

**MINUTES OF THE REGULAR MEETING  
RIVER OAKS CITY COUNCIL  
MAY 7, 2024**

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

CITY MANAGER MARVIN GREGORY  
CITY SECRETARY PAULA LUCK  
CITY ATTORNEY BRADLEY ANDERLE  
DEPUTY POLICE CHIEF ERIC PERKINS  
POLICE CHIEF CHUCK STEWART  
EMERGENCY MGT JAMES MYRICK  
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 6:00 p.m. on Tuesday, May 7, 2024 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION

Mayor Houk delivered the Invocation.

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

Mayor Houk 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 APRIL 16, 2024 REGULAR CALLED COUNCIL MEETING
- B. BILLS PAYABLE FOR PERIOD ENDING MAY 7, 2024 (FY 2024)
- C. CONSIDER APPROVAL TO APPOINT SARAH KELTY AS AN ALTERNATE MEMBER TO ZBA

**Mayor Pro Tem 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 DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.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. CONSIDER APPROVAL OF REQUEST FROM DORIS FRENCH FOR USE OF THE CITY COMPLEX PARKING LOT FOR FUNDRAISER EVENT ON SATURDAY, MAY 18<sup>TH</sup> BENEFITTING WOUNDED WARRIORS.

No one was present. There is no policy in place when someone wants to use city property. This group will meet in the complex parking lot and when all is present, they will leave from there. The Police Chief will block off some parking spots for police emergencies.

**CM Holland moved, seconded by CM Rodriguez to approve the request from Doris French for use of the city complex parking lot. All voted "Aye".**

9. CONSIDER APPROVAL OF THE 2022-2023 FISCAL YEAR AUDIT REPORT AS PRESENTED BY MWH, GROUP, CERTIFIED PUBLIC ACCOUNTANTS.

Valerie Halverson with MWH was present. Areas of the audit were highlighted. The city's reserves are low. The investment policy states the city should have at least 90 days in reserves. Valerie and her group will meet with city staff this summer to go over what audit journal entries can be done in house before the audit.

**CM Holland moved, seconded by Mayor Pro Tem Claridge to approve the 2022-2023 Fiscal Year Audit. All voted "Aye".**

10. CONSIDER APPROVAL OF ASSESSMENT AND AWARDDING THE BID ON PROJECT #2024-IT-0001 "INFORMATION TECHNOLOGY MANAGED SERVICES" FOR THE CITY OF RIVER OAKS.

Drew Briggs and Krista Kerruish with Versa Trust were present. Half of the issues are with Incode which resulted in 67% of labor hours. Have met with Incode and they are aware of the issues. Currently the city is using Incode 9 which is 24 years old. Incode 10 is available and has requested

a quote. As requested by the council, tablets were checked into. Recommended is Ipad with WIFI only and the cost is about \$400.00 per Ipad.

**CM Forester moved, seconded by CM Rodriguez to award the Information Technology Managed Services to Versa Trust. All voted "Aye".**

11. CONSIDER APPROVAL OF AGREEMENT CONTRACT WITH PYRO SHOWS OF TEXAS FOR A FIREWORKS DISPLAY ON JUNE 29, 2024.

EDC approved to spend up to \$9,600.00 on fireworks. Pyro Shows is \$9,600.00 for a 15-minute show. Two other quotes were received but were more expensive.

**CM Holland moved, seconded by Mayor Pro Tem Claridge to approve the agreement with Pyro Shows. All voted "Aye".**

12. DISCUSSION AND/OR ACTION REGARDING THE 75<sup>TH</sup> YEAR ANNIVERSARY CELEBRATION COMMITTEE'S REPORTING ON TIMELINE OF EVENTS AND A BUDGET.

Committee Members Tracy Gallman, Heather Knight, and Linda Claridge were present, along with Shirley Bloomfield, Shirley Wheat, Brent Forester, Steve Holland, Marvin Gregory, and Darren Houk. The proposal is a family friendly festival on October 5, 2024 from 2:00 p.m. to 5:00 p.m., and a grand finale gala on November 2, 2024 from 5:00 p.m. to 9:00 p.m. The festival will feature games, vendor booths, food, activities, participation from Castleberry ISD and memorabilia chronicling the city's existence. The gala is a ticketed event inspired by the 1949 hit song "Buttons and Bows". Sponsorship will be sought as an additional funding source for both events. Targeted sponsorships are city vendors, local businesses, and private donations. The committee is requesting \$5,000.00 up front and raise money to give back to the city or the money raised can go towards the city's donation funds. The city has \$8,000.00 in a budget line item that can go towards this.

**CM Turner moved, seconded by CM Forester to approve the plans as presented by the 75<sup>th</sup> anniversary committee. All voted "Aye".**

13. DISCUSSION AND/OR ACTION ON REPLACEMENT OF TIME CAPSULE MONUMENT PLAQUE IN FRONT OF CITY HALL AND PLANS FOR OPENING THE 50<sup>TH</sup> ANNIVERSARY TIME CAPSULE.

We started chipping the brick out on the side of the monument to find the capsule. After no success, we had the plaque removed and the capsule was under that. The plaque, because it was so thin, broke into several pieces and we are unable to put it back together. We can get an estimate from Fort Worth Monument on the replacement cost of that plaque with no changes or with changes. We can also get an estimate on a new plaque for the 75<sup>th</sup> anniversary but will need to know what wording the council wants on there before we can get an estimate.

