

**MINUTES OF THE REGULAR MEETING  
RIVER OAKS CITY COUNCIL  
JULY 16, 2024**

**MEMBERS PRESENT:**

MAYOR DARREN HOUK  
MAYOR PRO TEM LEIGH ANN TURNER  
COUNCIL MEMBER JOHN CLARIDGE  
COUNCIL MEMBER STEVE HOLLAND  
COUNCIL MEMBER YOLIE RODRIGUEZ

**STAFF PRESENT:**

CITY MANAGER MARVIN GREGORY  
CITY SECRETARY PAULA LUCK  
CITY ATTORNEY BRADLEY ANDERLE  
EVENT CENTER DIRECTOR SHIRLEY WHEAT  
DEPUTY POLICE CHIEF ERIC PERKINS  
EMERGENCY MGT JAMES MYRICK  
PUBLIC WORKS SECRETARY CASSIE DYER  
PUBLIC WORKS DIRECTOR TODD HENDERSON

**ABSENT:**

COUNCIL MEMBER BRENT FORESTER

1. CALL TO ORDER

With a quorum present, Mayor Houk called the Regular Meeting of the River Oaks City Council to order at 6:02 p.m. on Tuesday, July 16, 2024 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION

CM Holland delivered the Invocation.

3. PLEDGE OF ALLEGIANCE TO UNITED STATES FLAG AND THE TEXAS FLAG

CM Holland led the Pledges of Allegiance to the United States and the Texas Flags.

4. READING OF PROCLAMATION(S) AND SPECIAL PRESENTATIONS BY MAYOR.

**NONE**

Mayor Houk announced that 20 years ago today, Deputy Police Chief Perkins came to work for River Oaks.

5. INTRODUCTION OF TODD HENDERSON AS THE CITY'S PUBLIC WORKS DIRECTOR.

Todd Henderson was introduced as the Public Works Director.

6. PUBLIC TESTIMONY: CITIZENS TO SPEAK ON ANY TOPIC OR ANY AGENDA ITEM BEFORE AN DURING THE MEETING BY RAISING YOUR HAND TO BE RECOGNIZED; HOWEVER, UNLESS THE ITEM IS SPECIFICALLY NOTED ON THIS AGENDA, THE CITY COUNCIL IS REQUIRED UNDER THE TEXAS OPEN MEETINGS ACT TO LIMIT ITS RESPONSE WITH A STATEMENT OF SPECIFIC FACTUAL INFORMATION, RECITING THE CITY'S EXISTING POLICY ON THAT ISSUE, OR DIRECTING THE PERSON MAKING THE INQUIRY TO VISIT WITH CITY STAFF ABOUT THAT

ISSUE, AND NO COUNCIL DELIBERATION IS PERMITTED FOR TOPICS NOT SPECIFICALLY LISTED ON THIS AGENDA.

**NONE**

7. **CONSENT AGENDA** ALL ITEMS UNDER THIS SECTION ARE RECOMMENDED FOR APPROVAL FOR THE "CONSENT AGENDA". THESE ITEMS ARE OF A ROUTINE NATURE AND REQUIRE ONLY BRIEF DELIBERATION BY COUNCIL. **COUNCIL RESERVES THE RIGHT TO REMOVE ANY ITEM ON THE CONSENT AGENDA FOR FURTHER DELIBERATION**

- A. APPROVE MINUTES OF JULY 2, 2024 REGULAR CALLED COUNCIL MEETING
- B. APPROVE BILLS PAYABLE FOR PERIOD ENDING JULY 16, 2024 (FY 2024)
- C. APPROVE 3<sup>RD</sup> QUARTER INVESTMENT REPORT (APRIL 1-JUNE 30, 2024)
- D. APPROVE 3<sup>RD</sup> QUARTER EDC FINANCIAL REPORT (APRIL 1-JUNE 30, 2024)
- E. APPROVE 3<sup>RD</sup> QUARTER CCPD FINANCIAL REPORT (APRIL 1-JUNE 30, 2024)
- F. APPROVE 3<sup>RD</sup> QUARTER STORM WATER FUND FINANCE REPORT (APRIL 1-JUNE 30, 2024)

**CM Claridge moved, seconded by CM Rodriguez to approve the Consent Agenda Items A-F. All voted "Aye".**

8. DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.

**NONE**

**PERSONAL APPEARANCES AND/OR ITEMS REQUIRING COUNCIL APPROVAL/ACTION:**

9. APPEARANCE OF JOE DON BOBBITT AS THE NEW CHIEF APPRAISER FOR TARRANT APPRAISAL DISTRICT (TAD).

Joe Bobbitt and Grady Ewing were present. Had ransom ware attack but had everything backed up. Will be able to certify on time. New controls will be implemented, and the appraisal software will be replaced. There were around 200,000 protests this year and 75% of them were resolved.

