

**Minutes for Regular Session Council Meeting
City of Hillcrest Village
Monday, April 21, 2025**

Mayor Pro-Tem McGilvray called the Regular Session Council meeting to order at 6:00pm.
Present: Alderman Allbright, Alderman Mondragon, Alderman Smith, EMC Travis Hobbs, and City attorney Chris Duncan.

Invocation/Pledge

EMC Travis Hobbs gave invocation and pledge completed.

Public Forum

Kacey Roman, running for Justice for Peace, Precinct 1, Place 2 wanted to introduce herself to the Council and residents.

Reports/Recommendations from Contractors/Employees:

- A. Caleb Cristofaro– MUNICIPAL DISTRICT SERVICES – Caleb gave his monthly report. This is the first month with online bill pay and more residents are signing up. MDS still recommending meter replacements. Council needed to decide on how to move forward with delinquent accounts. Council motioned for MDS to start the processing of notifying and shutting off delinquent accounts. The hydrant repairs cost given for a total of \$16,017 replacement cost.
- B. Shohn Davison – MARSHAL’S OFFICE – Marshal Davison gave his monthly report.
- C. Travis Hobbs – EMERGENCY MANAGEMENT COORDINATOR – Travis gave his monthly report. No update on the generator grant and will send a follow-up email.

Minutes:

Alderman Mondragon and Alderman Smith motioned to approve February 10, 2025, February 17, 2025, March 17, 2025, and April 7, 2025, Council meeting minutes. 4-0 approved and the motion carried.

Monthly Financial Statements:

February 2025 financial report prepared by Joel Marin’s office. Alderman Mondragon motioned to approve the February 2025 financial statement. Alderman Smith seconded. 4-0 approved and the motion carried.

Business

A. FOLLOW-UP BUSINESS

- 1) SECOND AND FINAL READING OF AMENDED OPERATIONS ADMINISTRATOR ORDINANCE2025-03. Alderman Mondragon motioned to approve the final reading amending the Operations Administrator Ordinance 2025-03. Alderman Allbright seconded. 4-0 approved and the motion carried.

B. NEW BUSINESS/DISCUSSION

- 1) DISCUSSION AND POSSIBLE ACTION REGARDING RESIDENT PATRICIA ROBERTS AT 1000 MAIN ST. TO REVIEW OF FENCE LINE AND CONSIDERATION TO CROSS INTO THE EASEMENT BY 8

FEET. Resident Roberts and Council discussed the matter. Alderman Mondragon motioned to approve resident Patricia Roberts to allow construction of fence and follow up with a licensing agreement. Alderman Smith seconded. 4-0 approved and the motion carried.

- 2) DISCUSSION AND POSSIBLE ACTION ON RESIDENT JOHN GALLUP AT 121 E. LARKSPUR TO REVIEW CARPORT AND GAZEBO DESIGN FOR COUNCIL APPROVAL. Resident John Gallups made his request about building a carport and gazebo. Council discussed metal carports and ultimately told Gallup to go through city inspector regarding the carport.

2. CONVENE INTO EXECUTIVE SESSION 551.074 (PERSONNEL MATTERS) AND STATE OF GOVERNMENT.

Mayor Pro Tem McGilvray called for executive session at 6:45pm.

3. RECONVENE INTO OPEN SESSION AND TAKE ACTION, IF NECESSARY, ON MATTERS DISCUSSED IN CLOSED EXECUTIVE SESSION.

Council reconvened into open session at 7:00pm.

4. DISCUSSION AND POSSIBLE ACTION ON FILLING THE VACANT ALDERMAN AT LARGE AND MAYOR POSITION. Mr. Duncan stated that with two Council positions vacant, a special election was necessary. Council stated special election would be November 2025 and will be for the unexpired terms of Mayor and Alderman. Alderman Mondragon approved to move May 19th Council meeting to May 12th. Alderman Allbright seconded, and the motion carried.

5. DISCUSSION AND POSSIBLE ACTION REGARDING PNC CERTIFICATE OF DEPOSIT ACCOUNT THAT MATURES APRIL 21, 2025, AND NAME WHO WILL BE THE AUTHORIZERS ON THE ACCOUNT. Council discussed the matter. No new rate has been given yet. Alderman Allbright motioned to remove Brad Dawson from the PNC accounts and to add Alderman Randy Smith, Alderman Ramiro Mondragon, and Mayor Pro Tem Kendall McGilvray as signatories on the PNC bank accounts. Alderman Mondragon seconded. 4-0 approved and the motion carried.

6. DISCUSSION AND POSSIBLE ACTION UPON REVIEW AND APPROVAL OF MDS IDENTITY THEFT PREVENTION PROGRAM. Caleb discussed the Identify Theft Prevention program to Council. Alderman Allbright motioned to approve discussion item #6 as described above. Alderman Smith seconded. 4-0 approved and the motion carried.

7. DISCUSSION AND POSSIBLE ACTION ON APPROVING THE RFQ FOR AN ENGINEERING STUDY OF THE EAST SIDE OF MAIN ST. WATERLINE REPLACEMENT (PHASE ONE). City attorney, Mr. Duncan, spoke about the RFQ for engineering and making it easier on the City of Hillcrest Village for future engineering jobs. Alderman Allbright motioned to approve item #7 as detailed. Alderman Smith seconded. 4-0 approved and the motion carried.

8. DISCUSSION AND POSSIBLE ACTION ON WORKING WITH ROADS AND DRAINAGE #3 TO MOVE THE FENCE AROUND THE SEWER PLANT TO ALLOW ACCESS TO MAINTAIN MUSTANG BAYOU. Council discussed this would be to allow proper work equipment access back in that area for routine maintenance. Alderman Mondragon motioned to work with Roads & Drainage #3 to move the fence around the sewer plant to grant them appropriate work access to Mustang Bayou. Alderman Allbright seconded. 4-0 approved and the motion carried.

9. DISCUSSION AND POSSIBLE ACTION ON APPROVING THE CITY OFFICE 2025 HOLIDAY CALENDAR. Alderman Allbright stated this was a standard holiday calendar. Alderman Allbright motioned to approve the city office 2025 holiday calendar as written. Alderman Smith seconded. 4-0 approved and the motion carried.
10. DISCUSSION AND POSSIBLE ACTION ON PURCHASING A FIRE KING FILE CABINET FOR THE CITY OFFICE RECORDS. Council discussed this matter. Alderman Smith motioned to approve the purchase of a Fire King lateral file cabinet for the city office. Alderman Allbright seconded. 4-0 approved and the motion carried.

Correspondence/Announcements:

MAYOR PRO-TEM MCGILVRAY – No comment.

ALDERMAN MONDRAGON – No comment.

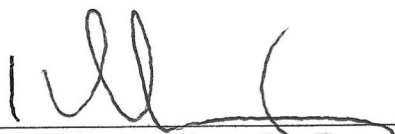
ALDERMAN SMITH – No comment.

ALDERMAN ALLBRIGHT – No comment.


CITY CLERK – QuickBooks has been purchased and getting up and running.

Adjournment:

Alderman Allbright and Alderman Smith motioned to adjourn the meeting. All present approved and the motion carried. Mayor Pro-Tem McGilvray adjourned the meeting at 7:23pm.


Kendall McGilvray, Mayor Pro Tem

ATTEST:


Amanda Hanlon, City Secretary