

**Minutes for Regular Session Council Meeting
City of Hillcrest Village
Monday, June 17, 2024**

Mayor Dawson called the Regular Session Council meeting to order at 6:00 pm.

Invocation/Pledge

South Park Church Pastor gave the Invocation and pledge followed.

Public Forum

NA.

Reports/Recommendations from Contractors/Employees:

- A. Caleb Cristofaro– MUNICIPAL DISTRICT SERVICES – Caleb gave his monthly report. He gave bids to Council for necessary repairs to the small building at water plants to continue with TWIA insurance coverage. Council voted to approve with repairs.
- B. Shohn Davison – MARSHAL’S OFFICE – Marshal Davison gave his monthly report. He will be in town on Wednesday in case the weather shifts this way.
- C. Travis Hobbs – EMERGENCY MANAGEMENT COORDINATOR – Travis gave his monthly report. Travis spoke about the incoming weather in the Gulf. Hurricane preparedness meeting coming up with council. Trash bins from the grant have arrived, just need to sit in concrete. The city was awarded an engineering study done on our water system grant. Mayor had questions about the generator grant.

Minutes:

Alderman McGilvray and Alderman Smith motioned to approve the May 13, 2024, Special Session council meeting minutes (Canvass) and May 20, 2024, Regular council meeting minutes. All approved and the motion carried.

Monthly Financial Statements:

Council was able to review the May 2024 Financial statements received by Joel Marin’s office by e-mail on June 11, 2024. Alderman Armistead went over the financials with council. Alderman McGilvray to approve the May 2024 Financial statements. Aldermen Allbright and Smith seconded. All approved and the motion carried.

New Business:

1. DISCUSSION AND POSSIBLE ACTION REGARDING RESIDENT LARRY MOREHEAD’S COMPLAINT ABOUT NON-ENFORCEMENT OF CITY ORDINANCES BY ELECTED COUNCIL, ABANDONED VEHICLES, ILLEGALLY PARK BOATS AND TRAILERS. Resident Larry Morehead residing at 123 E. Wildwinn Drive spoke about being upset that the ordinances are not enforced, took photos of the houses that were out of ordinance. Mayor Dawson stated they don’t have a municipal court to enforce the ordinances, can only send out a written communication at this time. Marshal spoke on issues regarding enforcement of the ordinances. Council asked Marshal if he would be willing to

go talk to residents that are currently out of ordinance while they are waiting to start up the municipal court.

2. COUNCIL AWARDING THE BID ON THE CROWN VICTORIA. Mayor Dawson awarded the crown Victoria bid winner to Lt. Jimmy Flores for \$3,500 and city secretary will contact Lt. Flores immediately after the council meeting.
3. DISCUSSION AND POSSIBLE ACTION ON PURCHASING AN EXTERNAL HARD DRIVE FOR BACKING UP CITY DOCUMENTS FOR CITY SECRETARY. Mayor Dawson discussed that secretary and he have been discussing options for storing and handling the city's paperwork. We agreed to a hard copy and a digital copy. The hard drive would be where and how secretary stores the electric copies. Secretary stated she showed the prices for two stores: Amazon and Best Buy and is familiar with this hard drive. EMC Hobbs requested an external hard drive to be purchased for Emergency management business, Mayor agreed but to purchase it separately with the emergency management purchase. Alderman McGilvray motioned to approve the purchase of a 4TB hard drive. Alderman Allbright seconded. All approved and the motion carried.
4. DISCUSSION AND POSSIBLE ACTION REGARDING BRAZORIA COUNTY HEALTH DEPARTMENT INTERLOCAL AGREEMENT RENEWAL. Council reviewed it and Mayor Dawson stated this is administrative since it is a renewal, however wanted to keep the council informed of the interlocal agreement being renewed since it's been five years since the last renewal. Council acknowledged appreciate for keeping them informed.
5. DISCUSSION AND POSSIBLE ACTION REGARDING BRAZORIA COUNTY'S URBAN COUNTY QUALIFICATIONS IN CDBG, HOME, AND ESG PROGRAMS. Mayor Dawson spoke regarding this program and does not want to participate in this program as it does not benefit Hillcrest Village. Council had no questions and agreed. No action was needed on this topic.
6. DISCUSSION AND POSSIBLE ACTION REGARDING ON OBTAINING BIDS TO HANDLE DEBRIS MANAGEMENT AND REMOVAL IN THE EVENT OF A NATURAL DISASTER. Mayor Dawson stated the city needs a FEMA approved trash company to handle the debris management from a natural disaster as they have refined their requirements, so the city may get reimbursed for the costs of cleanup after a natural event. Ameriwave is the company the city uses currently for trash services but is not FEMA approved. City attorney will be drafting and posting bid requests. No further action on this topic till bids are collected.
7. DISCUSSION AND POSSIBLE ACTION REGARDING MDS' CONTRACT AMENDMENTS. Caleb stated this would to be adjust contract amendment to take over the customer service billing aspect starting July 1st, 2024, and the CPI rates adjustment. MDS would give them 24/7 emergency calls. Alderman Smith motion to request for MDS to provide billing services (set forth in exhibit B) and the new CPI rates for their contract and bring it to the July council meeting. Alderman Mondragon seconded. All approved and the motion carried. City attorney will draft a budget amendment and MDS will provide an updated contract for July's council meeting.
8. DISCUSSION WITH CITY ATTORNEY ON ADDING THE IMPLEMENTATION OF A MUNICIPAL COURT. City attorney gave the council a list of setup procedures for the implementation of a municipal court. Some of the steps required are setup the court through the State of Texas, need

court software, it tracks all the tickets and money. Create the necessary ordinances/documents and budget to set up municipal court. Need computer, internet, a physical drop box for payments, changes to website for online payments and connecting to data system. Council asked if there was a minimum set time for availability. Did not include costs regarding a full time or part time court clerk. Mr. Duncan can help with a part-time clerk outside normal business hours. Council had questions. Alderman Allbright motioned to adopt the concept of the municipal court to enforce city ordinances and doing a cost analysis of the action. Alderman McGilvray seconded. All approved and the motion carried.

Council did not adjourn into executive session as stated on the agenda.

9. Follow-Up Business:

10. DISCUSSION AND POSSIBLE ACTION REGARDING THE ESTIMATE FOR MAIN STREET STRIPPING, STOP SIGN STRIPPING AND ADDING A STOP SIGN AT TIMBERLANE AND RIVERSIDE (SHORT SECTION OF TIMBERLANE). Council noticed there was no stop sign on this estimate. Alderman Mondragon will get an updated estimate. Council agreed to table this estimate till next fiscal budget, so no further action at this time.

Correspondence/Announcements:

ALDERMAN MCGILVRAY – No comment.

ALDERMAN MONDRAGON – No comment.

ALDERMAN SMITH – No comment.

ALDERMAN ALLBRIGHT – No comment.

ALDERMAN ARMISTEAD – Water conservation.

CITY CLERK – Informed council she will be absent from the Sept council meeting due to being a conference.

MAYOR DAWSON – Mayor stated, Sorry it's been a long meeting but had some serious topics to discuss.

Adjournment:

Alderman Allbright and Alderman Armistead motioned to adjourn the meeting. All approved and the motion carried. Mayor Dawson adjourned the meeting at 8:22 pm.



Brad Dawson, Mayor

Attest:



Amanda Blake, City Clerk