

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
April 22, 2025**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, April 22, 2025, 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 Attorney:	Tim Kirwin
	Assistant 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 6:00 p.m.**

- B. **Ray Schultz, Police Chief, led the pledge of Allegiance followed by a prayer by Mayor Pappas.**

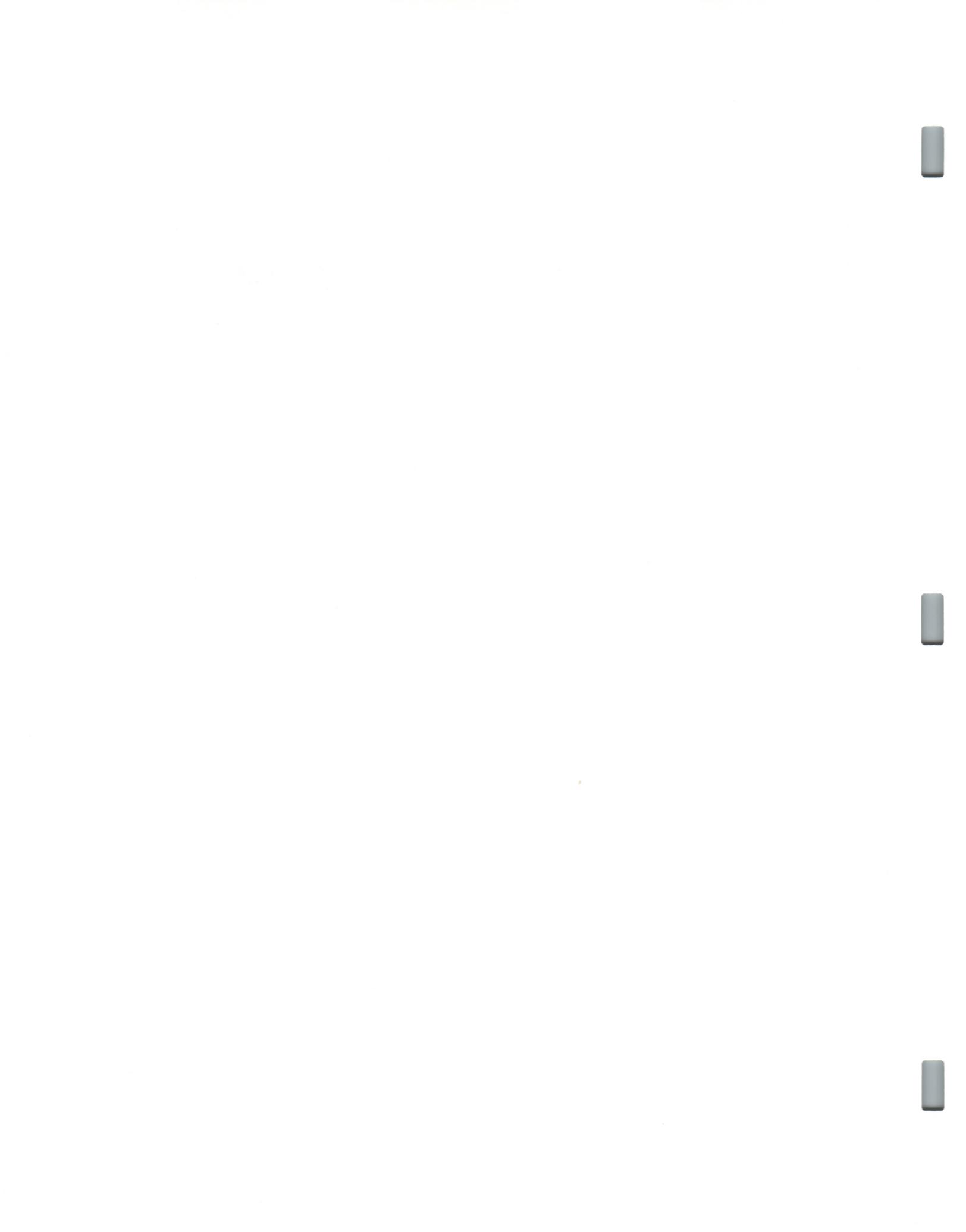
- C. PUBLIC COMMENTS *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquiries about a subject that is not specifically identified on the agenda, a member of council or a staff member 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 Comments.**

- D. AGENDA ITEM

1. Discussion and possible action to accept the final report from the Planning and Zoning Commission to allow the installation of a plaza cover.

**Councilmember Marks made a motion to accept the final report from the Planning and Zoning Commission to allow the installation of a**



**plaza cover. Councilmember Sapien seconded the motion, and the motion was carried unanimously.**

E. PUBLIC HEARING *A Public Hearing will be held before the City Council for the purpose of receiving testimony for or against the following...*

- a. A request from First Congregational Church to amend their Specific Use Permit to install a plaza cover.

**Public Hearing Opened: 6:02**

**Comments: Comments were made on the use of the cover.**

**Public Hearing Closed: 6:04**

F. AGENDA ITEM

2. Discussion and possible action regarding an Ordinance amending the Specific Use Permit for First Congregational Church to install a plaza cover.

