



**EVERMAN
CITY COUNCIL
REGULAR MEETING
AGENDA
Tuesday, March 15, 2022
6:30 P.M.**

There will be a Regular Meeting held by the Everman City Council on Tuesday, March 15, 2022 at 6:30 p.m. at 212 North Race Street with the following agenda:

- 1. Meeting called to order.**
- 2. Invocation.**
- 3. Pledge of Allegiance.**
- 4. Consent Agenda:**
 - A. Reading of Minutes of the previous meetings:**
 1. February 1st, 2022 Regular Meeting
 2. February 15th, 2022 Regular Meeting
 - B. Financial Reports:**
 1. February 2022
- 5. Citizens Comments:**
- 6. Presentation:**
 - A. City of Everman 2021 Annual Report – [22089](#)
- 7. Discussion Items:**
 - A. Review and discuss the proposed policies and fees related to the City Hall Annex – Craig Spencer- [22091](#)
 - B. Request from the Regional Transportation Council for the City of Everman to adopt a Locally Enforced Motor Vehicle Idling Restrictions Resolution– Craig Spencer – [22090](#)
- 8. Consideration and Possible Action:**
 - A. Approve Resolution #2022-03-03, a Resolution by the City Council of the City of Everman, Texas appointing a Capital Improvements Advisory Committee fir the 2022-2032 Land Use Assumptions and Capital Improvements Plan for water and sanitary sewer and to provide recommendations for implementation of Impact Fees; and providing an effective date. - [22093](#)
 - B. Approve Resolution #2022-03-02, a Resolution by the City Council of the City of Everman, Texas scheduling a Public Hearing to consider adoption of land use assumptions and a Capital Improvements Plan for water and sanitary sewer under which an Impact Fee may be imposed within the City; Directing the City Secretary to Publish notice of said Public Hearing; and Directing the Impact Fee Advisory Committee to consider and make

recommendations on the water and sanitary sewer land use assumptions and capital improvements plan. – [22092](#)

C. Approve Interlocal Agreement between the City of Everman and Tarrant County, Texas for the Reconstruction of Christopher Drive within the City of Everman; and authorizing the City Manager to execute said agreement – [22088](#)

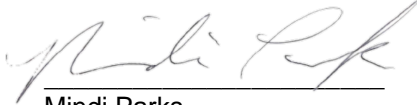
9. Executive Session

10. City Manager's Report- Craig Spencer

11. Mayors Report – Mayor Ray Richardson

12. Adjourn.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Friday March 11, 2022.



Mindi Parks
City Secretary

Citizens may watch city council meetings live on YouTube. A link to the City of Everman YouTube channel is provided on the city website at: www.evermantx.us/government/citycouncil/

Pursuant to Section 551.071, Chapter 551 of the Texas Government Code, Council reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting, to receive advice from its attorney on any posted agenda item, as permitted by law. Additionally, Council may convene into Executive Session to discuss the following:

- A. Section 551.071 – Pending or Contemplated Litigation or to Seek Advice of the City Attorney.*
- B. Section 551.072 – Purchase, Sale, Exchange, Lease, or Value of Real Property.*
- C. Section 551.073 – Deliberation Regarding Prospective Gift.*
- D. Section 551.074 – Personnel Matters.*
- E. Section 551.087 – Deliberation Regarding Economic Development Negotiations.*
- F. Section 551.089 – Deliberations Regarding Security Devices or Security Audits.*

Citizens wishing to submit written comments should e-mail the City Secretary at mparks@evermantx.net. Comments that are received at least one-hour prior to the start of the meeting will be provided to all council members.

According to the City of Everman Policy on Governance Process, individual citizen comments will be restricted to three (3) minutes unless otherwise determined by a majority vote of the Council. The Mayor is responsible to enforce the time limit. Citizens may address City Council either during the Citizen Comments portion of the meeting or during deliberation of a listed agenda item. City Council is only permitted by law to discuss items that are listed on the agenda. Citizens wishing to make comments should notify the City Secretary as soon as possible.

City Hall is wheelchair accessible. Parking spaces for disabled citizens are available. Requests for sign interpretative services must be made 48 hours prior to the meeting. To make arrangements, call 817.293.0525 or TDD 1.800.RELAY TX, 1.800.735.2989.



**EVERMAN
CITY COUNCIL
REGULAR MEETING
MINUTES
Tuesday, February 1, 2022
6:30 P.M.**

There will be a Regular Meeting held by the Everman City Council on Tuesday, February 1, 2022 at 6:30 p.m. at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
Linda Sanders	*	Council Member, Place 1
Kelly Denison	*	Council Member, Place 2
Johnnie Allen	*	Council Member, Place 3
Susan Mackey	*	Mayor Pro-Tem
Judy Sellers	*	Council Member, Place 5
Miriam Davila	*	Council Member, Place 6
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Director of Finance
Landon Whatley	*	Fire Chief

1. Meeting called to order.

Mayor Ray Richardson called meeting to order at 6:30pm.

2. Invocation.

3. Pledge of Allegiance.

4. Consent Agenda:

A. None

5. Citizens Comments:

NONE

6. Presentation – Official Copy of the Tarrant County 2020 Coronavirus Pandemic Historical Book to the Everman Public Library – Tarrant County Clerk Mary Louise Nicholson- [22068](#)

Tarrant County Clerk Mary Louise Nicholson presented the Everman Public Library an official copy of the Tarrant County 2020 Coronavirus Pandemic Historical Book. Maty Louise Nicholson provided a slide show to the council showing details of how the book was put together and who all contributed to this Book and also about the past pandemics. She also explained that this Book was also a way to honor the ones that did not have a choice in this pandemic. She also stated that the Library of Congress usually on gets digital copies and they requested two copies of this book and that is because they see the value in this book. Mary then asked Billy Manus the Librarian of the Everman Public Library to present him the Book.

