

**MINUTES OF THE REGULAR MEETING  
RIVER OAKS CITY COUNCIL  
FEBRUARY 18, 2025**

**MEMBERS PRESENT:**

MAYOR DARREN HOUK  
COUNCIL MEMBER STEVE HOLLAND  
COUNCIL MEMBER JOHN CLARIDGE  
COUNCIL MEMBER BRENT FORESTER

**STAFF PRESENT:**

CITY MANAGER MARVIN GREGORY  
CITY SECRETARY PAULA LUCK  
CITY ATTORNEY BRADLEY ANDERLEE  
FIRE CHIEF RUSSELL SHELLEY  
DEPUTY POLICE CHIEF ERIC PERKINS  
EMERGENCY MGT JAMES MYRICK  
PWD TODD HENDERSON  
ASST PWD CASSIE DYER  
BUILDING INSPECTOR STEVE SANDERS

**ABSENT:**

MAYOR PRO TEM LEIGH ANN TURNER  
COUNCIL MEMBER YOLIE RODRIGUEZ

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, February 18, 2025 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. 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 FEBRUARY 4, 2025 REGULAR COUNCIL MEETING
- B. APPROVE BILLS PAYABLE FOR PERIOD ENDING FEBRUARY 18, 2025 (FY 2025)
- C. APPROVE E.D.C. 1<sup>ST</sup> QUARTER FINANCIAL REPORT FOR FY 2025 (OCT 1-DEC 31, 2024)

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

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 DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.

**NONE**

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

8. CITIZEN APPEARANCE OF LIZA ZUNIGA REQUESTING SPECIAL PERMISSION APPROVAL FOR TEMPORARY LIVING ACCOMMODATIONS WHILE REMODELING THE HOUSE AT 703 MERRITT ST.

Liza Zuniga was not present. The remodeling consists of room additions. Kids attend school at CISD and have school activities after hours. This request is for 60 days. BI Sanders recommends approving this request.

**CM Holland moved, seconded by CM Claridge to approve request for temporary living accommodation not to exceed 90 days at 703 Merritt. All voted "Aye".**

9. CONSIDER APPROVAL OF AGREEMENT WITH KNIGHT ENTERPRISE SOLUTIONS FOR LEASING RICOH DEVICES FOR PRINTING AND SCANNING AT COST SAVINGS.

Drew Grace was present. Our current copy machine lease with City Hall and the Police Department expires this year. Service on our current machines has declined. This new agreement will consist of City Hall, Police, and the Event Center and is a 5-year contract. Knight is a local company and response time is under three hours. Knight will pay off the current lease. The cost savings will be \$177.62 per month.

**CM Forester moved, seconded by CM Claridge to approve the agreement with Knight Enterprise Solutions subject to city attorney approval of the agreement. All voted "Aye".**

10. CONSIDER APPROVAL TO ENTER INTO AN AGREEMENT WITH PYRO SHOWS FOR THIS YEAR'S FIREWORKS SHOW.

The contract was sent to the attorney and some changes were made. The cost is the same as last year at \$9,600.00. EDC will pay \$2,800.00, Victory Church should donate \$2,000.00, and Hotel/Motel will pay the balance.

**CM Claridge moved, seconded by CM Forester to approve the agreement with Pro Shows with the city attorney revisions. All voted "Aye".**

11. CONSIDER APPROVAL TO EXTEND THE TIME LIMIT FOR COMPLIANCE REGARDING THE SUBSTANDARD PROPERTY AT 5409 JAMES DRIVE.

The owner was not present. The owner is planning on bringing this house up to code. It is moving forward but the process is taking longer than anticipated. The permit has not been pulled yet but plans on pulling it. A lot of cleaning out has been done, and a lot of demolition has been done on the inside down to the studs. BI Sanders recommends an extension.

**CM Forester moved, seconded by CM Claridge to extend an additional 89 days. All voted "Aye".**

12. CONSIDER APPROVAL OF THE ANNUAL LEASE AGREEMENT FOR USE OF MCGEE PARK BALLFIELDS FOR THE 2025 BASEBALL & SOFTBALL SEASON BY LIONS YOUTH SPORTS ASSOCIATION (LYSA) AS RECOMMENDED FOR APPROVAL BY THE PARKS BOARD.

The Park Board wanted a couple of things changed in the agreement. The Parks Board requested LYSA maintain the ballfields and be responsible for turning on and off the lights and providing a monthly log to the city.

**CM Claridge moved, seconded by CM Holland to approve the annual agreement with LYSA with the changes. All voted "Aye".**

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

13. CONSIDER APPROVAL OF RESOLUTION #1142-2025 AUTHORIZING MEMBERSHIP IN THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION.

This is approved each year.

**CM Holland moved, seconded by CM Claridge to approve Resolution #1142-2025. All voted "Aye".**

**OTHER ITEMS FOR DISCUSSION:**

14. DISCUSSION AND/OR ACTION ON MAKING APPLICATION TO PARTICIPATE WITH THE TEXAS HISTORICAL COMMISSION IN THE MUSEUM ON MAIN STREET (MOMS), A TRAVELING EXHIBITION PROGRAM OF THE SMITHSONIAN INSTITUTION TRAVELING EXHIBITION SERVICE (SITES) DIVISION, WHICH AIMS TO ENGAGE SMALL-TOWN AUDIENCES AND REVITALIZE UNDERSERVED RURAL COMMUNITIES.

This item will be tabled for the next meeting.

15. 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.

Naval Air Station awarded 2024/2025 Installation Excellence Award.

Water Plant-pump is pulled and should be ready to go in a couple of weeks.

Meandering Road-will present the agreement regarding right-of-way acquisitions funding to council soon.

Annex Rental Policy-draft not ready.

Texas Parks & Wildlife Grant-was denied, but will re-submit for next year's grant.

**STAFF REPORTS:**

16. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE DR-will discuss in Executive Session.
- 5401 BAYLOR AVE-actively working.
- 5609 JAMES DR-on going.
- 4912 BLACK OAK (Notice of Intent to Substandard)-house vacant.

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

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

New Police Officer starts tomorrow.

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

Preparing to offer CPR classes and youth camp.

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

20. **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

21. **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

Road construction on Long starting back up. Black Oak is waiting on better weather to finish.

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

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

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

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

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

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

COVID 19 accelerating. The flu is bad.

**WORK SESSIONS & ACTION FROM WORK SESSIONS:**

28. WORK SESSION: DISCUSSION ON SCHEDULING FUTURE WORK SESSION TOPICS.

CM Claridge asked for this to be put on each council agenda. The City Attorney mentioned that it must be listed on the agenda what the work session is for. Need to list the topics on the agenda.

29. ACTION FROM WORK SESSION, IF ANY.

**NONE.**

**CORRESPONDENCE:**

30. COUNCIL MEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS.

**NONE.**

**EXECUTIVE SESSION:**

31. 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; **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.

At 7:01 p.m., Mayor Houk went into Executive Session under Section 551.071.

At 7:38 p.m., Mayor Houk reconvened into Regular Session.

**RECONVENE:**

32. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION


**NONE**

**ADJOURN:**

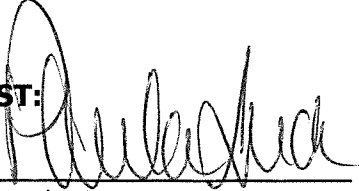
33. ADJOURN

**At 7:38 p.m., Mayor Houk adjourned the meeting.**

**APPROVED:**

  
Darren Houk, Mayor

**ATTEST:**

  
Paula Luck, City Secretary