Home

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, January 6, 2026
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 16, 2025
   b. Sales Tax Report – November 2025
   c. Financial Reports – November 2025
   d. Water Usage Report – November 2025
7. **Discussion and/or Possible Action:** Ordinance/resolution for a written investment policy, required by the Texas Public Funds Investment Act.
   a. Policy
   b. Resolution
8. **Discussion and/or Possible Action:** Solid Waste Services
9. **Discussion and/or Possible Action:** RFQ for Multiple Attorney Firms

DISCUSSION / INFORMATION ITEMS

10. Discussion – City Election May 2, 2026
    a. Candidate Packets – Filing Period: January 14, 2026 - February 13, 2026
    b. Order of Election – January 20, 2026 Board of Aldermen Meeting

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
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 20, 2026, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Posted: December 30, 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 ON DECEMBER 30, 2025, AND REMAINED SO POSTED FOR AT LEAST 3 BUSINESS DAYS PRECEDING THE SCHEDULED DATE OF SAID MEETING.

Sarah Collard

Sarah Collard, City Secretary

CITY OF HIGHLAND HAVEN TEXAS 1995

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
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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
Alderperson Don Hagans	✓Present	☐Absent
Alderperson Bruce Robertson	✓Present	☐Absent
Alderperson Lynn Smith	☐Present	✓Absent
Alderperson 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.

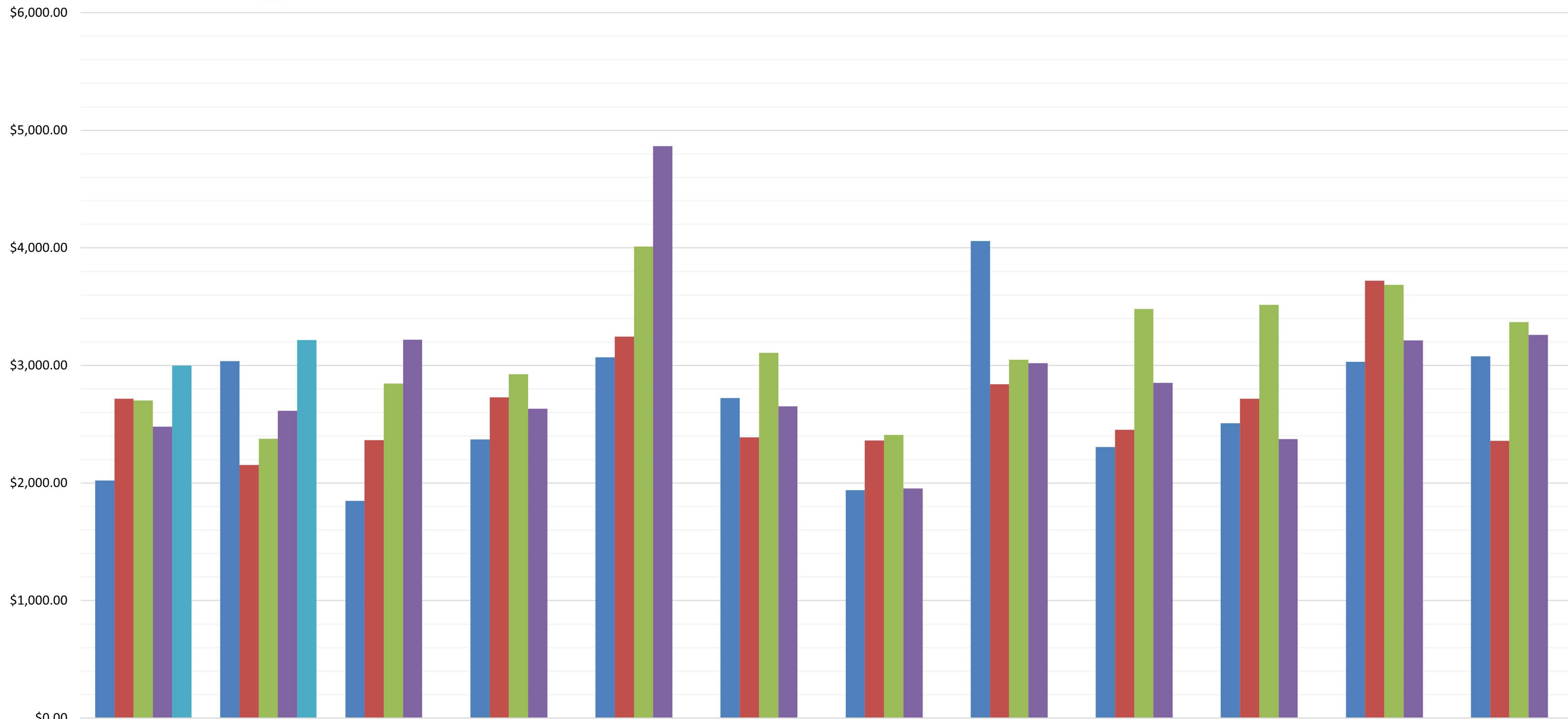
The meeting adjourned at 7:42 PM.