10. DISCUSSION AND/OR ACTION FROM PRESENTATION BY ROB WALKER OF ENTERPRISE FLEET UPDATING THE ENTERPRISE FLEET MANAGEMENT PROGRAM WITH THE CITY.

Rob Walker was present and went over the partnership summary, fleet profile which consist of 38 vehicles, current performance, and the savings and performance highlights.

11. CONSIDER APPROVAL OF REQUEST FROM JOLLY WALIA TO PROVIDE IRRIGATION SYSTEM TO MAINTAIN THE RIGHT-OF-WAY LANDSCAPING AT 4710 RIVER OAKS BLVD (JJOLLY'S C STORE).

No one was present. No action was taken.

12. CONSIDER APPROVAL OF CHANGE ORDER #2 WITH SCHOFIELD CIVIL CONSTRUCTION LLC FOR THE AMOUNT OF \$20,075.00 IN ORDER TO EXPAND THE CONTRACT FOR WATER PLANT IMPROVEMENTS TO INCLUDE THE ADDITIONAL COST FOR INTAKE SKID REPLACEMENT.

All the intakes were pulled out of the lake and will be rebuilt. The skids are rotten and must be replaced. The cost will be \$20,075.00 and this money is already in the contract.

**CM Holland moved, seconded by CM Claridge to approve change order #2. All voted "Aye".**

13. CONSIDER APPROVAL OF 2024-2025 BOARD AND COMMISSION APPOINTMENTS BY THE CITY COUNCIL AS RECOMMENDED BY MAYOR/CITY MANAGER PURSUANT TO SECTION 1.04.002 "MEMBERS" (c) "APPOINTMENT & REMOVAL" OF THE RIVER OAKS CODE OF ORDINANCES (2020).

There is one addition to the Planning & Zoning Commission which is adding Don Istook in the vacant alternate position.

**CM Holland moved, seconded by CM Claridge to approve the 2024-2025 Board and Commission appointments as presented. All voted "Aye".**

**PUBLIC HEARING/ACTION FROM PUBLIC HEARING:**

14. PUBLIC HEARING: TO RECEIVE PUBLIC COMMENT ON THE SUBMISSION OF THE SMALL COMMUNITY GRANT APPLICATION WITH THE TEXAS PARKS AND WILDLIFE.

The submittal that staff has decided on is the walking trail around McGee Park which includes striping and crosswalks at \$65,000.00; playground equipment with installation at \$75,000.00; and consultant fees at \$10,000.00. The total grant is \$150,000.00 and with the 50% matching grant, the city would be responsible for \$75,000.00. After submittal, it would take about five months to get approved. The deadline for submittal is by August 1, 2024.

At 6:45 p.m., Mayor Houk opened the Public Hearing. No comments were made.

At 6:45 p.m., Mayor Houk closed the Public Hearing.

Surveys were passed out for the audience to rate the importance of park projects.

15. ACTION FROM PUBLIC HEARING: CONSIDER APPROVAL OF RESOLUTION #1127-2024 AUTHORIZING APPLICATION SUBMISSION OF THE 2024 SMALL COMMUNITY GRANT APPLICATION WITH THE TEXAS PARK AND WILDLIFE FOR PARK IMPROVEMENTS AT MCGEE PARK.

This item will be discussed after Item #16.

**ORDINANCES/RESOLUTIONS REQUIRING COUNCIL APPROVAL/ACTION:**

16. CONSIDER APPROVAL OF ORDINANCE #1433-2024 AMENDING ARTICLE 4.02 "PEDDLERS, SOLICITORS & ITINERANT VENDORS" OF THE RIVER OAKS CODE OF ORDINANCES (2020) INCORPORATING DIVISION 4 "DISTRIBUTION OF UNSOLICITED ADVERTISING CIRCULARS AND NEWSPAPERS" ESTABLISHING REGULATIONS FOR THE DISTRIBUTION OF UNSOLICITED CIRCULARS AND NEWSPAPERS ON PRIVATE PROPERTY.

