

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
October 28, 2025**

The City Council of the City of Hunters Creek Village, Texas, held a regular meeting on Tuesday, October 28, 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 Linda Knox Chip Cowell Jay Carlton
	City Administrator:	Tom Fullen
	City Engineer:	Charles Eastland
	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. **Charles Eastland 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 inquires 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.*

**Henry Mentz commented on the Lindenwood Drive construction Project and the grading of the ditches.**

- D. REGULAR AGENDA

1. Discussion and possible action to accept the final report from the Planning and Zoning Commission on amending the Zoning Ordinance, Section 44-163, regarding rules and regulations for walls and fences, and defining masonry.

**Councilmember Cowell made a motion to accept the final report from the Planning and Zoning Commission on amending the Zoning Ordinance, Section 44-163, regarding rules and regulations for walls and fences, and defining masonry. Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

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

- a. Amending the Zoning Ordinance, Section 44-163, regarding rules and regulations for walls and fences and defining masonry.

**Public Hearing opened at 6:14 p.m.  
Comments: No comments.  
Public Hearing closed at 6:15 p.m.**

F. REGULAR AGENDA

2. Discussion and possible action to approve an Ordinance of the City of Hunters Creek Village, Texas, amending Chapter 44, Section 44-163, Zoning Ordinance, to provide rules and regulations for walls and fences and defining masonry.

**Councilmember Knox made a motion to approve an Ordinance of the City of Hunters Creek Village, Texas, amending Chapter 44, Section 44-163, Zoning Ordinance, to provide rules and regulations for walls and fences and defining masonry. Councilmember Cowell 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 Reicheck, Police Commissioner, presented this report.**
3. Fire Commissioner Monthly Report – **Brian Croft, Fire Chief, presented this report.**
4. Building Official Monthly Report – **Henry Rivas, City Building Official, presented this report.**

5. City Engineer Monthly Report – **Charles Eastland and Nick Mumme, City Engineers, presented this report.**
6. City Administrator Report – **Tom Fullen, City Administrator, reported on the Annual Christmas Luncheon.**
7. Mayor and Council Reports and Comments – **No report.**

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 September 23, 2025.
2. Approval of the Cash Disbursement Journal for September 2025.
3. Approval of the 3<sup>rd</sup> Quarterly Investment Report for 2025.
4. Approval of the 2026 Holiday Schedule.
5. Approval of the membership renewal with ERCOT for 2026.

**Councilmember Cowell made a motion to approve the consent agenda except for #4. Councilmember Knox seconded the motion, and the motion was carried unanimously.**

**Councilmember Cowell made a motion to approve #4 of the consent agenda with the addition of Veterans Day. Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

I. REGULAR AGENDA

3. Discussion and possible action to approve an extension for the remodel permit 202300941 at 10911 Kirwick Drive.

**Councilmember Cowell made a motion to approve a 6-month extension for the remodel permit 202300941 at 10911 Kirwick Drive in an amount not to exceed \$15,000.00. Councilmember Marks seconded the motion, and the motion was carried unanimously.**

4. Discussion and possible action to approve Change Order No. 1 to the contract with UMD Construction in the amount of \$96,694.50 for the Voss Road Panel Reconstruction Project.

**Councilmember Carlton made a motion to approve Change Order No. 1 to the contract with UMD Construction in an amount not to exceed**

**\$63,354.00 for the Voss Road Panel Reconstruction Project. Councilmember Cowell seconded the motion, and the motion was carried unanimously.**

**Councilmember Carlton made a motion to approve Change Order No. 2 to the contract with UMD Construction in an amount not to exceed \$9,476.00 for the Voss Road Panel Reconstruction Project. Councilmember Marks seconded the motion, and the motion was carried unanimously.**

5. Discussion and possible action to appoint positions on the Zoning Board of Adjustment.

**Councilmember Knox made a motion to appoint Paul Gregory to Position No. 5 on the Zoning Board of Adjustment. Councilmember Cowell seconded the motion, and the motion was carried unanimously.**

6. Discussion and possible action to designate a representative and alternate representative to the Houston-Galveston Area Council 2026 General Assembly.

**Councilmember Marks made a motion to designate Councilmember Cowell as the representative and Councilmember Knox as the alternate representative to the Houston-Galveston Area Council 2026 General Assembly. Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

7. Discussion and possible action to approve the November/December Regular City Council meeting date. (12/09/2025)

**Councilmember Cowell made a motion to approve the November/December Regular City Council meeting date as 12/09/2025. Councilmember Knox seconded the motion, and the motion was carried unanimously.**

8. Discussion and possible action to consider and accept the engagement letter from Crowe LLP for auditing services.

**Councilmember Marks made a motion to accept the engagement letter from Crowe LLP for auditing services. Councilmember Knox 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 Chapter 10, Section 10-23 to provide rules and regulations for front yard paving.

**Councilmember Cowell made a motion to approve an Ordinance of the City of Hunters Creek Village, Texas, amending Chapter 10, Section 10-23 to provide rules and regulations for front yard paving. Councilmember Carlton seconded the motion, and the motion was carried unanimously.**

10. Discussion and possible action to approve an Ordinance of the City of Hunters Creek Village, Texas, extending Ordinance No. 2023-938 to continue the temporary decrease of the required diameter of a replacement tree from 6" caliper to 5" caliper.

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

- 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 the 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.

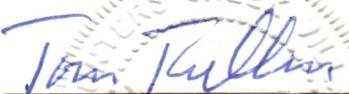
- J. ADJOURNMENT

**At 7:32 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 7:32 p.m.**

These minutes were approved on the 9th day of December 2025.

  
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Jim Pappas, Mayor

ATTEST:

  
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Tom Fullen, City Administrator  
Acting City Secretary

