	☐
Roads/Street Repair	☐	☐	☐	☐	☐
Parks (Partnering with the POA)	☐	☐	☐	☐	☐
Aquatic Vegetation	☐	☐	☐	☐	☐

2. If you have any comments on any of the items listed above, please provide them here

Water Infrastructure Items

The items listed here are items identified from our initial survey as well as Townhall feedback in which we would like to gather more feedback to their importance to our residents. Details of each item are listed below, as well as a scale on how to rate them.

For the Fire Hydrant Option, this would include all infrastructure updates needed to install Fire Hydrants in the City like upgrading our distribution pumps, building out Well #6, and so on.

For the Advanced Metering Infrastructure, this would include installing automated meters that can be read from a computer and available to both the Water System operator as well as residents to better identify when water is being used at an abnormal rate.

1. **Not a priority**, the City does not need to invest time or resources into this
2. **Low priority**, this is a low priority for the City to invest time or resources in
3. **Current budget funds only**, the City should commit staff time and current budget funds to this item
4. Full priority, the City should commit staff time and **raise water rates to fund this**

3. Please rate the following items as to how the City should prioritize each *

Mark only one oval per row.

	1 (Lowest Priority)	2	3	4 (Highest Priority)
Fire Hydrants and Infrastructure Updates	☐	☐	☐	☐
Advanced Metering Infrastructure	☐	☐	☐	☐

4. If you have any comments on any of the items listed above, please provide them here

Solid Waste (Trash) Services

The City would like more feedback on our current solid waste (Trash) services and whether there is a desire to upgrade any of the services or keep them the same. If an upgrade is desired, the second question focuses on the level of financial commitment residents would be willing to make.

5. What options would you like for Solid Waste services in the City? *

Check all that apply.

- ☐ No changes are needed, the service works fine as is
- ☐ Bulk trash pickup on a semi-annual or quarterly basis
- ☐ Brush pickup on a semi-annual or quarterly basis
- ☐ Community event for bulk pickup (once a year event)
- ☐ Community event for brush pickup (if needed after large storms or once a year)

6. If the City expanded Solid Waste services, how much more per month would you be willing to pay? *

Mark only one oval.

- ☐ \$0 - Don't want to spend more
- ☐ Up to \$5 more per month
- ☐ Up to \$10 more per month
- ☐ More than \$10 per month

7. If you have any comments on any of the items listed above, please provide them here

8. Would you be willing to volunteer to help guide the city with any of the items listed above?
(Please check all that apply)

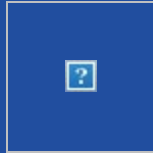
Check all that apply.

- ☐ Stormwater/Drainage Engineering and Infrastructure
- ☐ Roads/Street Repair
- ☐ Parks (Partnering with the POA)
- ☐ Aquatic Vegetation
- ☐ Fire Hydrants and Infrastructure Updates
- ☐ Advanced Metering Infrastructure
- ☐ Solid Waste Services
- ☐ I'm not interested in volunteering for these items

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Google Forms

From: [DocuSign System](#) on behalf of [Thomas Ferritto via DocuSign](#)
To: [Highland Haven](#)
Subject: Public Information Act Request from the Office of Attorney General
Date: Wednesday, December 3, 2025 3:26:00 PM



Thomas Ferritto sent you a document to review and sign.

REVIEW DOCUMENT

Thomas Ferritto

Thomas.Ferritto@oag.texas.gov

OAG Information Request – Local Government Code Chapter 103 Compliance Inquiry

Dear City Official,

The Office of the Attorney General is reaching out to municipalities across Texas to confirm compliance with critical transparency requirements outlined in Chapter 103 of the Texas Local Government Code.

To facilitate this process, your city may choose one of the following options:

Complete a brief four-question (approximately 5 minutes if you have a copy of your most recent audited financial statement available) DocuSign data entry form through the DocuSign link provided above.

OR

Respond to the following Texas Public Information Act request.

NOTE: IF YOU COMPLETE THE ABOVE DOCUSIGN SUBMISSION, THEN YOU MAY DISREGARD THIS PUBLIC INFORMATION ACT REQUEST.

Pursuant to the Texas Public Information Act, Chapter 552 of the Texas Government Code, please provide:

1. A copy of your two most recent audits and annual prepared financial statements as required by Texas Local Government Code Section 103.001(a).
2. Documentation showing the date the annual financial statement, including auditor's opinion, was filed in the office of the municipal secretary or clerk, including a website link if available, as required by Texas Local Government Code Section 103.003(a).
3. The meeting minutes that indicate the city's budget and annual financial statement were approved by your municipal governing body.
4. The date your fiscal year concludes or documentation that reflects such date.
5. Documentation reflecting the person/firm/public accountant/department who conducted the most recent audit.
6. A copy of this year and last year's contracts with your city's contracted auditor (if external).
7. The name, telephone number, and email address of the city official who the Office of Attorney General may contact regarding this inquiry, Chapter 103 compliance, or a corresponding determination.

Our office is working to ensure you can respond to this inquiry as efficiently as possible. To confirm, our office does not seek any information that is confidential or otherwise excepted from disclosure under the Texas Public Information Act. If any such information is for some reason contained in the above requested information, then you may withhold and/or redact such information without the need to request a decision from the Office of Attorney General Open Records Division.

We appreciate your cooperation to ensure transparency and accountability in local finances and governance. If you have any questions or prefer to respond to the TPIA request, please direct all correspondence to OAGMunicipalAuditReview@oag.texas.gov.

Thank you for your attention to this important matter.

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