

**MINUTES OF THE REGULAR MEETING  
RIVER OAKS CITY COUNCIL  
NOVEMBER 5, 2024**

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

CITY MANAGER MARVIN GREGORY  
CITY SECRETARY PAULA LUCK  
CITY ATTORNEY BRADLEY ANDERLEE  
EMERGENCY MGT JAMES MYRICK  
PUBLIC WORKS DIRECTOR TODD HENDERSON  
POLICE CHIEF CHUCK STEWART  
FIRE CHIEF RUSSELL SHELLEY  
ADMINISTRATIVE ASST STACY WHATLEY

**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 6:00 p.m. on Tuesday, November 5, 2024 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION

CM Claridge delivered the Invocation.

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

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

4. SPECIAL PRESENTATION FROM THE CISD FINE ARTS DEPARTMENT.

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

-SPECIAL RECOGNITION OF THE CISD FINE ARTS DEPARTMENT

Mayor Houk presented a Certificate of Appreciation to the Fine Arts Department. Present from Castleberry High School were Jazmin Gonzalez-Lead Art Teacher, Clarissa Fernandez-National Art Honors Society, Amy De La Rosa-National Art Honors Society, Kayla Cardenas-National Art Honors Society, Juan Sigala-Head Mariachi Director, Azael Solis-Varsity Mariachi, Robert Rodriguez-Varsity Mariachi, and Evelyn Martinez-Varsity Mariachi.

**NONE**

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 OCTOBER 15, 2024 REGULAR CALLED COUNCIL MEETING
- B. APPROVE MINUTES OF OCTOBER 30, 2024 SPECIAL CALLED MEETING
- C. BILLS PAYABLE FOR PERIOD ENDING SEPTEMBER 30, 2024 (FY 2024)
- D. BILLS PAYABLE FOR PERIOD ENDING NOVEMBER 5, 2024 (FY 2025)

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

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 DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM THE CONSENT AGENDA FOR SEPARATE DELIBERATION.

**NONE**

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

9. CONSIDER APPROVAL TO RENEW CONSTRUCTION PERMITS PURSUANT TO SECTION 105.3.2 "TIME LIMITATION FOR APPLICATION" & SECTION 105.5 "EXPIRATION" OF THE 2018 INTERNATIONAL BUILDING CODE FOR ARLYNN PURVIS AT 1155 GREENBRIER.

Arlynn Purvis was present. Mr. Purvis presented what he had left to do on the house. Thought it would be finished by the middle of August 2024. Mr. Purvis and the contractor were unaware the permits had expired and they have been actively working on the house.

**CM Holland moved, seconded by CM Claridge to allow renewal of the permits and instead of normal expiration of six months, reduce it to three months and normal permit fees will be charged. All voted "Aye".**

10. CONSIDER APPROVAL OF PROPOSAL FOR GENERATOR PREVENTATIVE MAINTENANCE.

This maintenance agreement is with the generators at City Hall, the Water Treatment Plant, and the Water Tower. The current agreement is with Cummins. Their services are not that good, and they are expensive. The contract expires the end of this year, and we will send a 30-day notice. Recommend going with the lower bid of \$2,980.00 with Cantwell Power Systems. References have been checked out.

**CM Holland moved, seconded by CM Forester to approve the maintenance agreement with Cantwell Power Systems in the amount of \$2,980.00. All voted "Aye".**

**PUBLIC HEARINGS/ACTION FROM PUBLIC HEARINGS:**

11. PUBLIC HEARING CONTINUED FROM OCTOBER 15, 2024: IN ORDER TO RECEIVE PUBLIC INPUT ON SUBSTANDARD BUILDING ENFORCEMENT ACTION REGARDING STRUCTURE(S) LOCATED ON THE PROPERTY AT 5401 BAYLOR AVENUE.

At 6:26 p.m., the Public Hearing continued.

The new owner on the house closed on October 3, 2024 but the tenants have not left the house. Pictures of the outside were shown. The new owner will need to submit a plan of action to the council. Council agreed to hold the Public Hearing open until November 19, 2024 at 6:00 p.m.