Olan Kelley, Mayor

Joseph Adams, City Administrator

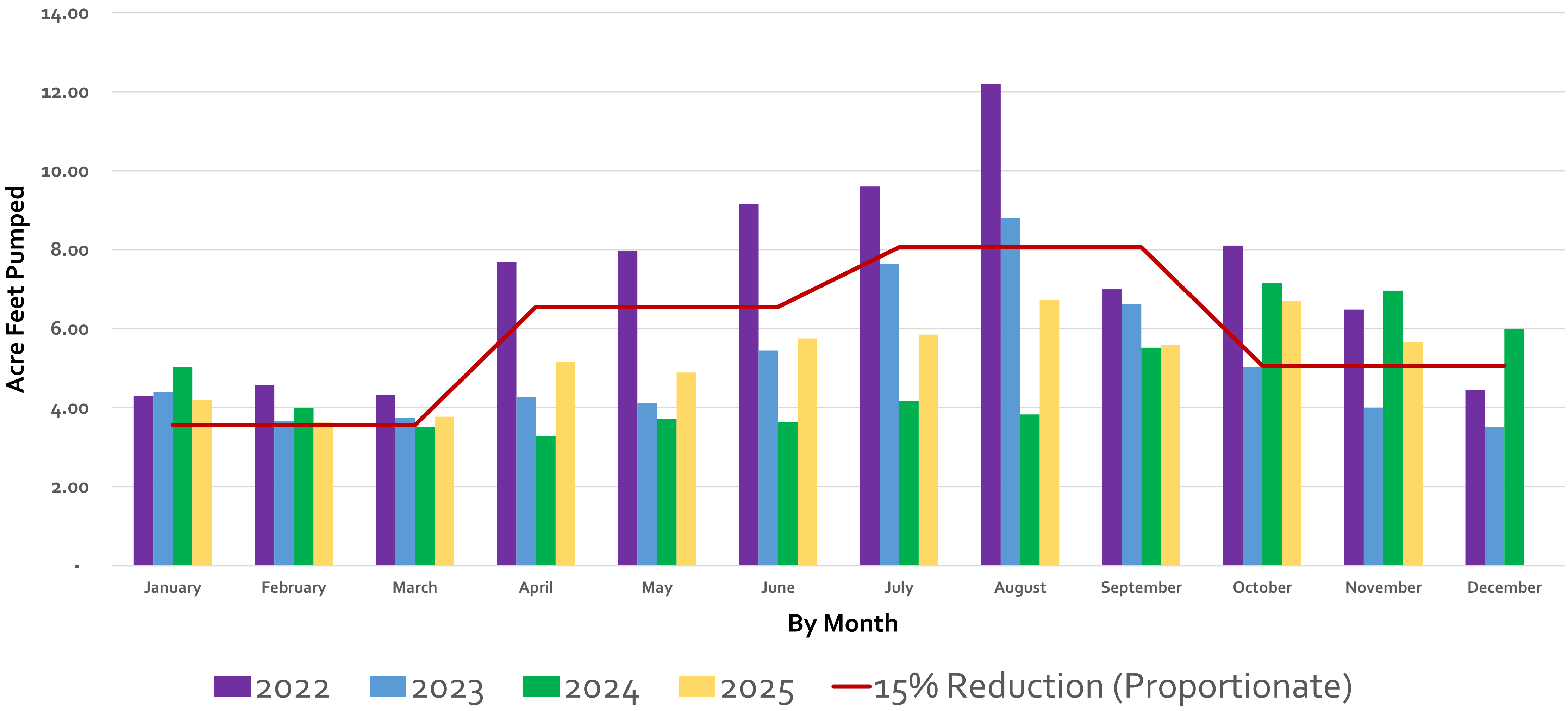
Home

City of Highland Haven Sales Tax



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2022	$2,020.88	$3,036.41	$1,848.93	$2,369.89	$3,067.90	$2,721.37	$1,939.03	$4,057.71	$2,305.26	$2,508.50	$3,031.97	$3,078.37
2023	$2,715.96	$2,153.70	$2,364.18	$2,728.03	$3,246.73	$2,388.05	$2,361.84	$2,838.98	$2,453.38	$2,716.50	$3,720.53	$2,357.56
2024	$2,701.28	$2,377.70	$2,847.22	$2,924.52	$4,011.63	$3,108.80	$2,409.33	$3,047.22	$3,481.26	$3,514.60	$3,685.36	$3,369.76
2025	$2,478.94	$2,614.17	$3,219.00	$2,631.93	$4,864.60	$2,651.26	$1,954.35	$3,019.03	$2,850.69	$2,373.32	$3,211.69	$3,260.18
2026	$2,998.39	$3,216.31	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

