

**MINUTES OF THE REGULAR MEETING
RIVER OAKS CITY COUNCIL
OCTOBER 24, 2023**

MEMBERS PRESENT:

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

STAFF PRESENT:

CITY MANAGER MARVIN GREGORY
CITY SECRETARY PAULA LUCK
CITY ATTORNEY BRADLEY ANDERLE
PUBLIC WORKS DIRECTOR JEREMY BELL
POLICE CHIEF CHUCK STEWART
EMERGENCY MGT JAMES MYRICK
FIRE CAPTAIN EUGENE YEDINAK
EVENT CENTER DIRECTOR SHIRLEY BLOOMFIELD
EVENT CENTER DIRECTOR SHIRLEY WHEAT

ABSENT:

NONE

1. CALL TO ORDER

With a quorum present, Mayor Houk called the Regular Meeting of the River Oaks City Council to order at 6:12 p.m. on Tuesday, October 24, 2023 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION

Mayor Pro Tem Claridge delivered the Invocation.

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

Cub Scout Troop 155 from the River Oaks Lions Club led the Pledges of Allegiance to the United States and the Texas Flags.

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

NONE

5. 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

6. **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 OCTOBER 10, 2023 REGULAR CALLED COUNCIL MEETING
- B. APPROVE BILLS PAYABLE FOR PERIOD ENDING SEPTEMBER 30, 2023 (FY 2023)
- C. APPROVE BILLS PAYABLE FOR PERIOD ENDING OCTOBER 24, 2023 (FY 2024)

CM Gregory would like Item #A pulled off.

Mayor Pro Tem Claridge moved, seconded by CM Rodriguez to approve the Consent Agenda Items B-C. All voted "Aye".

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 DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.

Item #A-questioned Agenda Item #8 the motion. After discussion, the motion was written word for word based off the recording.

Mayor Pro Tem Claridge moved, seconded by CM Rodriguez to leave the minutes as originally discussed. All voted "Aye".

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

Mayor Houk discussed Item #11-Jordan Putnam was present. There is a local cattle rancher that wants to become a vendor. His refrigerated truck will be outside, and sales will be conducted outside only. The next event is November 18th from 10:00 a.m. to 2:00 p.m. At the last event, there were 75-100 people who attended. So far for the November 18th event, there are 15 vendors on the books.

CM Turner moved, seconded by Mayor Pro Tem Claridge to approve adding meat/produce to the vendor market. All voted "Aye".

8. DISCUSSION AND/OR ACTION ON THE PRESENTATION FOR PAPERLESS SOFTWARE SOLUTION AS PRESENTED BY XEROX.

Drew Grace and Rob McDonald were present. A power point presentation was presented. The cost for year one is \$15,780.00 then in year 2 and year 3 the cost would be \$9,240.00 per year. If we need more storage, the cost will increase. There will not be any compatibility issues since all is saved on the cloud. If the city is not pleased with this in a few years, the city will have access to the documents out on the cloud. The current scanners the city has will be able to do the job. The City of Mansfield, Forest Hill, Providence, and Allen are currently using the scanning program.

Since this was not a budgeted item, we can look at this at mid-year.

9. DISCUSSION AND/OR ACTION UPDATING THE MAY 9, 2023 REQUEST BY ANTONIO JIMINEZ REQUESTING AN EXTENSION DELAYING SUBSTANDARD ENFORCEMENT ON THE PROPERTY AT 5524 GILBOW.

Was unable to get a hold of the owner but have a letter from their attorney. No progress has been made. Allstate is still reviewing the claim.

CM Forester moved, seconded by Mayor Pro Tem Claridge to extend an additional 60 days. All voted "Aye".

10. DISCUSSION AND/OR ACTION ON SUBSTANDARD BUILDING ORDER ON THE PROPERTY AT 4844 HARTFORD THAT WAS PREVIOUSLY EXTENDED TO OCTOBER 24, 2023.

The contractor was present. Progress has been made. The only thing outstanding is a breaker needs to be checked out. The house needs to be cleaned inside and outside.

CM Forester moved, seconded by CM Turner to extend the substandard building order an additional 30 days and to waive the permit fee costs unless the work is not complete within the 30 days. All voted "Aye".

11. CONSIDER APPROVAL OF REQUEST FROM JORDAN PUTNAM TO AD MEAT/PRODUCE TO THE VENDOR MARKET AT 620 CHURCHILL ROAD AS PREVIOUSLY APPROVED BY SPECIAL PERMIT AS A CRAFT ONLY MARKET ON SEPTEMBER 12, 2023.

This item was discussed after Item #7.

