

**MINUTES OF THE REGULAR MEETING  
RIVER OAKS CITY COUNCIL  
SEPTEMBER 26, 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 CHIEF RUSSELL SHELLEY

**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 6:03 p.m. on Tuesday, September 26, 2023 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.

-PROCLAIM OCTOBER 5, 2023 AS WORLD TEACHERS DAY

CM Turner introduced from AV Cato Elementary: Jana Underwood & Cecilia Sanders; from Castleberry Elementary: Cynthia Crews; from Joy James Academy of Leadership: Megan Munoz & Cameron Spivey; from Irma Marsh Middle School: Nicholas Janke; and from Castleberry High School: Rachel Aguilon.

5. OATH OF OFFICE AND BADGE PINNING CEREMONY FOR PERMANENT STATUS WITH THE RIVER OAKS FIRE DEPARTMENT.

FC Shelley swore in Captain Robert Whatley, Engineer Shannon Stephens, Fire Fighter Brandon Harris and Fire Fighter George Brock.

George Brock's girlfriend pinned him; Brandon Harris' mother pinned him; Shannon Stephens' wife pinned him; and Robert Whatley's wife pinned him.

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 SEPTEMBER 12, 2023 REGULAR CALLED COUNCIL MEETING

B. APPROVE BILLS PAYABLE FOR PERIOD ENDING SEPTEMBER 26, 2023 (FY 2023)

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

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 DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.

**NONE**

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

9. DISCUSSION AND/OR ACTION REGARDING CONSIDERATION TO RENEW MEMORANDUM OF UNDERSTANDING (MOU) WITH TARRANT COUNTY HEALTH DEPARTMENT FOR THE FOOD ESTABLISHMENT INSPECTION PROGRAM.

Raj Chahaun was present. A presentation was presented to the council on the program. This is a new MOU adopting the new fees and the new state language.

**Mayor Pro Tem Claridge moved, seconded by CM Holland to approve the new MOU pending City Attorney approval. All voted "Aye".**

10. DISCUSSION AND/OR ACTION FROM APPEARANCE BY ENTERPRISE FLEET UPDATING THE ENTERPRISE FLEET MANAGEMENT PROGRAM WITH THE CITY.

Rob Walker was present and gave a presentation of how the program works and where we stand currently.

11. CONSIDER APPROVAL OF ENGINEER'S RECOMMENDATION OF AWARD FOR LONG AVENUE PAVING IMPROVEMENTS.

Mickey Thomas was present. We received six bids, and the lowest bidder was Patcon Services for \$660,698.36. It is recommended to accept this bid.

**CM Holland moved, seconded by Mayor Pro Tem Claridge to award the Long Avenue paving improvement bid to Patcon Services for \$660,698.36. All voted "Aye".**

12. DISCUSSION AND/OR ACTION ON EDC RECOMMENDATION FROM THE SEPTEMBER 25, 2023 EDC PUBLIC HEARING TO CONTINUE, RENEW, CONTRACT AND/OR FUND THE AGREEMENT WITH FORT WORTH TRANSPORTATION AUTHORITY FOR BUS & PARATRANSIT SERVICE.

The FWTA told us that the annual payment for the bus service was due at the beginning of our fiscal year. But according to their contract, it is due in March of the following year. EDC approved to continue with the service through March 2024 and then after that, have the MITS service only. We must send notice now of the bus cancellation. CM Holland summarized the EDC meeting. By cancelling the bus service and continuing with MITS, it will save us \$7,000.00.

**CM Forester moved, seconded by CM Rodriguez to cancel the current contract and to consider a new contract for disabled services. CM Forester, CM Rodriguez, Mayor Pro Tem Claridge, and CM Turner voted "Aye". CM Holland voted "Nay". Motion passed.**

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

13. CONSIDER APPROVAL OF RESOLUTION #1110-2023 APPROVING FUNDING INTERLOCAL AGREEMENTS FOR THE FINANCIAL SUPPORT THROUGH THE TARRANT COUNTY 2006 TRANSPORTATION BOND PROGRAM (2006 TBP) FOR RECONSTRUCTION AND ASPHALT OVERLAY; AUTHORIZING THE MAYOR TO EXECUTE EACH INDIVIDUAL FUNDING INTERLOCAL AGREEMENT RENEWAL AND AMENDMENT FOR THE FOLLOWING PROJECTS:

- LONG AVENUE AND ALMENA RD RECONSTRUCTION: RENEWAL & AMENDMENT #1 OF INTERLOCAL AGREEMENT
- ROBERTS CUT OFF ROAD RECONSTRUCTION: RENEWAL & AMENDMENT #2 OF INTERLOCAL AGREEMENT
- MERRITT STREET RECONSTRUCTION: RENEWAL & AMENDMENT #2 OF INTERLOCAL AGREEMENT

If we do not approve this, we will lose the money. Most of these projects are already completed. The Long Avenue project is \$295,315.00; the Roberts Cut Off project is \$453,281.00; the Merritt Street project is \$163,563.00.