PUMPING – CITY WATER USAGE



CITY OF HIGHLAND HAVEN INVESTMENT POLICY

Effective Date: January 6, 2026

Approved by: Board of Aldermen, Resolution No. 376

Annual Review Date: October 1st of each fiscal year

I. INTRODUCTION AND PURPOSE

This Investment Policy (the "Policy") is adopted pursuant to the Public Funds Investment Act (PFIA), Texas Government Code Chapter 2256, to govern the investment of all public funds of the City of Highland Haven, Texas (the "City"), a Type A general-law municipality. The Policy ensures that all investments prioritize the preservation of capital, liquidity, and yield, while promoting diversification and compliance with state law. It applies to all funds under the City's control, including but not limited to the General Fund, Water Fund, Solid Waste Fund, and any bond or reserve accounts.

The Policy will be reviewed and approved annually by the Board of Aldermen. Any material changes require adoption by ordinance or resolution. The City Administrator is designated as the Investment Officer, responsible for implementing this Policy and completing PFIA-required training annually (at least once every two years for the officer and biennially for the governing body).

II. OBJECTIVES

In order of priority, the City's investment objectives are:

1. **Safety of Principal**: Investments shall preserve capital and avoid undue risk.
2. **Liquidity**: Funds must be available when needed for operations, debt service, or emergencies.
3. **Yield**: Investments shall seek competitive market rates consistent with the above objectives.
4. **Diversification**: The portfolio shall mitigate risks through diversification by type, issuer, and maturity.
5. **Compliance and Transparency**: All activities shall adhere to PFIA, Texas Local Government Code, and this Policy, with full disclosure to the Board.

III. Investment Officer Designation and Board Approval

The Board of Aldermen must formally designate one or more qualified Investment Officers by resolution, and any changes in designation must also be approved and recorded in the official minutes. (PFIA §2256.005(f))

IV. SCOPE

This Policy applies to all City public funds, including operating, reserve, and investment accounts (e.g., TexPool holdings). Excluded are pass-through funds held in a custodial capacity (e.g., grant funds with restrictions prohibiting investment).

IV. AUTHORIZED INVESTMENT INSTRUMENTS

The City is authorized to invest in the following instruments, as permitted by PFIA §2256.004 (updated as of October 2025). Investments must be investment-grade (minimum BBB/Baa or equivalent) and purchased at par or below.

Authorized Investment	Maximum Maturity	Maximum % of Portfolio	Minimum Rating	Notes
Obligations of the U.S. Government or Agencies (e.g., Treasury bills, notes)	3 years from date of purchase	100%	N/A	Fully collateralized by U.S. full faith and credit.
Direct Obligations of Texas or Its Agencies (e.g., Texas Treasury notes)	2 years	100%	N/A	Backed by the State of Texas.
Fully Collateralized Certificates of Deposit (FDIC-insured banks)	1 year	25% per issuer	N/A	Collateralized at 102% of market value; daily mark-to-market.
Secured Repurchase Agreements (backed by U.S./Texas obligations)	7 days (overnight preferred)	50%	N/A	Third-party custody; collateral at 102%.
Local Government Investment Pools (e.g., TexPool, TexSTAR)	N/A (daily liquidity)	100%	AAAm (or equivalent)	Rated by S&P/Moody's; complies with SEC Rule 2a-7.
Money Market Mutual Funds (SEC-registered, no-load)	N/A	50%	AAAm	Invested in short-term, high-quality securities.
Bankers' Acceptances	6 months	15%	A-1/P-1	Issued by domestic banks.
Commercial Paper	270 days	15%	A-1/P-1 (short-term)	Non-subordinated; max 10% per issuer.
Corporate Bonds/Debentures	5 years	25%	A (long-term)	Max 5% per issuer.
No-Load Mutual Funds (investing in authorized types)	N/A	50%	AAAm	Prospectus review required annually.

- **Prohibitions**: No derivatives, structured notes, inverse floaters, or investments with principal at risk (e.g., mortgage-backed securities beyond U.S. agencies). No investments exceeding 30% of issuer's outstanding obligations.