12. ACTION FROM PUBLIC HEARING: CONSIDER COUNCIL ORDERS ON THE PROPERTY AT 5401 BAYLOR THAT MAY INCLUDE SECURING, VACATING OF OCCUPANTS, REMOVAL, REPAIRING OR DEMOLITION OF STRUCTURE(S) OR ADOPTION OF RESOLUTION IMPLORING A FEDERAL AGENCY TO ABATE ALL SUBSTANDARD VIOLATIONS IN ORDER TO BE BROUGHT INTO COMPLIANCE WITH SECTION 3.07.004 OF THE RIVER OAKS CODE OF ORDINANCES (2020) AS AMENDED.

**NONE**

13. PUBLIC HEARING: IN ORDER TO RECEIVE PUBLIC INPUT ON SUBSTANDARD BUILDING ENFORCEMENT ACTION REGARDING STRUCTURE(S) LOCATED ON THE PROPERTY AT 5609 JAMES DR.

At 6:35 p.m., Mayor Houk opened the Public Hearing.

Myra Hodges, current owner and Jason Gleva, possible new owner was present. The tenant does not want to leave, and action is being taken to get the tenants out. It should take about two weeks to remove all the contents in the house. Nothing can be done until the tenants have been evicted. The city order has expired, and the new owner can come back to the City Council on November 19<sup>th</sup> and come in on November 20<sup>th</sup> to pull permits. The new owner will get with the building inspector so he can have access inside the house. Council agreed to hold the Public Hearing open until November 19, 2024 at 6:00 p.m.

14. ACTION FROM PUBLIC HEARING: CONSIDER COUNCIL ORDERS ON THE PROPERTY AT 5609 JAMES DRIVE THAT MAY INCLUDE SECURING, VACATING OF OCCUPANTS, REMOVAL, REPAIRING OR DEMOLITION OF STRUCTURE(S) OR ADOPTION OF RESOLUTION IMPLORING A FEDERAL AGENCY TO ABATE ALL SUBSTANDARD VIOLATIONS IN ORDER TO BE BROUGHT INTO COMPLIANCE WITH SECTION 3.07.004 OF THE RIVER OAKS CODE OF ORDINANCES (2020) AS AMENDED).

**NONE**

15. CONSIDER APPROVAL OF ORDINANCE #1442-2024 AMENDING CHAPTER 13 "UTILITIES" ARTICLE 13.02 "UTILITY POLICY" OF THE RIVER OAKS CODE OF ORDINANCES (2020) AS AMENDED SPECIFICALLY IN SECTION 13.02.039 "RECONNECTION", SUBSECTION (e) INCREASING THE FEE TO \$25.00 WHEN THE CUSTOMER THAT HAS BEEN DISCONNECTED IS NOT PRESENT FOR RECONNECTION; AMENDING CHAPTER 13 "UTILITIES" ARTICLE 13.03 "WATER SYSTEM" OF THE RIVER OAKS CODE OF ORDINANCES (2020) AS AMENDED SPECIFICALLY UNDER SECTION 13.03.009 "METER DEPOSITS AND OTHER FEES" INCREASING ADMINISTRATIVE FEES AND SERVICE CHARGES; ESTABLISHING METER TEST FEES IN ACCORDANCE TO RULE § 24.169 OF THE TEXAS ADMINISTRATIVE CODE.

Since there are a lot of labor hours involved regarding disconnects for non-payment, would like to increase the admin fee from \$25.00 to \$35.00 or more.

Would like to increase the fee for door tags from \$15.00 to \$25.00. The customer is told someone must be at the house to reconnect the water. Trips made that no one is home is a waste of man hours.

Requesting for meter testing, requesting the customer be charged \$25.00 for residential customers.

**CM Forester moved, seconded by CM Holland to increase the administrative fee from \$25.00 to \$50.00 and to revisit everything when we switch to Incode 10. All voted "Aye".**

16. CONSIDER APPROVAL OF ORDINANCE #1443-2024 AMENDING ARTICLE A.02 "SCHEDULE OF FEES AND CHARGES"; SPECIFICALLY IN SECTION A.02.001 "ESTABLISHED GENERALLY" SUBSECTION (c) "OTHER BUILDING INSPECTIONS AND FEES" UNDER (6) "PLAN REVIEW FEES" OF THE RIVER OAKS CODE OF ORDINANCES (2020) AS AMENDED THAT INCORPORATES FEES FOR SITE PLAN INSPECTIONS.

We do not charge for site visits. 80% of the site visits, permits are not pulled. If we charge \$25.00 for site visits, and if a permit is pulled, we can apply the \$25.00 towards the permit.

