



CITY OF HILL COUNTRY VILLAGE  
116 ASPEN LANE • SAN ANTONIO • TEXAS • 78232  
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**MINUTES  
CITY COUNCIL MEETING  
CITY HALL  
116 ASPEN LANE  
HILL COUNTRY VILLAGE, TEXAS 78232  
THURSDAY, MAY 19, 2022  
5:00 P.M.**

The City Council for the City of Hill Country Village met for a City Council Meeting Thursday, May 19, 2022, at 5:00 p.m. at City Hall, 116 Aspen Lane, Hill Country Village, Texas. This was an open meeting subject to the open meetings law of the State of Texas.

**Members Present:**

Mayor Gabriel Durand-Hollis  
Councilman Carl A. Register  
Councilman Matthew T. Acock  
Councilman Thomas Doyle  
Councilwoman Allison Francis

**Members Not Present:**

Councilman Neal Leonard

**City Staff Present:**

Frank Morales, City Administrator, and Police Chief  
Patricia Rothwell, Administrative Assistant

**1. Call to order.**

*Mayor Durand-Hollis called the meeting to order at 5:00 p.m.*

**2. Invocation and pledge of allegiance**

*Mayor Durand-Hollis led those present in an invocation and the pledge of allegiance.*

**3. Discussion and possible action approving an ordinance declaring each unopposed candidate for the May 7, 2022, General Election elected to office.**

*Councilwoman Francis made the motion to approve an ordinance declaring each unopposed candidate for the May 7, 2022, General Election elected to office, seconded by Councilman Register. Motion passed unanimously.*

**4. A presentation, discussion, and appropriate action regarding the following items related to the May 7, 2022, General Election which was canceled per ordinance 1255, dated March 17, 2022.**

**a. Issuing a Certificate of Election**

- b. Administering Statement of Elected Officer**
- c. Administering Oath of Office**
- d. Appointment of Mayor Pro-Tempore.**

*Mayor Durand-Hollis was sworn in by the City Attorney, Marc Schnall.*

*Councilman Doyle and Councilman Acock were sworn in by Mayor Durand-Hollis.*

*The Statement of Elected/Appointed Officer was signed by Councilman Doyle. Oath of Office was signed by Councilman Doyle.*

*The Statement of Elected/Appointed Officer was signed by Councilman Acock. Oath of Office was signed by Councilman Acock.*

*Mayor Durand-Hollis asked Council for a motion to appoint a Mayor Pro Tempore. Councilwoman Francis moved to appoint Councilman Register as Mayor Pro-Tempore, and Councilman Acock seconded the motion. Motion passed unanimously.*

CONSENT AGENDA:

*The following items are of a routine or administrative nature. The City Council has been furnished with background and support material on each item, and/or it has been discussed in a previous meeting. All items can be acted upon by one vote without being discussed separately, unless requested by a Council Member or the Mayor, in which event the item or items will immediately be withdrawn for individual consideration in their normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one motion and vote of the City Council.*

**5. Discussion and possible action approving the minutes of the City Council Meeting of March 17, 2022.**

*Councilman Register motioned to accept the Consent Agenda, Items 5-14, as stated. Councilman Acock seconded the motion. The motion passed unanimously.*

**6. Discussion and possible action approving an ordinance accepting the resignation of Mrs. Yolanda Sherrod as an employee for the City of Hill Country Village, Texas.**

**7. Discussion and possible action approving an ordinance appointing Miss Patricia M. Rothwell as a full-time Permits Clerk and Administrative Assistant for the City of Hill Country Village.**

**8. Discussion and possible action approving an ordinance reappointing the following individuals to positions in the Municipal Court effective June 1, 2022, for a two-year term; Mr. Mario Trevino as Municipal Judge, Mrs. Leslie Kassahn as Alternate Judge, and Mr. Richard Corrigan as Municipal Prosecutor.**

9. Discussion and possible action adopting the 2015 International Building Code with local amendments, 2015 International Residential Code for One and Two Family Dwellings with local amendments, the 2015 International Plumbing Code, the 2015 International Mechanical Code, the 2015 International Energy Conservation Code, the 2015 International Fuel Gas Code, the 2015 International Fire Code, the 2017 National Electrical Code, and other local amendments.

