

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
December 6, 2022**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, December 6, 2022, at 6:00 p.m., at #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person.

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Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	Building Official:	Henry Rivas
	City Engineer:	Steve Byington
	City Attorney:	John Hightower
	Assistant to the City Secretary:	Jessica Pierce

- A. Call to order and the roll of elected and appointed officers will be taken.

**With a quorum of the Council Members present, Mayor Pappas called the meeting to order at 5:59 p.m.**

- B. **Ken Spalding led the Pledge of Allegiance followed by a prayer by Mayor Pappas.**

- C. PUBLIC COMMENTS *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquiries about a subject that is not specifically identified on the agenda, a member of council or a staff member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*

**No Public Comments.**

- D. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator presented this report.**
2. Police Commissioner Monthly Report – **Steve Reichel, Police Commissioner presented this report. Detective Blair Cerny reported on a recent investigation.**

3. Fire Commissioner Monthly Report – **Rob Adams, Fire Commissioner presented this report.**
4. Building Official Monthly Report – **Henry Rivas, Building Official, presented this report.**
5. City Engineer Monthly Report – **Steve Byington, City Engineer, presented this report.**
6. City Administrator Report – **Tom Fullen, City Administrator, reported on WCA Waste Corp. – GFL Environmental Co.**
7. Mayor and Council Reports and Comments – **Mayor Jim Pappas reported on a Farmers Market event and a discussion was had over sending digital or hard copies of the agenda packets to councilmembers in the future.**

E. CONSENT AGENDA *The following items are considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion on these items unless a Councilmember requests, in which event, the item will be removed from the general order of business and considered in its normal sequence on the agenda.*

1. Approval of the Minutes of the Regular Meeting on October 25, 2022.
2. Approval of the Minutes of the Special Meeting on November 14, 2022.
3. Approval of the Cash Disbursement Journal for October 2022.
4. Approval of the 2022 3<sup>rd</sup> Quarterly Investment Report.
5. Approval of the agreement with Harris County Sheriff's Office for housing city prisoners effective January 1, 2023.

**Councilmember Cowell made a motion to approve the Consent Agenda. Councilmember Carlton seconded the motion and the motion carried unanimously.**

F. REGULAR AGENDA

1. Discussion and possible action to approve a proposal from Bright Landscape Designs, Inc. in the amount of \$37,306.98 for City Median Landscape Beautification for the 1<sup>st</sup> esplanade south of I-10 on Voss Road.

**Councilmember Knox made a motion to approve a proposal from Bright Landscape Designs, Inc. in the amount of \$37,306.98 for City Median Landscape Beautification for the 1st esplanade south of I-10 on Voss Road. Councilmember Cowell seconded the motion and the motion carried unanimously.**

2. Discussion and possible action to accept the recommendation from the Village Mutual Insurance Group for the employees' medical, dental, vision, Life/AD&D, and long-term disability insurance coverage for 2023.

**Councilmember Cowell made a motion to accept the recommendation from the Village Mutual Insurance Group for the employees' medical, dental, vision, Life/AD&D, and long-term disability insurance coverage for 2023. Councilmember Sapien seconded the motion and the motion carried unanimously.**

3. Discussion and possible action to approve new supplementation services from Municode/CivicPlus for a five-year term period.

**Councilmember Cowell made a motion to approve new supplementation services from Municode/CivicPlus for a five-year term period. Councilmember Knox seconded the motion and the motion carried unanimously.**

4. Discussion and possible action to approve the holding of a joint election with the Spring Branch ISD in May 2023, and to authorize the Mayor and City Administrator to negotiate the terms of an agreement with the School District.

**Councilmember Cowell made a motion to approve the holding of a joint election with the Spring Branch ISD in May 2023, and to authorize the Mayor and City Administrator to negotiate the terms of an agreement with the School District. Councilmember Knox seconded the motion and the motion carried unanimously.**

5. Discussion and possible action to approve a resolution establishing a policy for the issuance and cancellation of writs of capias warrants of arrest by the City's municipal court.

**Councilmember Carlton made a motion to approve a resolution establishing a policy for the issuance and cancellation of writs of capias warrants of arrest by the City's municipal court. Councilmember Knox seconded the motion and the motion carried unanimously.**

6. Discussion and possible action to accept the resignation of the City's Alternate Fire Commissioner and to approve a resolution appointing Fidel Sapien as the City's Alternate Commissioner on the Board of Commissioners of the Villages Fire Department.

**Discussion and possible action on this item was delayed until after the executive session.**

- G. **EXECUTIVE SESSION** It is anticipated that all, or a portion of the discussion of the following items, if any, will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on these items until the City Council reconvenes in open session.

**At 6:52 p.m. the mayor announced that the City Council was recessing into closed executive session under sections 551.071 and 551.074 of the Texas Open Meetings Act to deliberate on the following items. (Section 551.071 Consultations with Attorney; Section ~~§551.074~~ Personnel Matters)**

1. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City's Fire Commissioner and Alternate Fire Commissioner. [Section §551.074 Personnel Matters]
2. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City staff members. [Section §551.074 Personnel Matters]
3. To consult with the City's attorney regarding threatened litigation. [Section §551.071 Consultations with Attorney]

- H. **RECONVENE** into Open Session and consider action, if any, on items discussed in Executive Session.

**Council reconvened into Open Session at 8:08 p.m. No action was taken during the executive session.**

**After the City Council reconvened into open session the Council took up agenda item F. 6. and a motion was made and seconded to accept the resignation of the City's Alternate Fire Commissioner and to approve a resolution appointing Fidel Sapien as the City's Alternate Commissioner on the Board of Commissioners of the Villages Fire Department. The vote to approve the motion was unanimous.**

**At this time Councilmember Carlton made a motion to approve the individual performance-based salary adjustments proposed by the City Administrator plus a one-time 4% COLA adjustment for all employees. Councilmember Sapien seconded the motion and the motion carried unanimously.**


I. ADJOURNMENT

At 8:09 p.m., Councilmember Cowell made a motion to adjourn. Councilmember Knox seconded the motion and the motion carried unanimously. The meeting adjourned at 8:09 p.m.

These minutes were approved on the 24th day of January, 2023.

  
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Jim Pappas, Mayor

ATTEST:

  
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Tom Fullen, City Administrator  
Acting City Secretary

