

**MINUTES OF THE RIVER OAKS  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR CALLED MEETING  
FEBRUARY 10, 2025**

**MEMBERS PRESENT:**

PRESIDENT DARREN HOUK  
CHARLES RICHARDSON  
DAN CHISHOLM  
STEVE HOLLAND  
BUCK BYBEE  
VP RAUL SANCHEZ

**STAFF PRESENT:**

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

**MEMBERS ABSENT:**

HEATHER KNIGHT

1. CALL TO ORDER

With a quorum present, President Houk called the Regular Called Meeting of the Economic Development Corporation to order at 6:01 p.m. on Monday, February 10, 2025 at River Oaks City Hall, 4900 River Oaks Blvd, River Oaks, Texas 76114.

2. INVOCATION

Member Holland gave the Invocation.

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

Member Holland 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 AN 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.

**NONE**

5. MEMBER ROLL CALL

All members were present except for Member Knight.

6. CONSIDER APPROVAL OF MINUTES FROM THE DECEMBER 9, 2024 REGULAR CALLED MEETING.

**Member Richardson moved, seconded by Member Bybee to approve the Minutes of the December 9, 2024 Special Called Meeting. All voted "Aye".**

**PERSONAL APPEARANCES AND/OR ITEMS REQUIRING E.D.C. APPROVAL/ACTION:**

7. PRESENTATION FROM MIGUEL RUIZ OFFERING MARKETING ASSISTANCE FOR SMALL BUSINESSES.

Miguel Ruiz with JO Agency was present. He introduced himself and he wants to offer two training sessions but will need a location for the sessions and help sending invites out to businesses. All he is asking is EDC to provide snacks and maybe a small donation (monthly retainer). He mentioned our website could be better. President Houk and Mr. Ruiz will meet and discuss more.

8. CONSIDER APPROVAL OF FY 2025 1<sup>ST</sup> QUARTER FINANCIAL REPORT (OCTOBER 1-DECEMBER 31, 2024)

CM Gregory reported the beginning balance for the 1<sup>st</sup> quarter was **\$423,580.96**; sales tax for the quarter totaled **\$79,629.59**; interest from the bank was **\$20.89**; street signs sold **\$214.50**; resulting in total revenues of **\$79,864.98**. Total expenditures for the quarter of **\$160,698.68**-yielding an ending balance of **\$342,747.26**. Texpool beginning balance was **\$296,562.16**; interest received was **\$3,897.77**-resulting in an ending balance of **\$300,459.93**. Total ending balance in the bank and Texpool is **\$643,207.19**.

**Member Holland moved, seconded by Member Chisholm to approve the FY 2025 First Quarter Financial Report. All voted "Aye".**

9. DISCUSSION AND/OR ACTION ON ENTERING INTO AN AGREEMENT WITH PYRO SHOWS FOR THIS YEARS FIREWORKS SHOW.

The quote is the same as last year with Pro Shows. EDC budgeted \$5,500.00. The EDC portion of this will be \$4,800.00; hotel-motel tax can fund \$2,800.00; and if Victory Church donates, they will donate \$2,000.00.

**Member Bybee moved, seconded by Member Chisholm to move forward with the contract. All voted "Aye".**

10. CONSIDER APPROVAL TO AMEND ACTION TAKEN FROM NOVEMBER 18, 2024 MEETING IN ORDER TO INCREASE THE EXPENDITURE OF EDC PROMOTIONAL FUNDS IN ORDER TO OFFSET THE ADDITIONAL COSTS FOR AWARDS, OVERHEAD LIGHTS AND PERSONNEL THAT WAS QUALIFIED AS AN ACCEPTABLE CITY PROMOTIONAL EXPENDITURE OF EDC FUNDS PERTAINING TO THE 2024 CITY CHRISTMAS PARADE.

EDC approved \$1,500.00 towards the Christmas parade which covered the awards, personnel costs, and the overhead lights. Personnel costs were over what we originally planned. Requesting is an additional \$201.88 to balance it out.

**Member Richardson moved, seconded by Member Bybee to approve an additional \$201.88. All voted "Aye".**

## **UPDATES FOR DISCUSSION AND/OR ACTION:**

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

Cowboy Cleaners, next to the bike shop on the Blvd., is open for business. We lost Conrad's Auto Repair (Roberts Cut Off), and Atomic Then and Now.

### 12. DISCUSSION AND/OR ACTION ON THE PURCHASE AND INSTALLATION OF CITY BANNERS.

Downtown Decorations have nicer banners, but they are pricey, but we did not get the order on time. Found another company but they could not customize it on short notice. This season we had a mixture of different looking banners. Mayor Houk, PWD Henderson, and CM Gregory will meet before more banners are installed. Will put a budget together of different sizes for the board to look at.

### 13. DISCUSSION AND/OR ACTION ON PAINTING THE STRIP CENTER AT 920 ROBERTS CUT OFF ROAD OWNED AND OPERATED BY THE CITY OF RIVER OAKS.

The quotes to repaint the brick white or light grey and paint the roof black is about \$10,000.00. The board mentioned fixing the road, but it is a private road. The county will not fix it. Board mentioned why should EDC pay for this when the city owns the building.

This item is tabled until a later date.

### 14. EXECUTIVE DIRECTOR REPORT:

Jolly's-city appreciation day March 7<sup>th</sup> for the community to draw in people. EDC agreed to offer \$100.00 towards this event since they did not have a grand opening.

Atomic Then and Now and Cowtown Nutrition have closed, and they both had BIG grants. Will send out letters to try and get what they owe us back.

Bank of America building-have had numerous calls for a car wash, but zoning prohibits it.

A & A Motors-still scheduled to close but they are having issues locating an heir to sign.

Mayor Pro Tem Turner-There is a traveling exhibition service from the Smithsonian that we can apply to have here in River Oaks. If accepted, it will be here for six weeks. All the city provides is 700 square foot space and volunteers. This is to help small towns to build foot traffic to their city. They would incorporate city history also. It may cost the city under \$5,000.00 to get the building ready. It is a 1-2-year process. Application opens February 15<sup>th</sup>, 2025.

Member Holland asked about the corner of Barbara & Churchill-the city is starting the substandard process. They talked about demolishing the building, but they can only rebuild as commercial.

### 15. 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**

16. ACTION FROM EXECUTIVE SESSION.

**NONE**

17. ADJOURN

**At 8:25 p.m., President Houk adjourned the meeting.**

**APPROVED:**

  
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**Darren Houk, President**

**ATTEST:**

  
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**Paula Luck, City Secretary**