

**Minutes for Regular Session Council Meeting  
City of Hillcrest Village  
Thursday, January 23, 2025**

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

Absent: Alderman Mondragon and EMC Travis Hobbs.

Late: Marshal Davison arrived at 6:13 pm.

**Invocation/Pledge**

No invocation done. Pledge completed.

**Public Forum**

N/A.

**Reports/Recommendations from Contractors/Employees:**

- A. Caleb Cristofaro– MUNICIPAL DISTRICT SERVICES – Caleb gave his monthly report. Council had some questions regarding meters and now Council asking for a quote to update some of the older model meters. Easement issue with two residents regarding readings.
- B. Shohn Davison – MARSHAL’S OFFICE – Marshal gave his monthly report.
- C. Travis Hobbs – EMERGENCY MANAGEMENT COORDINATOR – Absent.

**Minutes:**

Alderman McGilvray and Alderman Allbright motioned to approve the December 2, 2024, Special session minutes and December 16, 2024, Regular session minutes. 4-0 approved and the motion carried.

**Monthly Financial Statements:**

Alderman Armistead went over the December 2024 financial statements. Alderman Smith motioned to approve the December 2024 Financial Statements. Alderman Allbright seconded that motion. 4-0 approved and the motion carried.

**BUSINESS**

**A. NEW BUSINESS/DISCUSSION**

- 1) DISCUSSION AND POSSIBLE ACTION ON ORDINANCE 2025-01, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON MAY 3, 2025.  
Mayor Dawson and Council reviewed Ordinance by email prior to council meeting. Alderman Allbright motioned to approve Ordinance 2025-01 as presented. Alderman Smith seconded. 4-0 approved and the motion carried.
- 2) DISCUSSION AND POSSIBLE ACTION ON BRAZORIA COUNTY ELECTION AGREEMENT FOR GENERAL ELECTION ON MAY 3, 2025.

Mayor Dawson and Council reviewed Brazoria County Election agreement by email prior to council meeting. Alderman Allbright motioned to approve Brazoria County Election agreement as presented. Alderman McGilvray seconded. 4-0 approved and the motion carried.

3) DISCUSSION AND POSSIBLE ACTION EXPANDING THE USE OF THE MUNICIPAL BUILDING.

Mayor Dawson spoke on this topic and about how he would like to add an office after the floors have been epoxy later this month. The floor and office cost has been built into the 2024-2025 budget. Alderman Allbright motioned to table discussion #3 and #4 on the agenda for a later meeting. Alderman McGilvray seconded. 4-0 approved and the motion carried.

4) DISCUSSION AND POSSIBLE ACTION ON EXPANDING THE JOB DESCRIPTION OF CITY SECRETARY TO INCLUDE FULL-TIME OFFICE SUPPORT FOR THE CITY OF HILLCREST VILLAGE.

Mayor Dawson and Council discussed this topic briefly. Alderman Allbright motioned to table discussion items #3 and #4 on the agenda for a later meeting. Alderman McGilvray seconded. 4-0 approved and the motion carried.

5) DISCUSSION AND POSSIBLE ACTION ON SEEKING A "REQUEST FOR QUALIFICATIONS FROM ENGINEERING FIRMS TO ADDRESS WATERLINE PIPE REPLACEMENT FOR THE CITY OF HILLCREST.

Mayor spoke to Mr. Duncan, Hillcrest Village City Attorney, about this topic, and he will be drafting documents. Alderman Allbright motioned to table discussion items #3 and #4 on the agenda for a later meeting. Alderman McGilvray seconded. 4-0 approved and the motion carried.

6) DISCUSSION AND POSSIBLE ACTION ON CITY PROJECTS AND GOALS FOR 2025.

Mayor Dawson stated to table this discussion at this time. No action needed.

**B. FOLLOW-UP BUSINESS**

1. DISCUSSION AND POSSIBLE ACTION ON ADOPTING THE RESOLUTION FOR THE FINANCIAL POLICIES AND PROCEDURES, PROCUREMENT POLICIES AND PROCEDURES FOR BOTH FEDERAL AND NON-FEDERAL PROCUREMENTS AND OVERALL POLICIES AND PROCEDURES AS TO THE OPERATION OF HILLCREST VILLAGE.

Mayor and Council reviewed the resolutions and policies prior to meeting by e-mail. Alderman Smith motioned to approve Resolution 2025-01 - Purchasing Policy & Procedures as presented. Alderman Allbright seconded. 4-0 present approved and the motion carried. Alderman Smith motioned to approve Resolution 2025-02 – Investment Strategy & Procedure as presented. Alderman Allbright seconded. 4-0 approved and motion carried.

Alderman Smith motioned to approve Resolution 2025-03 Purchasing Policy & Procedures Non-Federal as presented. Alderman McGilvray seconded. 4-0 approved and motion carried.

Alderman Smith motioned to approve Resolution 2025-04 Procurement Policies and Procedures for Federal Grants as presented. Alderman Allbright seconded. 4-0 approve and motion carried.

2. DISCUSSION AND POSSIBLE ACTION ON SEEKING PROPOSALS FROM STORM DEBRIS REMOVAL COMPANIES AND ANOTHER SEPARATE PROPOSAL FOR MONITORS OF THE REMOVAL COMPANY. Mayor Dawson will speak with city attorney, Mr. Duncan, about drafting up and posting for Requests for Proposals for debris cleanup and Requests for Proposals for monitors as well.

**Correspondence/Announcements:**

ALDERMAN MCGILVRAY – Wants to start getting bids for generator – have a grant for the generator.

ALDERMAN MONDRAGON – Absent.

ALDERMAN SMITH – Reminded Council about Election and getting candidacy applications turned in.

ALDERMAN ALLBRIGHT – No comment.

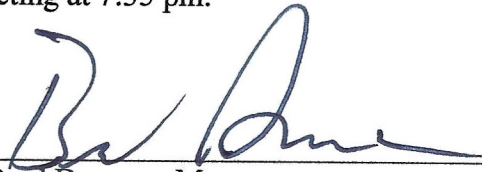
ALDERMAN ARMISTEAD – Spoke about accounting programs, recommendations.

-CITY CLERK – No comment.


MAYOR DAWSON – He wants to see them focus on moving forward with getting city business completed. Get the trash bins installed within the month. Wants to get the AT&T fiber optic line and 2-phone lines for the city to municipal building and keep the city phone number.

**Adjournment:**

Alderman Allbright and Alderman Smith motioned to adjourn the meeting. All present approved and the motion carried. Mayor Dawson adjourned the meeting at 7:35 pm.

  
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Brad Dawson, Mayor

Attest:

  
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Amanda Blake, City Clerk