**Councilmember Cowell made a motion to approve an Ordinance amending the Specific Use Permit for First Congregational Church to install a plaza cover. Councilmember Knox seconded the motion, and the motion was carried unanimously.**

G. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator, presented this report.**
2. Police Commissioner Monthly Report – **Ray Schultz, Police Chief, and Steve Reichel, Police Commissioner, presented this report.**
3. Fire Commissioner Monthly Report – **Howard Miller, Fire Chief, presented this report.**
4. Building Official Monthly Report – **Henry Rivas, City Building Official, presented this report.**
5. City Engineer Monthly Report – **Tom Fullen, City Administrator, presented this report.**
6. City Administrator Report – **No Report.**
7. Mayor and Council Reports and Comments – **Councilmember Calrton reported on the Sidewalks at Beinhorn and Voss.**



H. 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 March 25, 2025.
2. Approval of the Cash Disbursement Journal for March 2025.

**Councilmember Marks made a motion to approve the Consent Agenda with the addition of him being named the representative for the Legislative Committee on agenda item #6 from the Regular Minutes on March 25, 2025. Councilmember Cowell seconded the motion, and the motion was carried unanimously.**

I. REGULAR AGENDA

3. Discussion and possible action to approve Amendment 2025-01 to the Memorial Village Police Department 2025 Budget in the amount of \$100,000.00 which will not result in additional assessments to the City.

**Councilmember Marks made a motion to approve Amendment 2025-01 to the Memorial Village Police Department 2025 Budget in the amount of \$100,000.00 which will not result in additional assessments to the City. Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

4. Discussion and possible action to approve Amendment 2025-02 to the Village Fire Department's 2025 Budget in the amount of \$110,000.00 which will not result in additional assessments to the City.

**Councilmember Cowell made a motion to approve Amendment 2025-02 to the Village Fire Department's 2025 Budget in the amount of \$110,000.00 which will not result in additional assessments to the City. Councilmember Sapien seconded the motion, and the motion was carried unanimously.**

5. Discussion and possible action to approve an extension for New Residence Permit 202200649 at 215 Bryn Mawr Circle.

**Councilmember Knox made a motion to approve a 7-month extension for New Residence Permit 202200649 at 215 Bryn Mawr Circle.**



**Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

6. Discussion and possible action to approve a Joint Participation Interlocal Agreement with Harris County and City of Houston to construct improvements to the pavement along Memorial Drive from Chimney Rock to Greenbay Street.

**Councilmember Sapien made a motion to approve a Joint Participation Interlocal Agreement with Harris County and City of Houston to construct improvements to the pavement along Memorial Drive from Chimney Rock to Greenbay Street. Councilmember Cowell seconded the motion, and the motion was carried unanimously.**

7. Discussion and possible action to approve an interlocal agreement with the City of Hedwig Village for Sidewalk replacement on Beinhorn Road.

**Councilmember Knox made a motion to approve an interlocal agreement with the City of Hedwig Village for Sidewalk replacement on Beinhorn Road. Councilmember Marks seconded the motion, and the motion was carried unanimously.**

8. Discussion and possible action to approve a Resolution appointing Councilmember Stewart Marks as the City's designated representative regarding legislative issue.

**Councilmember Knox made a motion to approve a Resolution appointing Councilmember Stewart Marks as the City's designated representative regarding legislative issue. Councilmember Marks seconded the motion, and the motion was carried unanimously.**

9. Discussion and possible action to approve an ordinance of the City of Hunters Creek Village, Texas, amending the City's 2025 budget to add new individual line items to reflect actual expenditures providing for severability; and containing other provisions relating to the subject.

**Councilmember Cowell made a motion to approve an ordinance of the City of Hunters Creek Village, Texas, amending the City's 2025 budget to add new individual line items to reflect actual expenditures providing for severability; and containing other provisions relating to the subject. Councilmember Knox seconded the motion, and the motion was carried unanimously.**



10. Discussion and possible action to vacate, close, or abandon a portion of Ripple Creek Drive.

**Councilmember Knox made a motion to move forward with the process to vacate, close, or abandon a portion of Ripple Creek Drive. Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

11. Discussion and possible action to amend the Fire Sprinkler Ordinance.

***This item was taken out of order.***

**No action was taken on this item.**

- J. EXECUTIVE SESSION It is anticipated that all, or a portion of the discussion of the following items, if any, will be conducted in a 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.

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

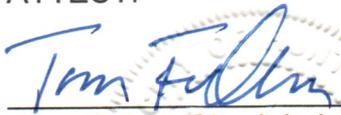
- L. ADJOURNMENT

**At 7:50 p.m., Councilmember Knox made a motion to adjourn. Councilmember Carlton seconded the motion, and the motion was carried unanimously. The meeting was adjourned at 7:51 p.m.**

These minutes were approved on the 27th day of May 2025.

  
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Jim Pappas, Mayor

ATTEST:

  
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Tom Fullen, City Administrator  
Acting City Secretary

