

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

**MEMBERS PRESENT:**

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

**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 CHIEF RUSSELL SHELLEY

**ABSENT:**

COUNCIL MEMBER YOLIE RODRIGUEZ  
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 6:01 p.m. on Tuesday, January 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.

-CISD SCHOOL BOARD APPRECIATION MONTH, JANUARY 2024

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 DECEMBER 12, 2023 REGULAR CALLED COUNCIL MEETING
- B. RATIFY BILLS PAYABLE FOR PERIOD ENDING DECEMBER 28, 2023 (FY 2024)
- C. APPROVE BILLS PAYABLE FOR PERIOD ENDING JANUARY 16, 2024 (FY 2024)
- D. APPROVE 1<sup>ST</sup> QUARTER INVESTMENT REPORT (OCT 1-DEC 31, 2023)
- E. APPROVE 1<sup>ST</sup> QUARTER EDC FINANCIAL REPORT (OCT 1-DEC 31, 2023)
- F. APPROVE 1<sup>ST</sup> QUARTER CCPD FINANCIAL REPORT (OCT 1-DEC 31, 2023)
- G. APPROVE 1<sup>ST</sup> QUARTER STORM WATER FUND FINANCE REPORT (OCT 1-DEC 31, 2023)
- H. APPROVE RESIGNATION OF BOB JAMISON AS THE CHAIRMAN AND MEMBER OF THE PARKS BOARD

**Mayor Pro Tem Claridge moved, seconded by CM Holland to approve the Consent Agenda Items A-H. All voted "Aye".**

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 DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.

**NONE**

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

8. CONSIDER APPROVAL OF RESOLUTION #1116-2024 CALLING FOR A GENERAL ELECTION TO BE HELD ON MAY 4, 2024; APPROVING A JOINT ELECTION WITH TARRANT COUNTY; AND ESTABLISHING PROCEDURES FOR THAT ELECTION; AND PROVIDING AN EFFECTIVE DATE.

**Mayor Pro Tem Claridge moved, seconded by CM Holland to approve Resolution #1116-2024. All voted "Aye".**

9. CONSIDER APPROVAL OF RESOLUTION #1117-2024 RECOMMENDING TO TARRANT COUNTY THE ACCEPTANCE OF ATKINS BROS EQUIPMENT CO AS THE QUALIFIED BIDDER ON THE 49<sup>TH</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR THE CITY OF RIVER OAKS.

Micky Thomas with MJ Thomas Engineering was present. This is the sewer line replacement north of City Hall. On January 24, 2023, the council approved the 49<sup>th</sup> year CDBG project. The estimated total project cost was \$336,872 with \$160,873 being the city pledge. Bids were opened

in December 2023 and the lowest bid was Atkins Bros Equipment Co at \$438,497.00. Costs have increased since January 2023. The city pledge of \$278,000.00 will be split between Storm Water and Water Sewer. We can rebid it if the council chooses to.

**CM Holland moved, seconded by Mayor Pro Tem Claridge to approve Resolution #1117-2024. All voted "Aye".**

10. CONSIDER APPROVAL OF RESOLUTION #1118-2024 ADOPTING THE OFFICIAL INVESTMENT STRATEGY AND INVESTMENT POLICY FOR FISCAL YEAR 2024 IN ACCORDANCE WITH PUBLIC FUNDS INVESTMENT ACT (CHAPTER 2256 OF THE TEXAS GOVERNMENT CODE) OF THE CITY OF RIVER OAKS; REVISING THE INVESTMENT POLICY IN ACCORDANCE TO THE PUBLIC FUNDS INVESTMENT ACT.

There were no changes with the legislature. The only changes were with commercial paper and investment companies.

**CM Holland moved, seconded by Mayor Pro Tem Claridge to approve Resolution #1118-2024. All voted "Aye".**

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

11. CONSIDER APPROVAL OF THE APPOINTMENTS TO THE PARKS BOARD WITH THE RESIGNATION OF CHAIRMAN BOB JAMISON.

The Vice-Chairman is elected by the members. Suggestion is to make James Myrick as the Chairman, Jennifer Gansert as Place 4, Cristal Zubia as Alternate 1, and leave Alternate 2 as vacant for now.

**Mayor Pro Tem Claridge moved, seconded by CM Holland to approve the Park Board appointments as presented. All voted "Aye".**

12. CONSIDER APPROVAL OF THE WINNING LOGO FROM THE 75<sup>TH</sup> YEAR ANNIVERSARY LOGO CONTEST.

No names will be revealed when making the vote, only numbers. The top vote was #17, the second-place vote was #10 and the third-place vote was #18. Members agreed to go with #17 if the river can be changed. #17 was designed by Ryan Fox.

13. CONSIDER APPROVAL OF THE RECOMMENDATION FROM THE PARKS BOARD TO REMOVE THE PLAYGROUND EQUIPMENT AT MCGEE PARK THAT WAS CERTIFIED AS BEING UNSAFE.

