

**Minutes for Regular Session Council Meeting
City of Hillcrest Village
Monday, May 9, 2022**

Mayor Wilson called the Regular Session Council meeting to order at 6:03 pm.

Present: Mayor Wilson, Alderman McGilvray, Alderman Mondragon, Alderman Smith, Alderwoman Simoneaux, and Alderwoman Izard

Pledge

Public Forum:

N/A

Reports/Recommendations from Contractors/Employees:

- A. MUNICIPAL DISTRICT SERVICES – Austin gave his report, and he presented the Annual Drinking Water Quality Report. Alderwoman Simoneaux and Alderman McGilvray motioned to approve the Annual Drinking Water Quality Report. All approved and the motion carried.

Austin let Council know that we will need to start working on the TCEQ permit process soon, because it takes about a year to complete the renewal process.

- B. Shohn Davison – MARSHAL’S OFFICE – Marshal Davison gave his report.

- C. Travis Hobbs – EMERGENCY MANAGEMENT COORDINATOR – Travis Hobbs gave his report. He said that this year is projected to be a drought year and an active hurricane season. He said he would like to meet with Council in early June. A workshop or Special Session Council meeting will be scheduled so Travis can help Council prepare for hurricane season.

- D. John Patterson – OPERATIONS ADMINISTRATOR – John gave his monthly report.

Minutes:

Alderwoman Izard and Alderman Smith motioned to approve the minutes for the Regular Session Council Meeting April 11, 2022. All approved and the motion carried.

Monthly Financial Statements:

Alderwoman Izard is concerned because we have already spent our annual budget for water and sewer. She asked where we are with getting our reimbursements from AT&T for all the damage. Alderman McGilvray said he wasn’t sure where we are with the reimbursement. Council decided to write an invoice for the total that comes from Hillcrest Village.

Alderwoman Izard and Alderwoman Simoneaux motioned to approve the Financial Reports for January, February and March 2022. All approved and the motion carried.

New Business:

- 1) **SWEAR IN NEWLY ELECTED CITY OFFICIALS: MAYOR AND TWO ALDERMAN.**
City Clerk swore in newly elected City Officials.
- 2) **DISCUSSION AND POSSIBLE ACTION ON APPOINTING A MAYOR PRO-TEM.**
Alderman Izard and Alderman Mondragon motioned to appoint Alderman McGilvray to be our Mayor Pro-Tem. All approved and the motion carried.
- 3) **DISCUSSION AND POSSIBLE ACTION TO REVIEW QUOTES TO REMOVE THE TREE AT LIFT STATION #1.**
The company whose quote was selected at the last Council meeting for this tree removal decided to not remove this tree after all. Alderman McGilvray and Alderman Smith motioned to use the quote from Oak Tree Services to complete this tree removal. All approved and the motion carried.
- 4) **DISCUSSION AND POSSIBLE ACTION PURCHASING A SQUARE CREDIT CARD MACHINE.**
The City Clerk and Council discussed the pros and cons of having a credit card machine to take payments in Hillcrest Village for things such as utility payments, permits, Christmas Candles and various other types of payments. Alderman McGilvray and Alderman Izard motioned to approve the purchase of a Square credit card machine. All approved and the motion carried.
- 5) **DISCUSSION AND POSSIBLE ACTION ON REVIEWING OUR MAINTENANCE AGREEMENT FOR THE CITY GENERATOR.**
Alderman McGilvray presented the current generator maintenance agreement we have with Coastal Power Products. Council read through and discussed the contract. Mayor Wilson said that he would like to have a meeting with Matt Jenkins (Coastal Power Products) and Alderman McGilvray. Alderman Izard and Alderman Simoneaux motioned to table this topic until the next Regular Session Council Meeting. All approved and the motion carried.
- 6) **DISCUSSION AND POSSIBLE ACTION ON RAISING THE PAY FOR OUR OPERATIONS ADMINISTRATOR.**
Alderman Simoneaux and Alderman Smith motioned to adjourn this meeting to go into an Executive Session so that the Council could discuss a possible pay raise for our Operations Administrator. All approved and the motion carried.

