

**Minutes for Regular Session Council Meeting  
City of Hillcrest Village  
Monday, December 15, 2025**

**1. CALL MEETING TO ORDER**

Mayor McGilvray called the meeting to order at 6:00 pm.

**Present:** Mayor McGilvray, Alderman Allbright, Alderman Smith, Alderman Mondragon, Alderman Sital, Marshal Davison, and MDS Rep Caleb Cristofaro.

**Absent:** Attorney Chris Duncan and EMC Travis Hobbs.

**2. INVOCATION/PLEDGE**

Mrs. McGilvray gave the Invocation. Pledge of Allegiance was completed.

**3. PUBLIC FORUM**

Sarah Simoneaux located at 103 Mustang Rd. asked if the Council has considered parliament or standing rules.

Cristi Castro located at 218 W Larkspur Dr. asked who managed city water, water rates, and why is water bill so high.

**4. REPORTS/RECOMMENDATIONS FROM CONTRACTORS/EMPLOYEES**

*Items in this section are generally for informational purposes, but action may be taken on any item at Council's discretion.*

- A. CALEB CRISTOFARO – MUNICIPAL DISTRICT SERVICES – Gave his monthly report. MDS started to replace meters this month and plan to do about 10-15 each month. Alderman Allbright motioned to approve moving forward with delinquent letters. Alderman Mondragon seconded. 4-0 approved and the motion carried.
- B. SHOHN DAVISON – MARSHAL – Gave his monthly report. Marshal asked for permission to purchase a ID printer (\$700) since they haven't been able to receive IDs from their partnership with Manvel P.D. due to being backed up. Council stated if he has the money in his budget that they have no objection.
- C. TRAVIS HOBBS – EMERGENCY MANAGEMENT COORDINATOR – Absent due to being ill. Mayor reported on the quick update of two grants: generator grant, now installed and WUTAP grant for water engineering study still in progress.

**5. Minutes – November 17, 2025 – Regular Council meeting minutes**

Alderman Smith motioned to approve the November 17, 2025, Regular Session Council minutes. Alderman Mondragon seconded. 4-0 approved and the motion carried.

### **Monthly Financial Statements: October and November 2025**

Council reviewed financials for October and November 2025 and where made aware of a few errors reported by Amanda, secretary: regarding previous FY2024-25 salary and payroll taxes for Marshal and secretary showing up in the new FY25-26 due to it being adjusted by the CPA in a journal entry dated 10/30/25 carrying it over into current fiscal year and BCGCD fees showing as an expense and not income as it should. CPA is aware of these issues. Alderman Allbright conditionally approved the financials for October 2025 and November 2025 upon correction of the described error by January 2026 meeting. Alderman Smith seconded. 4-0 approved and the motion carried.

## **6. BUSINESS**

### **A. FOLLOW-UP BUSINESS**

1. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVING AMENDED UTILITY RATE ORDINANCE 37-2025 WITH THE ADDITION OF THE TRASH-ONLY RECONNECTION FEE. Council was given the amended utility rate prior to meeting for review. Secretary stated section 14 containing disconnection fees that had been updated. Caleb stated the purpose of the amended proposal was for trash-only accounts (\$40) and the regular disconnection fee (\$250) would remain the same. Alderman Smith motioned to approve the amended Utility Rate Ordinance 37-2025. Alderman Allbright seconded. 4-0 approved and the motion carried.
2. DISCUSSION AND POSSIBLE ACTION REGARDING MOVING FORWARD WITH THE MUNICIPAL COURT.  
Alderman Allbright requested that a municipal court with rules and procedures be finalized together by the city attorney, Mr. Duncan. Secretary stated Mr. Duncan did put a proposal together approximately a year ago for the municipal court and Mr. Duncan stated he is ready to submit it to the state but the City must codify the ordinances (have them all online and searchable). Alderman Smith stated he would take on this task of communicating with the city attorney on next steps. Council agreed to table this with the understanding that the attorney will bring a municipal court "cookbook" to next meeting.
3. DISCUSSION AND POSSIBLE ACTION TO REVISIT SECOND PHASE OF EMERGENCY POWER TO MUNICIPAL BUILDING AND GENERATOR #3.  
Mayor McGilvray gave an update on the new generator installed at 202 W Timberlane and they the next phase would be to connect it to the city building since it will be the EMC. Mayor McGilvray and Caleb are reaching out for bids for phase #2 at this time, will bring to the January meeting, Caleb will have two bids to bring in January.

### **B. NEW BUSINESS/DISCUSSION**

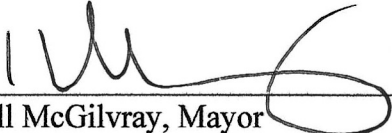
1. DISCUSSION AND POSSIBLE ACTION ON DISCUSSION AND POSSIBLE ACTION ON FUNDING ENGINEERING FOR INFRASTRUCTURE. Council discussed funding options. Council suggested three options: budgeting for an engineering study and budget street by street each year, bond election, or loan. Alderman Allbright suggested bringing someone who can provide Council with information on bonds and in a workshop. Alderman Allbright will do some research and bring information back in January.
2. DISCUSSION AND POSSIBLE ACTION ON RENEWING THE CD ENDING IN 0759 MATURING ON DECEMBER 19, 2025, AT FIRST LIBERTY BANK.  
Council asked questions regarding the amount in this account (\$112,169.43), current interest rate (2.9%) and length of the current CD rate (6 months) and if it would actually renew if account was left alone, yes. Council discussed the topic. Alderman Mondragon stated he will handle this issue directly with the bank.

### **CORRESPONDENCE/ANNOUNCEMENTS**

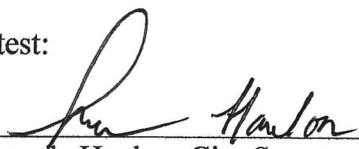
- A. ALDERMAN MONDRAGON – He asked Caleb about the water leak process and water leak adjustment process.
- B. ALDERMAN SITAL – No comment.
- C. ALDERMAN SMITH– No comment.
- D. ALDERMAN ALLBRIGHT – Researching a cover for the playground for the summer months.
- E. CITY CLERK – AmeriWaste will pick up the playground trash on Wednesday Dec 17<sup>th</sup>.
- F. MAYOR MCGILVRAY – Thanked residents for showing up and asking questions. He answered the Felders questions about the traffic speed bumps, along with the Marshal. He addressed the updated areas of responsibility for the Council:
  - Mondragon – Road/Drainage
  - Sital – Water/Sewer
  - Allbright – Public Safety/Community Involvement
  - Smith – Mayor Pro-Tem/Beautification

### **ADJOURNMENT**

Alderman Smith and Alderman Allbright motioned to adjourn the meeting. All approved and the motion carried. Mayor McGilvray called the Regular Session Council meeting adjourned at 6:49 pm.

  
Kendall McGilvray, Mayor

Attest:

  
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Amanda Hanlon, City Secretary