10. Discussion and possible action appointing Mr. George “Rick” Evans to the Board of Adjustment for the City of Hill Country Village.

11. Discussion and possible action appointing Mr. Gary Wilhelm to the Business District Construction Review Board.

12. Discussion and possible action reappointing one existing member to the Zoning Commission.

13. Discussion and possible action reappointing five existing members and ex-officio members to the board of directors of the Economic Development Corporation.

14. Discussion and possible action appointing Dr. Chichi Junda Woo as the Local Health Authority for the City of Hill Country Village with a term of office beginning June 24, 2022, and ending June 23, 2024.

INDIVIDUAL ITEMS FOR CONSIDERATION:

**15. Citizens to be heard.**

*At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. Citizens may speak on specific agenda items when that item is called for discussion. During the Citizens to be Heard section no council action may take place and no council discussion or response is required to the speaker. However, the Mayor or the City Administrator may make a statement of specific factual information in response to an inquiry or recite existing policy in response to an inquiry. A time limit of two minutes per speaker is permitted; the council may extend this time at their discretion.*

*John McNair, 114 Cherokee, spoke on his opinion as to what should be done with the Bitters Rd property. Mr. McNair stated he was against using the property for any commercial development. He asked the council to consider keeping City Hall at its current location and using the Bitters property, “to its highest and best potential, disregarding a commercial option.” Mr. McNair shared that he would like the Bitters Rd property turned into residential use with a luxury garden home community, with heavy restrictions so it complies with the same aesthetics of Hill Country Village. It is the opinion of Mr. McNair that there would be an immediate cash in-flow which could be used to pay off the bond or used to pay for the new city hall. He believes it would benefit the city with a new consistent revenue stream, via more property taxes, and fees common*

with this development. Mr. McNair brought up general quote figures on what it would take to renovate, demo, rebuild and move City Hall; he believes these numbers have now doubled in the last 18 months.

**16. Discussion and possible action regarding a potential bond election for the cost of construction and equipping a new City Hall at the current location or on the Bitters Road property owned by the City.**

*Councilman Doyle stated that some decision needs to be made regarding City Hall and to find out what the citizens of Hill Country Village want. The best way to find this out is through a bond election. If the citizens decide that they don't want City Hall on the Bitters property, the Council knows to move forward with plans at the Aspen Lane property.*

*Councilwoman Francis brought up the cost and asked if there were updated numbers. Chief Morales stated the last estimate the City received was 2.9 million for a City Hall located at the Bitters property.*

*Councilman Acock suggested that they hold multiple town halls to address and receive feedback from the citizens; to help inform them of which option the citizens would prefer to see in the bond election, either: build new, demolish and rebuild City Hall where it currently sits or renovate the existing City Hall.*

*Council moved on to Items 17 and 18 and returned to 16.*

*Councilman Doyle wanted to clarify that the actions that will be taken now is, to have the advisors craft different scenarios for what the wording should be on the bond ballot.*

*Councilman Doyle made the motion that McCall, Parkhurst & Horton, L.L.P, with Frost Bank, craft a proposed bond election item for the November election. Councilman Register seconded the motion. Motion passed unanimously.*

**17. Discussion and possible action on entering into an engagement letter agreement with McCall, Parkhurst, & Horton, L.L.P. to serve as bond counsel for the City.**

*Councilman Acock made the motion to enter into an engagement letter agreement with McCall, Parkhurst & Horton, L.L.P. Councilman Register seconded the motion. Motion passed unanimously.*

**18. Discussion and possible action on entering into a Financial Advisory Contract with Frost Bank to serve as Financial Advisor for the City.**