This item will be tabled to get some estimates.

At this time, Item #16 was discussed.

#16-Chet & Subritte Stevenson at 1844 Inspiration Point were present. The previous owners were approved to purchase a section of land next to the Water Treatment Plant that the city owns for \$6,000.00. The previous owner did not finish the purchase of the property. The Stevenson's would like to purchase that property.

**CM Forester moved, seconded by CM Rodriguez to approve Ordinance #1423-2024. All voted "Aye".**

14. DISCUSSION AND/OR ACTION ON AUTHORIZING THE CITY'S FINANCIAL ADVISOR TO PROCEED WITH SECURING THE ISSUANCE OF A TAX NOTE IN ORDER TO FUND RENOVATIONS TO THE RAW WATER INTAKES AT THE WATER PLANT.

The intakes have holes all through them because no water has been running in the lines for two years, and the cost to replace is \$460,000.00. We have some money in the Rescue Act and some that will be left in the clarifier project. The minimum we can get a tax note for is \$500,000.00. The clarifier has been tested but we cannot keep a prime. The new intakes will last about 70 years. It would take about six months to replace if we can get the parts. The council would like a list of what this money would be spent on.

**CM Forester moved, seconded by Mayor Pro Tem Claridge to move forward with the Tax Note. All voted "Aye".**

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

15. CONSIDER APPROVAL OF ORDINANCE #1422-2024 AMENDING CHAPTER 13 "UTILITIES" OF THE RIVER OAKS CODE OF ORDINANCES (2006); REVISING ARTICLE 13.10 "STORM WATER MANAGEMENT PROGRAM" BY REPEALING IN ITS ENTIRETY THE EXISTING ARTICLE 13.10 AS ADOPTED ON SEPTEMBER 24, 2019, AS ORDINANCE #1248-2019; REPLACING IT WITH THE REVISED ARTICLE 13.10 HERIN PROVIDED FOR IN THIS ORDINANCE AS "EXHIBIT A" INCORPORATING ARTICLE 13.10 DIVISION 1 "STORM WATER MANAGEMENT PLAN" AUTHORIZED BY TPDES SMALL MS4 GENERAL PERMIT (TXR040000) AND ISSUED BY THE TCEQ THEREBY AMENDING THE CITY'S STORM WATER MANAGEMENT PLAN.

Been working on this for five years. These are the TCEQ revisions, and the plan was approved by TCEQ.

**CM Holland moved, seconded by Mayor Pro Tem Claridge to approve Ordinance #1422-2024. All voted "Aye".**

16. CONSIDER APPROVAL OF ORDINANCE #1423-2024 APPROVING THE SALE OF CERTAIN REAL PROPERTY DESCRIBED AS BEING 0.1714 OF AN ACRE OUT OF 7.8054 ACRE TRACT DESCRIBED IN THE DEED TO THE CITY OF RIVER OAKS, RECORDED IN VOLUME 2449, PAGE 439 IN THE DEED RECORDS OF TARRANT COUNTY, TEXAS (D.R.T.C.T.) IN THE J.D. QUINN SURVEY A-1258 AND REPEALING ORDINANCE #1341-2022 AS APPROVED ON FEBRUARY 22, 2022.

This item was discussed earlier.

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

17. 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-Public Works Director resigned. Making organizational changes in Public Works that includes removing two positions. Currently with this new plan, there are the Public Works Director, Meter Reader, and Equipment Operator positions open.

Elections-should be able to canvass the votes next Tuesday at 5:30 p.m. and have the swearing in maybe at the next regular council meeting.

**CORRESPONDENCE:**

18. COUNCIL MEMBER QUESTIONS, COMMENTS AND ANNOUNCEMENTS.

CM Turner-Retiring with the school district after 30 years of public education. Our police goes above and beyond with their service.

CM Holland-glad to be back. One Faith minister reached out about a building project. CM Gregory-there are some drainage issues. Has been trying to reach out to their engineer but can not get a return call. Will contact the minister. They also need to replat the property. Have been to Jolly's and wish they would display prices on their items.

Mayor Pro Tem Claridge-our Police has sought out crimes outside of our city limits and they go above and beyond.

CM Rodriguez-thanked Kelley's Boutique for her one-year anniversary and is doing very well. Thanked the police for their 9 p.m. reminder.

Mayor Houk-praised our police department for checking in on buildings in the City of Fort Worth. Friday night-both parades have joined together and will start at Grumps. Springfest is Saturday.

**EXECUTIVE SESSION:**

19. 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.

**NONE**

**RECONVENE:**

20. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION

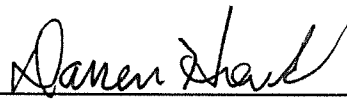
**NONE**

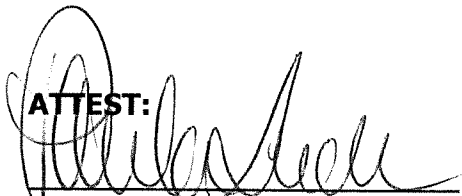
**ADJOURN:**

21. ADJOURN

**At 9:01 p.m., Mayor Houk adjourned the meeting.**

**APPROVED:**

  
\_\_\_\_\_  
Darren Houk, Mayor

**ATTEST:**  
  
\_\_\_\_\_  
Paula Luck, City Secretary