**CM Turner moved, seconded by CM Claridge to deny approval of Ordinance #1443-2024. All voted "Aye".**

17. CONSIDER APPROVAL OF RESOLUTION #1133-2024 AMENDING THE EMPLOYEE POLICY MANUAL UNDER ARTICLE IV "COMPENSATION" SPECIFICALLY UNDER SECTION 4.03 "COMPENSATION FOR OVERTIME WORK", SUBSECTION (b) OVERTIME PAY FOR SWORN MEMBERS OF THE FIRE DEPARTMENT.

This cleans up the language in the personnel manual for the Fire Department that any hours over 106 in a pay period is overtime and FLSA allows any employee that takes leave, that it will not count against their overtime for the pay period. Currently, we are not counting it against their overtime, but the personnel manual doesn't say that.

**CM Forester moved, seconded by CM Rodriguez to approve Resolution #1133-2024. All voted "Aye".**

18. CONSIDER APPROVAL OF RESOLUTION #1134-2024 AUTHORIZING THE VOTE FOR THE ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS TARRANT APPRAISAL DISTRICT.

**CM Holland moved, seconded by CM Claridge to apply all three votes to Wendy Burgess. All voted "Aye".**

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

19. UPDATE ON SALE OF OLD STREET SIGNS AND DISCUSSION AND/OR ACTION ON STAFF RECOMMENDATION FOR THE REMAINING SIGNS.

There are around 120 signs left. City Employee Mik McGrath can melt down the remaining signs and make a star that says, "Retired City of River Oaks Street Signs" and it will not cost the city anything. We can continue selling the signs thru the end of this year and either melt the remaining ones down or scrap them.

**CM Claridge moved, seconded by CM Holland to extend selling the remaining street signs to the end of this year. All voted "Aye".**

20. DISCUSSION AND/OR ACTION ON CREATING A TOURISM COMMITTEE TO QUALIFY EXPENDITURES OF HOTEL/MOTEL TAX REVENUES.

Council agreed that the City Council can decide what to spend this money on.

21. 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.

Water Plant Update-hopefully within the next two weeks we will be up and running.

Community Dance-November 9, 2024 from 8:00 p.m. to 12:00 midnight.

At 7:44 p.m., Mayor Houk went into Executive Session under Section 551.071.

At 8:20 p.m., Mayor Houk reconvened into Regular Session.

**CORRESPONDENCE:**

22. COUNCIL MEMBER QUESTIONS, COMMENTS AND ANNOUNCEMENTS.

CM Claridge-gala went well. Need to drive around Sunday mornings and look at all of the parking on the streets when they have room in their driveways to park.

CM Rodriguez-gala was amazing. Saturday concert coming up and hope it is a success. Thursday event at Grumps from 11:00 a.m. to 3:00 p.m. Christmas Event getting closer. Shout out to PWD Henderson for doing a lot in the four months he has been here.

CA Anderlee-the Council and Mayor do a great job.

Mayor Pro Tem Turner-gala was very nice and a beautiful event.

CM Holland-gala was phenomenal. Need to look at improving little things (chairs, etc.) at the center to make it look better. Maybe close out the 75<sup>th</sup> in January at a City Council Meeting and play the video that was created.

CM Forester-attended time capsule opening. Excited about the Christmas Event.

Mayor Houk-granddaughter doing well and is out of the hospital. Birthday parade for Harold Sutherland this Saturday, November 9<sup>th</sup> starting at 12:30 p.m. at AV Cato.

**EXECUTIVE SESSION:**

23. CONVENE IN EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE: THE COUNCIL RESERVES THE RIGHT TO CONVENE IN EXECUTIVE SESSIONS(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;  
**Cause #342-358828-24-Zakary Sadeghian vs. City of River Oaks Building Standards Commission.**
- 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 after Item #21.

**RECONVENE:**

24. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION


**NONE**

**ADJOURN:**

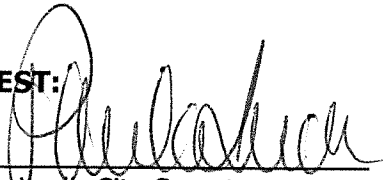
25. ADJOURN

**At 8:41 p.m., Mayor Houk adjourned the meeting.**

**APPROVED:**

  
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Darren Houk, Mayor

**ATTEST:**

  
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Paula Luck, City Secretary