

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE REGULAR
CITY COUNCIL MEETING
May 27, 2025**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, May 27, 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.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks Fidel Sapien Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	City Engineer:	Steve Byington
	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 6:01 p.m.

- B. **Michael Rucker & Suzanne Haboush with GFL led the pledge of Allegiance followed by a prayer by Mayor Pappas.**
- C. Administration of the oath of office to the newly elected councilmembers.
- D. 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.

- E. REPORTS

1. City Treasurer Monthly Report - **Tom Fullen, City Administrator, presented this report.**



2. Police Commissioner Monthly Report – **Ray Schultz, Police Chief, and Brooke Hamilton, Police Commissioner, presented this report.**
3. Fire Commissioner Monthly Report – **Rob Adams and John Dewitt, Fire Commissioners, presented this report.**
4. Building Official Monthly Report – **Henry Rivas, City Building Official, presented this report.**
5. City Engineer Monthly Report – **Steve Byington, City Engineer, presented this report.**
6. City Administrator Report – **No Report.**
7. Mayor and Council Reports and Comments – **Mayor reported on Memorial Drive Project; Councilmember Marks reported on the Legislative Updates on the ADU Bill.**

F. 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 April 22, 2025.
2. Approval of the Cash Disbursement Journal for April 2025.
3. Approval of the 1st Quarterly Investment Report for 2025.

Councilmember Marks made a motion to approve the Consent Agenda. Councilmember Knox seconded the motion, and the motion was carried unanimously.

G. REGULAR AGENDA

1. Discussion about Trash and Recycling pick up with GFL Environmental.

Item was taken out of order.

No action was taken on this item.

2. Discussion and possible action to approve the FY2024 Funding Review for the Memorial Village Police Department.

No action was taken on this item.



3. Discussion and possible action to approve the Memorial Village Police Departments FY2026 proposed Budget.

Councilmember Knox made a motion to approve the Memorial Village Police Departments FY2026 proposed Budget. Councilmember Marks seconded the motion, and the motion was carried unanimously.

4. Discussion and possible action to approve Amendment No. 2024-02 to the Village Fire Departments 2024 Budget to make intra-budgetary transfers that will not result in additional assessments to the City.

Councilmember Carlton made a motion to approve Amendment No. 2024-02 to the Village Fire Departments 2024 Budget to make intra-budgetary transfers that 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 Amendment No. 2025-03 to the Village Fire Departments 2025 Budget in an amount not to exceed \$236,000.00 and that will not result in additional assessments to the City.

Councilmember Carlton made a motion to approve Amendment No. 2025-03 to the Village Fire Departments 2025 Budget in an amount not to exceed \$236,000.00 and that will not result in additional assessments to the City. Councilmember Sapien seconded the motion, and the motion was carried unanimously.

6. Discussion and possible action to approve an increase to Amendment No. 77 with CobbFendley in the amount of \$35,990.46 for Construction Phase Services and Reimbursable Expenses.

Item was taken out of order.

Councilmember Carlton made a motion to approve an increase to Amendment No. 77 with CobbFendley in the amount of \$35,990.46 for Construction Phase Services and Reimbursable Expenses. Councilmember Marks seconded the motion, and the motion was carried unanimously.

7. Discussion and possible action to approve the proposal from Cameron Builders for the replacement of the shutters on City Hall in the amount of \$18,822.40 for Western Red Cedar or \$28,032.84 for Mahogany.



Councilmember Carlton made a motion to approve the proposal from Cameron Builders for the replacement of the shutters on City Hall in the amount of \$18,822.40 for Western Red Cedar. Councilmember Knox seconded the motion, and the motion was carried unanimously.

8. Discussion and possible action to approve an extension for New Residence Permit 202300422 at 502 Thamer Lane.

No action taken; item will be moved to next meeting.

9. Discussion and possible action to approve the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes.

Councilmember Marks made a motion to approve the agreement between Hunters Creek Village and Spring Branch School District to assess and collect ad valorem taxes. Councilmember Knox seconded the motion, and the motion was carried unanimously.

10. Discussion and possible action to schedule a Budget Workshop date for the City's FY2026 Budget.

Councilmember Carlton made a motion to schedule a Budget Workshop date for the City's FY2026 Budget on June 24, 2025 at 4 p.m. Councilmember Knox seconded the motion, and the motion was carried unanimously.

11. Discussion and possible action to adopt an ordinance to vacate, close, or abandon a portion of Ripple Creek Drive.

No action was taken on this item.

12. Discussion and possible action to request that the Planning and Zoning Commission consider a potential amendment to the City's Zoning Ordinance to add a definition for the term "masonry"—including applicable materials and manner of construction—as used in Section 44-163(4) of the Ordinance, thereof concerning the walls required along the side or rear property lines adjacent to Voss or Memorial Roads.

Councilmember Knox made a motion to request that the Planning and Zoning Commission consider a potential amendment to the City's Zoning Ordinance to add a definition for the term "masonry"—



including applicable materials and manner of construction—as used in Section 44-163(4) of the Ordinance, thereof concerning the walls required along the side or rear property lines adjacent to Voss or Memorial Roads. Councilmember Carlton seconded the motion, and the motion was carried unanimously.

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

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

These minutes were approved on the 24th day of June 2025.



Jim Pappas, Mayor

ATTEST:



Tom Fullen, City Administrator
Acting City Secretary