VI. INVESTMENT STRATEGIES AND METHODS

A. Portfolio Management

- **Diversification**: No more than 25% of the portfolio in any single issuer (except U.S./Texas obligations or pools). Limit sector exposure (e.g., max 20% financials).
- **Maturity Limits**: Individual securities ≤2 years (3 years for U.S. obligations); weighted average maturity (WAM) ≤1 year; weighted average life (WAL) ≤3 years. In accordance with PFIA §2256.005(b)(4)(C), 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. This ensures investments are structured to meet the City’s liquidity needs and complies with PFIA.
- **Liquidity**: At least 50% of the portfolio in overnight or ≤90-day maturities to meet cash flow needs.

B. Selection Process

- **Competitive Bidding**: For CDs and repurchase agreements, solicit bids from at least three qualified providers (e.g., via phone/email; document for audit).
- **Broker/Dealer Selection**: Maintain a pre-qualified list of 5–10 brokers (e.g., those registered with the SEC, no felony convictions). Annual review; prioritize those with municipal experience.
- **Pools**: Default to TexPool (or similar AAAm-rated pools) for simplicity and daily liquidity.

C. Safekeeping and Custody

- All securities held in third-party safekeeping (e.g., via TexPool or bank custodian). No bearer form. Monthly confirmations reconciled by staff.

VII. INVESTMENT OFFICER RESPONSIBILITIES

The Investment Officer (City Administrator) shall:

- Execute all transactions in compliance with this Policy.
- Complete annual PFIA training (e.g., via Texas Municipal League).
- Monitor market conditions, credit ratings, and portfolio performance.
- Ensure diversification and maturity limits are maintained.

VIII. REPORTING AND REVIEW

A. Quarterly Reports

The Investment Officer shall provide the Board a written report within 30 days of each quarter-end, including:

- Portfolio inventory (par value, cost, market value).
- Income earned, realized/unrealized gains/losses.
- Compliance certification (e.g., "All investments conform to Policy").
- Weighted average yield, WAM/WAL, and maturity distribution.

B. Annual Review

- The Board shall review and approve the Policy annually (by October 1).
- Submit updates to brokers/pools.
- Conduct an independent audit of investments in the annual CAFR (GASB-compliant).

C. Exceptions

Any deviation requires prior Board approval and documentation of rationale.

IX. TRAINING AND CONFLICTS

- **Training**: Investment Officer: Annual; Governing Body/Delegates: Biennial.
- **Conflicts**: Disclose any personal financial interests; no self-dealing (PFIA §2256.020).

X. EMERGENCY PROVISIONS

In crises (e.g., market disruption), the Investment Officer may liquidate holdings for liquidity, with immediate Board notification.

XI. AMENDMENTS

This Policy may be amended by majority vote of the Board via ordinance or resolution.

XII. RECORD RETENTION POLICY

All investment transaction records shall be required to be maintained for a minimum period of five (5) years or as otherwise required by state law, and such records be available for public inspection and audit. (PFIA §2256.023)

Adopted this [day] day of January, 2026.

____

Olan Kelley, Mayor

City
Seal

ATTEST:

____

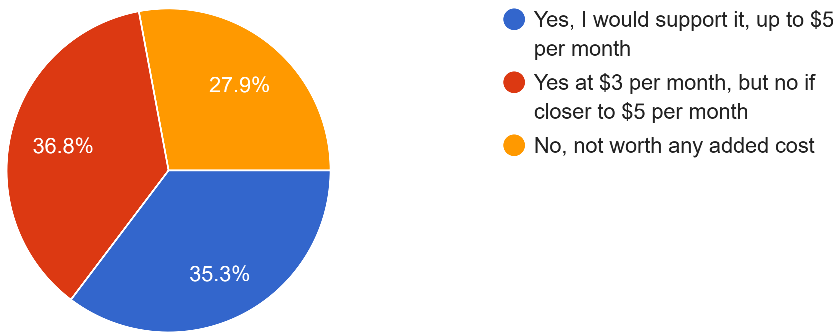
Sarah Collard, City Secretary

Home

Would you support adding quarterly bulk trash and bundled brush pickup as a city-wide service for an additional $3 - $5 per month per household?

Copy

68 responses



If you have any comments on Solid Waste Services, please provide them here

7 responses

This would be worth it if there were a ban on brush burning but until/unless that happens, then paying for this service is futile.

solid waste would encourage people to clean up more

City need to put a noice required for big equipment can not start working till 8am. Also, need to work on getting fiber internet, it's in Kingsland and Marble Falls. Possibly work with Granite Shoals council to help organize bring to our city.

I'd pay more if it were monthly big pickup. Use some of that administrator salary to help cover that costs.

TEST RESPONSE

Make sure brush pickup is allowed as well. Lots of trees here.

I have been waiting for this to happen in Highland Haven since we moved here.

Home

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.			

Home

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*				