*Councilwoman Francis made the motion that we enter into a Financial Advisory Contract with Frost Bank to serve as Financial Advisor for the City. Councilman Acock seconded the motion. Motion passed unanimously.*

**19. Discussion and possible action concerning road construction projects involving Austin Bridge & Road, LP, including status and change orders.**

*Brady Kosub from M&S Engineering updated the council on the road project. Mr. Kosub stated the project was about 35% finished and the city had received an updated schedule that day. Austin Bridge & Road had stated they were facing some material issues; working hard to move forward despite these challenges.*

*Mr. Kosub stated that some culverts that had been replaced about eight or so years ago had failed again and were not included in the bid. Originally it had not been seen as an issue. Councilman Acock clarified that M&S was not the previous engineer. Mr. Kosub explained that the road section was thin and recommended that we install a new pipe to support the weight of the asphalt on top of the structure, and have it be sustained for the length of the investment. Councilman Register asked how the City is responsible for the lack of diligence on the part of M&S at the time they made the bid. Mr. Kosub stated that he cannot vouch for the integrity of the structure when the project was scoped out three years ago, as we have had snow and ice storms that could've added to the damage we see now. The culvert in question was not identified to be replaced in the initial scope of work.*

*Mr. Kosub stated that he had never seen the water service line buried only inches deep and that this is not a common occurrence. Normally water services are 20 inches deep while they are now interacting with the lines being mere inches into the asphalt, not the depth. Councilwoman Francis asked if it was part of M&S's responsibilities to work with the utilities and see where the lines are. Mr. Kosub let the council know that he has not come across water lines that shallow.*

*Councilwoman Francis motioned to approve the change orders, Councilman Acock seconded the motion. Motion passed unanimously.*

**20. Discussion and possible action on the City of Hill Country Village Fiscal Year 2022-23 Proposed Budget and assigning future dates and times for the FY 2022-23 City of Hill Country Village Budget Work Sessions.**

*Council discussed a future meeting time and settled on June 21st at 5 pm.*

**21. Presentation of the March 31, 2022, and April 30, 2022, financial statements.**

*Council was presented with the financial statements.*

**22. Report by Mayor on matters of community interest.**

*Mayor Durand-Hollis spoke on whether or not we will have an adjustment on the increased property valuation. He stated that we are somewhere between 10-28 percent across the City and that we have a homestead exemption. Mr. Schnall explained that for homestead increases there is a cap of 10%. An evaluation increase maybe 15% but it does not mean we will collect 15% more in tax revenue. He stated when the Tax Assessor's office calculates the effective tax rate it will be lower if the tax rates have gone up.*

**23. Report by City Administrator/Chief of Police on matters of community interest.**

*Chief Morales had nothing to report.*

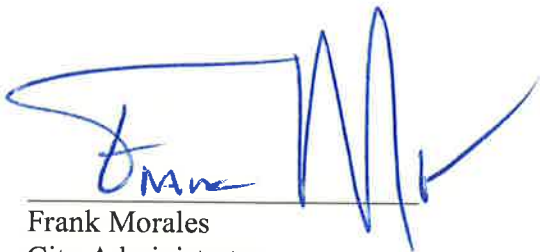
**24. Adjourn.**

*There being no further business to come before the City Council, the meeting was adjourned at 7:00 p.m.*

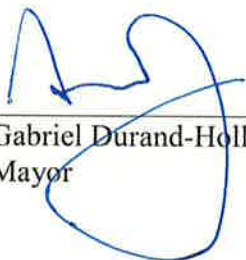
*The Council reserves the right to discuss and appropriately act upon any item stated on this agenda in open session. The Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). No action may be taken in Executive Session.*

***A copy of this meeting's agenda packet is available for public inspection, review, and copying at City Hall during regular business hours.***

I certify that this notice of meeting was posted at City Hall at the date and time indicated below.



Frank Morales  
City Administrator



Gabriel Durand-Hollis  
Mayor