This ordinance is the circulars that are thrown out once a week on lawns and driveways. If this ordinance is passed, a cease-and-desist letter will be sent out to the publishers. If the company does not comply, we will go after the drivers. A resident can request the circulars not to be thrown out at their property but apparently the companies are still throwing them.

**Mayor Pro Tem Turner moved, seconded by CM Holland to approve Ordinance #1433-2024. All voted "Aye".**

Item #15-the number one high request is the walking surface, and the second high request is the playground equipment.

**CM Claridge moved, seconded by CM Rodriguez to approve Resolution #1127-2024. All voted "Aye".**

**STAFF REPORTS:**

17. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE DR-60-day order approved by council.
- 5016 ALMENA RD-in process of doing a title search and will bring back to council.
- 5401 BAYLOR AVE-about to issue a notice to them.
- 5609 JAMES DR-has 30 days to bring into compliance starting from last Friday with weekly checks.

**OTHER ITEMS FOR DISCUSSION AND/OR ACTION:**

18. DISCUSSION AND/OR ACTION REGARDING UPDATES FROM THE CITY MANAGER ADVISING THE MAYOR AND CITY COUNCIL ON PERSONNEL, CITY'S FISCAL CONDITION, PANDEMIC EXECUTIVE ORDERS, SCHEDULING COUNCIL WORK SESSIONS, FUTURE NEEDS OF THE CITY AND OTHER CITY MANAGER RECOMMENDATIONS.

Budget-have met with all departments heads and working on putting the budget together.

Summer Music Series-this is the last one and the band is CISD graduates.

Parks Foundation-flag fundraiser was a big hit.

Street Improvements-county will start Monday on Long.

Mosquitos-there are two positives and will be fogging sometime this week.

Carter Blood Drive will be here Monday from 8-11 a.m.

19. DISCUSSION AND/OR ACTION ON AMENDING CHAPTER 8 "OFFENSES AND NUISANCES" OF THE RIVER OAKS CODE OF ORDINANCES (2020) INCORPORATING PROHIBITIONS LIMITING SQUATTERS RIGHTS.

Michael Hotelling (908 Hallum)-this is his house. There are squatters living there and it affects the neighbors because they do drugs. They have broken into the sheds in the back that were locked. The neighbors are afraid they will break into their sheds. There are constant domestic issues. The police said he (Mr. Hotelling) had no right to be on the property. Has hired a lawyer and it has been filed with the court system. There is no signed lease, it was all verbal.

Liz Hotelling (908 Hallum)-house will cost more than \$20,000.00 to fix up because it has been destroyed.

Claire Makarwich (912 Hallum)-asked how do we the neighbors protect ourselves and children. Suggested having the police drive by at night.

Marvin Markarwich (909 & 914 Hallum)-the doors are left open at that house, and you can smell a strong odor of marijuana coming from the inside of the house. This is not a safe and secure street. Have witnessed domestic issues.

CM Greogry-the water is on, but the electricity is off.

At 7:39 p.m., Mayor Houk went into Executive Session under Section 551.071.

At 8:08 p.m., Mayor Houk reconvened into Open Session.

No action taken.

**QUESTIONS RELATED TO MONTHLY STAFF REPORTS INCLUDING:**

20. **POLICE DEPT. MONTHLY REPORT** INCLUDING PATROL ACTIVITY, RESPONSE CALLS, NUMBER OF CRIMINAL INVESTIGATION CASES, WARRANTS ISSUED AND ANIMAL CONTROL CALLS INCLUDING CITATIONS ISSUED.

21. **FIRE DEPT. REPORT** INCLUDING NUMBER OF CALLS FOR SERVICE AND FIRE TRAINING EXERCISES.

22. **INSPECTIONS AND CODE COMPLIANCE ACTIVITY REPORTS** INCLUDING NUMBER OF PERMITS ISSUED AND CODE VIOLATIONS WORKED.

