

**MINUTES OF THE RIVER OAKS  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR CALLED MEETING  
NOVEMBER 3, 2025**

**MEMBERS PRESENT:**

PRESIDENT DARREN HOUK  
DAN CHISHOLM  
BUCK BYBEE  
CHARLES RICHARDSON  
DON ISTOOK-online

**STAFF PRESENT:**

CITY MANAGER MARVIN GREGORY  
CITY SECRETARY PAULA LUCK  
MAYOR PRO TEM LEIGH ANN TURNER

**MEMBERS ABSENT:**

VP RAUL SANCHEZ  
STEVE HOLLAND

**1. CALL TO ORDER**

With a quorum present, President Houk called the Regular Called Meeting of the Economic Development Corporation to order at 6:00 p.m. on Monday, October 6, 2025 at River Oaks City Hall, 4900 River Oaks Blvd, River Oaks, Texas 76114.

**2. INVOCATION**

President Houk gave the Invocation.

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

President Houk led the Pledge of Allegiance to the United States Flag and the Texas Flag.

**4. PUBLIC TESTIMONY: CITIZENS TO SPEAK ON ANY TOPIC OR ANY AGENDA ITEM BEFORE AND DURING THE MEETING BY RAISING YOUR HAND TO BE RECOGNIZED; HOWEVER, UNLESS THE ITEM IS SPECIFICALLY NOTED ON THIS AGENDA, THE ECONOMIC DEVELOPMENT CORP. 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 EDC BOARD DELIBERATION IS PERMITTED FOR TOPICS NOT SPECIFICALLY LISTED ON THIS AGENDA.**

Karen Bontrager who lives in the River Oaks area was present. Wants to start a Business Association. Sees there is a lot of potential in River Oaks for businesses.

**5. MEMBER ROLL CALL**

All members were present except for VP Sanchez, and Member Holland.

**6. CONSIDER APPROVAL OF MINUTES FROM THE OCTOBER 6, 2025 REGULAR CALLED MEETING.**

**Member Richardson moved, seconded by Member Chisholm to approve the Minutes of the October 6, 2025 Regular Called Meeting. All voted "Aye".**

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

7. CONSIDER APPROVAL OF REQUEST BY THE CHRISTMAS PARADE COMMITTEE TO EXPEND CITY PROMOTIONAL FUNDS TO PURCHASE AWARDS FOR THIS YEAR'S CITY CHRISTMAS PARADE.

8. DISCUSSION AND/OR ACTION ON BANNER SIGNS AND APPROVAL TO COVER THE EQUIPMENT COSTS FOR INSTALLATION OF BANNER SIGNS.

#7 & #8 were discussed at the same time.

Mayor Pro Tem Turner representing the Christmas Committee was present. They are limited to what can be taken out of the Hotel/Motel Tax fund. The parade cannot be taken out of that fund. The money needed is for awards, barriers, and a lift for the banners and to decorate the tree from EDC. The police requested the barriers to block one part of the Blvd so people can cross the Blvd and be forced to use the crosswalk. The cost for the barriers is \$900.00.

A commercial tree was purchased a couple of years ago, but they would like a live tree this year because people voiced their opinion on the commercial tree. Will be looking at the cost of an artificial tree for next year. We do not have to spend that much on decorations this year. Christmas banners and brackets have been purchased.

Last year, EDC approved \$1,500 for awards, big overhead lights, and personnel costs for the parade.

Banners-proposing is to come up with a program to offer to our brick-and-mortar businesses. Would like banners from end to end on River Oaks Blvd. For the businesses that want to participate, we will try and install the banner close to that business. The city will store the banners, and the businesses will pay for the banners and to have them installed on the poles. Hopefully these banners will be up for 6-9 months out of the year. The board agreed to meet with the businesses to get their input.

**Mayor Houk moved, seconded by Member Richardson to spend \$300.00 for the parade awards. All voted "Aye".**

**Mayor Houk moved, seconded by Member Chisholm to allow the Christmas Committee to spend up to \$1,200.00 on whatever they need for the event. All voted "Aye".**

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

9. UPDATE ON THE EXPENDITURE OF EDC FUNDS TO CREATE A RIVER OAKS MAGAZINE IN ORDER TO PROMOTE ECONOMIC DEVELOPMENT PURSUANT TO SECTION 505.155 "PROJECTS RELATED TO BUSINESS ENTERPRISES THAT CREATE OR RETAIN PRIMARY JOBS" AS PRESENTED BY PRESIDENT HOUK.

No discussion.

10. UPDATE ON THE EXPENDITURE OF EDC FUNDS IN THE AMOUNT OF \$18,000 TO OFFSET THE CITY'S SHARED COSTS WITH PARKER HANNIFIN TO CONSTRUCT A 10,800 SQUARE FOOT PARKING LOT QUALIFIED AS AN ACCEPTABLE EXPENDITURE OF FUNDS PURSUANT TO SECTION 505.152 "PROJECTS RELATED TO RECREATIONAL OR COMMUNITY FACILITIES" OF THE TEXAS LOCAL GOVERNMENT CODE.

Tomorrow night, the interlocal agreement will be presented to the City Council. We will write in the correct square footage. The project should be completed in November. This was in last year's budget, so we will revise the current budget later.

11. UPDATE FROM PRESIDENT HOUK REGARDING NEW BUSINESSES FOR SALE OR LEASE.

Council agreed to let the U-Haul business extend for another few months. Giggles Therapy is for sale. The city owned strip center on Roberts Cut Off is completely rented out. There is a new custom engraving business in the city. The Bank of America building has offices for a private firm.

12. ANNOUNCEMENT: UPCOMING RIBBON CUTTING EVENT ON SATURDAY, NOVEMBER 8<sup>TH</sup> AT 10:00 A.M. FOR "LOS TRES CAFESITOS" AT 5406 RIVER OAKS BLVD.

Ribbon cutting is this Saturday at 10:00 a.m.

13. EXECUTIVE DIRECTOR REPORT.

This item was already discussed.

Member Richardson requests at a future meeting to discuss the 10% franchise fee added to commercial dumpster accounts. DM Gregory explained that the city gets no administration costs and/or street rental costs. Other cities do charge a franchise fee. The city only collects the dumpster fees which go to the dumpster company. We do the administration on these dumpsters. Right now, the city has control and can help the accounts get issues resolved. If we change to where the businesses can choose whatever company they want to use, the city will have nothing to do with it and cannot help the customers.

14. EXECUTIVE SESSION: CONVENE IN EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE: THE BOARD 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 BOARD MAY CONVENE IN EXECUTIVE SESSION TO DISCUSS THE FOLLOWING:

- a. Section 551.071- To seek advice from attorney;
- b. Section 551.072- Discussion regarding possible sale, lease or acquisition of real estate; and
- c. Section 551.087- Discussion or deliberation regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body.

**NONE**

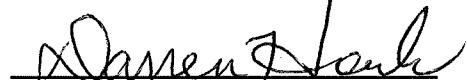
15. ACTION FROM EXECUTIVE SESSION.

**NONE**

16. ADJOURN

**At 6:58 p.m., President Houk adjourned the meeting.**

**APPROVED:**

  
**Darren Houk, President**

**ATTEST:**

  
**Paula Luck, City Secretary**