It is costing us about \$100.00 a week to maintain the equipment. The Park Board is requesting this equipment be removed.

**CM Turner moved, seconded by CM Holland to approve removing the unsafe playground equipment at McGee Park. All voted "Aye".**

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

We have been advertising what the dollar donation funds have done for the city. Only 50% of the bills are paying the dollar donation. The council decided to stop communicating about the funds for a while.

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

15. DISCUSSION AND/OR ACTION ON THE 7<sup>TH</sup> YEAR ANNIVERSARY CELEBRATION INCLUDING RECOMMENDATIONS FROM MAYOR AND APPOINTING A PLANNING SUBCOMMITTEE.

CM Holland is willing to serve. A lot of people have been interviewed, and a lot of info and photos have been scanned and most of them were from the 50<sup>th</sup> celebration. CA Anderlee recommended the Mayor, two Council Members, and the rest will be citizens on this committee to avoid a quorum. This will be brought back at the next meeting.

16. 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.

Personnel-4 openings in Public Works; 1 opening in Police.

Elections-sign ups start tomorrow.

Thank you card from Mayor Bowen was received for the flowers in honor of his wife.

Yale Street Project-Tarrant County will start milling Yale to get it ready to asphalt.

Jolly's C Store-not sure when he will be finished.

17. DISCUSSION AND/OR ACTION ON RESOLUTION #1119-2024 AND THE 3M AND DUPONT PERFLUOROALKYL SUBSTANCES (PFAS) SETTLEMENTS).

This item will be discussed in Executive Session.

18. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE
- 5016 ALMENA
- 1909 YALE
- 4833 SHERWOOD

The owners of 5524 Gilbow were present and received letter from their attorney on December 28<sup>th</sup> that the insurance company does not want to pay for the damages caused by water pipes bursting earlier this year during the freeze. The next step is to take the insurance company to court. The city extended this but has not deemed it substandard. Since the extension expires today, the city will send out notice tomorrow that they have 30 days to bring the house up to

code and then after that it will be brought before council to submit a plan of action.

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

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

CM Holland noticed a lot of warnings given. PC Stewart normally issues warnings than citations.

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

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

22. **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

23. **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

24. **PARK BOARD ACTIVITY REPORT** INCLUDING BALLFIELD RENTALS, GRANT UPDATES AND QUESTIONS PERTAINING TO MINUTES FROM THE PARK BOARD

25. **EVENT CENTER ACTIVITY REPORT** INCLUDING NUMBER OF COMMUNITY CENTER RENTALS, EVENTS AND ACTIVITIES

26. **CITY SECRETARY ACTIVITY REPORT** INCLUDING REVENUE FROM SALES TAX, DOLLAR DONATIONS, EDC SALES TAX, TEXPOOL AND CRIME SALES TAX

27. **EDC ACTIVITY REPORT** INCLUDING FUNDED PROJECT UPDATES AND UPCOMING PROJECTS.

28. **STORM WATER TASK FORCE ACTIVITY REPORT** INCLUDING ACTINS TAKEN UNDER THE MS4 PERMIT, COMMUNITY EDUCATION AND PROMOTIONAL EVENTS REGARDING STORM WATER PREVENTION POLLUTION

29. **EMERGENCY MANAGEMENT ACTIVITY REPORT** INCLUDING POLICIES, PROCEDURES, AND INFORMATION PERTAINING TO EMERGENCY MANAGEMENT PLANNING

**CORRESPONDENCE:**

30. COUNCIL MEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS.

CM Holland-the Star Telegram is throwing ads in plastic wrap, and no one wants them. There has got to be a way to get it stopped. Would like to express appreciation and support for his family during this difficult time.

Mayor Pro Tem Claridge-sorry for CM Holland's loss.

Mayor Houk-thanked CM Gregory and staff for the 75<sup>th</sup> celebration kick-off last week. The school board meeting will be Monday, January 22, 2024 and 7:00 p.m. to present the proclamation that was read tonight.

CM Gregory-the Fire Department banquet is this Saturday night at 6:30 p.m. at the Event Center.

**EXECUTIVE SESSION:**

31. 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;
- 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.

At 7:48 p.m., Mayor Houk went into Executive Session under Section 551.071 for Item #17.

At 8:11 p.m., Mayor Houk reconvened into Regular Session.

**RECONVENE:**

32. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION


**CM Holland moved, seconded by Mayor Pro Tem Claridge to approve Resolution #1119-2024 to opt into the settlement. All voted "Aye".**

**ADJOURN:**

33. ADJOURN

**At 8:12 p.m., Mayor Houk adjourned the meeting.**

**APPROVED:**

  
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Darren Houk, Mayor

**ATTEST:**

  
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Paula Luck, City Secretary