12. CONSIDER APPROVAL TO CLOSE THE 1100 BLOCK OF GREENBRIER DRIVE FOR THE CHRISTMAS PARADE AND FESTIVAL ON DECEMBER 9TH OR DECEMBER 16TH FOR WEATHER MAKE-UP DAY.

Request is to block off a small portion of Greenbrier for the food trucks and generators. The committee will be talking with Deputy Police Chief Perkins about also blocking off Hartford from Greenbrier to Ohio Garden for the classic cars.

CM Forester moved, seconded by CM Rodriguez to approve based on DPC Perkins recommendation to close a small portion of Greenbrier and adding in the closure of Hartford based on DPC Perkins recommendation. All voted "AYE".

13. CONSIDER APPROVAL OF 2024 ERCOT MEMBERSHIP AND AGREEMENT.

The city has been a member for a long time.

Mayor Pro Tem Claridge moved, seconded by CM Rodriguez to approve the 2024 Ercot membership and agreement. All voted "Aye".

ORDINANCES/RESOLUTIONS REQUIRING COUNCIL APPROVAL/ACTION:

14. CONSIDER APPROVAL OF RESOLUTION #1112-2023 APPROVING RENEWAL AND AMENDMENT NUMBER 1 OF THE INTERLOCAL AGREEMENT FOR BARBARA ROAD RECONSTRUCTION PROJECT THROUGH THE TARRANT COUNTY 2021 TRANSPORTATION BOND PROGRAM (2021 TBP) FOR RECONSTRUCTION AND ASPHALT OVERLAY; AUTHORIZING THE MAYOR TO EXECUTE THE FUNDING INTERLOCAL AGREEMENT RENEWAL AND AMENDMENT.

There is \$26,299.24 left in the account, and we want to extend the agreement, so we do not have to pay the money back.

Mayor Pro Tem Claridge moved, seconded by CM Rodriguez to approve Resolution #1112-2023. All voted "Aye".

OTHER ITEMS FOR DISCUSSION AND/OR ACTION:

15. DISCUSSION AND/OR ACTION ON REVISING THE PROCEDURES FOR ADMINISTERING THE DOLLAR FUND REVENUES.

The \$1 donation fund started October 8, 1991 with the Library, Park & Fire Department. On October 8, 2005 the Community Center was added. On September 29, 2021, the Library was removed, and the Animal Shelter was added. The total in all these funds is \$80,956.80. These are used for expenditures that are not in the annual operation budget. Now we have 1,300 people who pay the donation. It has decreased a lot in participation. Staff is putting something together to send out on what the donations are used for. We want people to contact us to get added back on. Citizen JoAnn Butler said her dollar donation got removed from people's bill a couple of years ago due to a software change and had to get staff to add it back on.

No action taken.

16. DISCUSSION AND/OR ACTION ON PLANNING FOR THE CITY'S 75TH ANNIVERSARY.

The last anniversary was the 50th anniversary which the Shirley's did a lot for that celebration and still have a lot of old pictures. Different ideas were tossed around on what can be done for a celebration.

17. DISCUSSION AND/OR ACTION ON THE MY CIVIC UTILITIES BY TYLER TECHNOLOGY.

Still working with Incode to have the processing fees removed. That is the only thing pending and it is supposed to be fixed tomorrow.

18. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE-no progress.
- 5016 ALMENA-going to sell in January.
- 940 CODY COURT (APT 6-13)-almost off the list.
- 4844 HARTFORD
- 1909 YALE
- 4833 SHERWOOD

- 1507 ROBERTS CUT OFF (BURN OUT)

19. 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.

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.

CA Anderlee-excited about the 75th anniversary and sounds like there are a lot of good ideas.

Mayor Houk-ordered 24 new banners today and looking at purchasing a handful of anniversary banners.

CM Rodriguez-the Christmas event is coming together, and we need a tree. Lost her dog Friday and very sad. Sorry about missing the Red Ribbon breakfast.

Mayor Pro Tem Claridge-went to the Red Ribbon breakfast and the artwork was excellent.

CM Turner-thanked all for showing up at the breakfast. Thanked CM Gregory and staff for switching over to the new online system.

Shirley Wheat-Castleberry Band going to state next week.

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.

NONE

RECONVENE:

33. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION

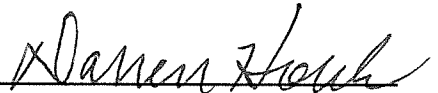
NONE

ADJOURN:

34. ADJOURN

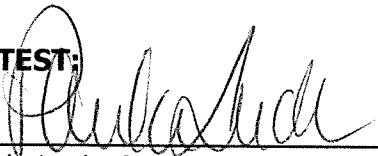
At 8:03 p.m., Mayor Houk adjourned the meeting.

APPROVED:



Darren Houk, Mayor

ATTEST:



Paula Luck, City Secretary