Mayor Wilson explained that our current Operations Administrator, John Patterson, was actually spending money to fill this role, and he was asking for enough money each month to cover all his expenses. John Patterson was asked to join the Executive Session, and he asked Council to be paid \$10,500 annually.

Alderman Simoneaux and Alderman Smith motioned to open the Regular Session Council Meeting back up to the public. All approved and the motion carried. Mayor Wilson re-opened this meeting at 7:17 pm.

Alderman Smith and Alderman Simoneaux motioned to approve a raise for our Operations Administrator to \$10,500 annually effective May 1, 2022. All approved and the motion carried.

Follow-Up Business:

- 1) DISCUSSION AND POSSIBLE ACTION ON REVIEWING AND POSSIBLY ADOPTING THE BRAZORIA COUNTY WRECKER ORDINANCE.

Alderman Mondragon and Alderwoman Simoneaux motioned adopt the Brazoria County Wrecker Ordinance but as is and not as a City ordinance. All approved and the motion carried.

- 2) DISCUSSION AND POSSIBLE ACTION REGARDING QUOTES TO HAVE DAMAGED SEWER TRANSFER LINES REPAIRED.

Alderwoman Izard and Alderwoman Simoneaux motioned to remove this topic from the agenda to complete a formal bid process. All approved and the motion carried.

Correspondence/Announcements:

ALDERMAN MCGILVRAY – Reiterated that a follow-up to the reimbursement request from the AT&T subcontractor must happen quickly.

ALDERMAN MONDRAGON – Asked how the fuel in the generator was and Travis Hobbs let him know that the generator has to be tested and fuel checked annually. He also asked about having an official city email address. Alderwoman Izard said that everyone should create a separate email address for City business, so they do not use their private email addresses. Alderman Mondragon said it would cost about \$5,100 to clean out the drainage pipe from E. Sherwood to Wildwinn. Council asked Clerk to put this on next month's agenda for discussion.

ALDERWOMAN SIMONEAUX – Updated Council that a newsletter went out with the April utility bills. She said she was working on a May newsletter, but the Clerk let her know that the City office doesn't have the "man power" to put out a monthly newsletter, and the office has agreed to a quarterly newsletter.

ALDERMAN SMITH – Updated Council on renting out the municipal building.

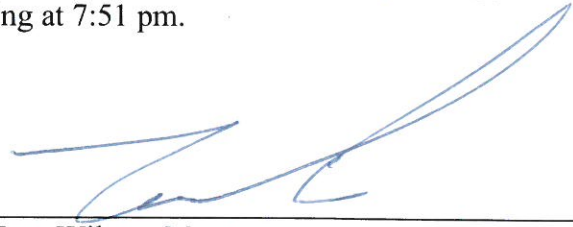
ALDERWOMAN IZARD – Updated Council on Food Truck Thursday and the entertainment, said that we need to pull the trigger on getting the emergency water interconnect with the City of Alvin complete, said that we would need to put in a Procurement Process to execute projects throughout the Village, let everyone know that she would be putting out the next Highlights newsletter soon, and TDEM needed building coordinates.

CITY CLERK – Clarified the billing process by the accounting firm.

MAYOR WILSON – Spoke about the COVID grant money spending processes, said he will be updating the City's SAM Government registration soon, he will be assigning Alderman responsibilities soon, and talked about his long-term goals of exploring a city sales tax and a municipal court.

Adjournment:

Aldерwoman Simoneaux and Aldерwoman Iazard motioned to adjourn the meeting. All approved and the motion carried. Mayor Wilson adjourned the meeting at 7:51 pm.



Tom Wilson, Mayor

Attest:



Rashelle Casas, City Clerk