23. **MUNICIPAL COURT** INCLUDING COURT ACTIVITY FROM FINES, BONDS, WARRANT FEES, COURT TAXES, COURT FEES, ARREST FEES, COURT SECURITY FEES, COURT TECHNOLOGY FEES, PAYMENT PLANS, STATE COURT COSTS AND AGENCY COLLECTION FEES
24. **PUBLIC WORKS ACTIVITY REPORT** INCLUDING ROAD REPAIRS COMPLETED, SIGNS INSTALLED, WATER PRODUCTION, WATER MAIN AND SERVICE LEAKS REPAIRED, NUMBER OF FIRE HYDRANTS AND DEAD-END LINES FLUSHED, NUMBER OF SEWER OVERFLOWS AND STOPPAGES, CUBIC TONS OF SOLID WASTE COMPACTED AND PUBLIC WORKS EQUIPMENT REPAIRS
25. **PARK BOARD ACTIVITY REPORT** INCLUDING BALLFIELD RENTALS, GRANT UPDATES AND QUESTIONS PERTAINING TO MINUTES FROM THE PARK BOARD
26. **EVENT CENTER ACTIVITY REPORT** INCLUDING NUMBER OF COMMUNITY CENTER RENTALS, EVENTS AND ACTIVITIES
27. **CITY SECRETARY ACTIVITY REPORT** INCLUDING REVENUE FROM SALES TAX, DOLLAR DONATIONS, EDC SALES TAX, TEXPOOL AND CRIME SALES TAX
28. **EDC ACTIVITY REPORT** INCLUDING FUNDED PROJECT UPDATES AND UPCOMING PROJECTS.
29. **STORM WATER TASK FORCE ACTIVITY REPORT** INCLUDING ACTINS TAKEN UNDER THE MS4 PERMIT, COMMUNITY EDUCATION AND PROMOTIONAL EVENTS REGARDING STORM WATER PREVENTION POLLUTION
30. **EMERGENCY MANAGEMENT ACTIVITY REPORT** INCLUDING POLICIES, PROCEDURES, AND INFORMATION PERTAINING TO EMERGENCY MANAGEMENT PLANNING

**CORRESPONDENCE:**

31. COUNCIL MEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS.

CM Holland-asked about Jolly's dumpster about it being fenced. CM Gregory-has talked to him about it already. Asked about how Raul Sanchez grand opening went? Mayor Houk-had about 40 people there.

Mayor Pro Tem Turner-welcomed PWD Todd Henderson.

CA Anderlee-glad to be back.

CM Rodriguez-welcomed PWD Todd Henderson. Kelly's Boutique is closing. The owner of the building is not being fair on the rent. She will do online sales and pop-up events. Dad is not doing well.

CM Claridge-loved the food at Raul's grand opening but would like them to put English on things. Won two weeks in a row on racing.

**EXECUTIVE SESSION:**

32. CONVENE IN EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE: THE COUNCIL RESERVES THE RIGHT TO CONVENE IN EXECUTIVE SESSION(S) FROM TIME TO TIME ON ANY POSTED AGENDA ITEM TO RECEIVE ADVICE FROM ITS ATTORNEY AS PERMITTED BY LAW DURING THIS MEETING. THE COUNCIL MAY CONVENE IN EXECUTIVE SESSION TO DISCUSS THE FOLLOWING:

- a. Section 551.071 Pending or contemplated litigation or to seek advice from attorney;
- b. Section 551.072 Discussion regarding possible sale, lease or acquisition of real estate;
- c. Section 551.074 Personnel matters – To deliberate the appointment, employment, evaluation, reassignment of duties, discipline or dismissal of a Public Officer or Employee or to hear a complaint or charge against an Officer or Employee,
- d. Section 551.076 Deliberation regarding security devices.

This item was done under Item #19.

**RECONVENE:**

33. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION

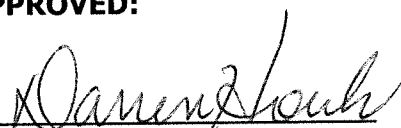
**NONE**

**ADJOURN:**

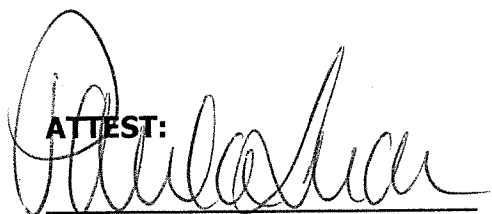
34. ADJOURN

**At 8:22 p.m., Mayor Houk adjourned the meeting.**

**APPROVED:**

  
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Darren Houk, Mayor

**ATTEST:**

  
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Paula Luck, City Secretary