**Mayor Pro Tem Claridge moved, seconded by CM Forester to approve Resolution #1110-2023. All voted "Aye".**

14. CONSIDER APPROVAL OF RESOLUTION #1111-2023 APPROVING INTERLOCAL AGREEMENTS BETWEEN TARRANT COUNTY AND THE CITY OF RIVER OAKS FOR THE PURPOSE OF PROVIDING FUNDING THROUGH THE TARRANT COUNTY 2021 TRANSPORTATION BOND PROGRAM (2021 TBP); AUTHORIZING THE MAYOR TO EXECUTE EACH INDIVIDUAL INTERLOCAL AGREEMENT FOR THE FOLLOWING PROJECTS:

- BLACK OAK LANE (FROM ROBERTS CUT OFF TO GILLHAM ROAD) NO ILA
- YALE STREET (ROBERTS CUT OFF TO RIVER OAKS BLVD) NO ILA
- GLENWICK DRIVE (FROM THURSTON RD TO RIVER OAKS BLVD) NO ILA
- GREENBRIER DRIVE (FROM THURSTON RD TO RIVER OAKS BLVD) NO ILA
- ALMENA ROAD (FROM ROBERTS CUT OFF TO LONG AVE) NO ILA
- THURSTON ROAD (FROM SKYLINE DR TO LONG AVE) NO ILA
- BAYLOR AVENUE (FROM ROBERTS CUT OFF WEST TO DEAD END) NO ILA
- ROBERTS CUT OFF (OHIO GARDEN RD TO RIVER OAKS BLVD) NO ILA

The Black Oak project is \$109,619.10; the Yale Street project is \$343,525.00; the Glenwick Drive Project is \$102,098.46; the Greenbrier Drive project is \$128,424.48; the Almena Road project is \$164,282.34; the Thurston Road project is \$137,630.10; the Baylor Avenue project is \$103,006.26; and the Roberts Cut Off project is \$118,730.54.

**CM Holland moved, seconded by Mayor Pro Tem Claridge to approve Resolution #1111-2023. All voted "Aye".**

15. CONSIDER APPROVAL OF ORDINANCE #1388-2023 AMENDING ARTICLE 12.05 "STOPPING, STANDING AND PARKING" SPECIFICALLY IN SECTION 12.05.012 "SPECIAL STOP INTERSECTIONS" INSTALLING TURN MEDIANS AND DESIGNATING STOP SIGNS BE PLACED AT THE INTERSECTIONS OF SANSOM CIRCLE AND ROBERTS CUT OFF ROAD AND YALE AT ROBERTS CUT OFF ROAD.

The stop sign is behind you. Recommending installing concrete triangle islands at the intersections of Yale and Roberts Cut Off, and at Sansom Circle and Roberts Cut Off. The cost is \$10,400.00 for both.

**Mayor Pro Tem Claridge moved, seconded by CM Forester to approve Ordinance #1388-2023. All voted "Aye".**

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

16. DISCUSSION AND/OR ACTION ON EXPENDING FUNDS OUT OF 2021 CERTIFICATE OF OBLIGATION BOND TO INSTALL 70-SQUARE FOOT TURNING LANE ROAD MEDIANS IN THE INTERSECTIONS OF SANSOM CIRCLE AND ROBERTS CUT OFF ROAD AND YALE STREET AND ROBERTS CUT OFF ROAD DUE TO TRAFFIC HAZARDS AS RECOMMENDED BY THE POLICE CHIEF.

This is for paying for Item #15 out of the CO Bond.

**CM Turner moved, seconded by CM Rodriguez to approve paying for the two islands out of the CO Bond. All voted "Aye".**

17. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE
- 5016 ALMENA
- 940 CODY COURT (APT 6-13)
- 4844 HARTFORD-will be done next week.
- 1909 YALE
- 4833 SHERWOOD
- 1507 ROBERTS CUT OFF (BURN OUT)

18. 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.

National Night Out is October 3<sup>rd</sup> in the parking lot at the elementary school from 6 p.m. to 8 p.m.

YMCA is celebrating its 75<sup>th</sup> anniversary on Saturday, September 30<sup>th</sup> from 11 a.m. to 4 p.m.

**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.

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

Fire Department open house will be Saturday, October 28<sup>th</sup>, 2023.

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.

Mayor Pro Tem Claridge-congratulations to Code Officer Violet for getting his neighbor to cut down four giant trees in three days.

CM Rodriguez-thanks to all the teachers for an amazing job.

CM Turner-Mayor Houk made a YouTube video reading the World Teachers Day proclamation to send to the entire district on October 5<sup>th</sup>. The city is providing decorated tables at each campus in River Oaks.

CM Forester-the River Oaks Hometown Christmas is December 9<sup>th</sup>.

**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;
- 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:**

32. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION

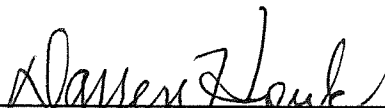
**NONE**

**ADJOURN:**

33. ADJOURN

**At 8:48 p.m., Mayor Houk adjourned the meeting.**

**APPROVED:**

  
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Darren Houk, Mayor

**ATTEST:**

  
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Paula Luck, City Secretary