7. Discussion Items:

A. Parking complaints and potential resolutions along Thomas Place - Landon Whatley- [22073](#)

Landon stated that in a big Industrial area on Thomas Place that does bring in a lot of tax dollars is having some issues. The daily traffic in this area is very heavy and sometimes standing not only with employees or customers but the main concern is the 18 wheelers that are loading or unloading are causing an issue for customers to get to the store fronts of these businesses. This also imposes a problem with emergency vehicles being able to get in these areas as well. Landon explained that both the 18 wheelers should have a designated area for the loading and the businesses that are the ones that are causing the issue have adequate space on their property to do so. Landon would like to get councils consensus on getting something to give him some teeth to these issues and try to solve the situation. City Manager Craig Spencer suggested to council to get with the city Engineer and have him draft up a plan and get an Exhibit built to get to council to try to help this situation. Council is all in consensus to have that done.

B. Hanna Ranch Phase 4 – Sewer Line Infrastructure – Craig Spencer - [22071](#)

Craig stated when the negotiations were going on with the Hanna Ranch Development Phase 4, East of Roy C. Brooks Road, the plans were done and submitted to the city staff at the time and they were reviewed. The Director of Public Works at the time advised that the current sewer line that was there feeding that particular residential subdivision was a good sewer line and that there were no issues with it. Now that they have began construction and cammed the sewer line, it is actually collapsed. This is an 1800-foot sewer line and 10-inch sewer line that feeds that area. With the city giving them the approval to move forward and now they are in construction; this makes it our responsibility to fix. Craig stated that he went to our city Engineer to get a rough cost of this repair and it was \$175,000 and a six-month turnaround to complete. Craig stated that the good news is he went back to the developer and was able to negotiate with them. They agreed that we would only have to contribute \$50,000 out of the \$175,000 and they would pay the rest. Council will see this agreement at the next council meeting.

C. Review and Discuss the City of Everman, FY22 Comprehensive Financial Management Policy – Susanne Helgesen – [22070](#)

Susanne stated that the Policy was submitted with no changes. This Policy has to reviewed annually just to make sure we are on the up and up. Susanne also stated sometimes we have changes she will have to submit based on recommendations but there are no recommendations this year.

D. The allocation of Court Technology Funds for the purchase or court related equipment – Edna Martinez – [22069](#)

Edna stated that she has been talking to Craig and with court having everything to be capable to go paperless, she would like to do so. Edna stated also she is going through an update with LT Systems and that would allow the court to get the Topaz Signature Pads that would allow the electronic signatures to support the paperless goal. Edna is requesting the allocation of Court Technology Funds towards the purchase of the (2) Topaz Signature Pads for a total of \$700 and a Computer Tablet for \$2,500.00 to take pictures of different things as needed in court instead of using her personal cell phone. The total for this allocation is \$3,200.00 and the Court Technology Fund Balance is at \$18,805.64. Council is in consensus to allow this request. This will be on the agenda for the next council meeting.

8. Consideration and Possible Action:

A. Approve Ordinance #778 – An Ordinance of the City Council of Everman, Texas, amending Article 8, Section 8.03 of the Everman Code of Ordinances by adopting the composition of the Board of Adjustment; Providing for severability and providing an effective date - [22072](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve Ordinance #778 – An Ordinance of the City Council of Everman, Texas, amending Article 8, Section 8.03 of the Everman Code of Ordinances by adopting the composition of the Board of Adjustment; Providing for severability and providing an effective date. **ALL VOTED AYE**

B. Approve City of Everman Personnel Policy Update as presented by the City Manager – [22067](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Sanders to approve City of Everman Personnel Policy Update as presented by the City Manager. **ALL VOTED**

9. Executive Session

NONE

10. City Manager's Report- Craig Spencer

Craig stated that he needed to inform council about the approval of a reallocation that they approved of funds from Water to the City Improvement Bond for the Fire Suppression System that needs to go in at the New City building has had an issue come up that is big. Craig stated that the contractor originally said that a 13R System, a residential system would be up to code and it is not. This overlook is a mixture of both contractor and city staff and they will make sure something like this does not happen again. Craig stated that we had \$60,000 set aside for this already and the new amount is \$98,000. The funds are available within the funds but this will cause an overage that will require a budget amendment when all said and done but the amount will come from the contingency built within the Bond. Craig also updated council with the 15 new banners that are up in the city with Welcome Home on them. He will double the number of these later down the road. Also, he updated council with the news of the first few Sport Sponsorships and that has brought in just under \$10,000 in donations. He also just wanted to update the Civic Center and it is progressing well. It is moving along besides the Fire Suppression problem. Craig also updated that with the Winter Storm coming in all city directors have been checking city property making sure they are fully prepared. We do have chains for all vehicles to safely move around on the ice. The Street Department will be working 24-hour shifts.

11. Mayors Report – Mayor Ray Richardson

NONE

12. Adjourn.

Mayor Richardson adjourned the meeting at 7:10pm.

Mindi Parks
City Secretary



**EVERMAN
CITY COUNCIL
REGULAR MEETING
MINUTES
Tuesday, February 15, 2022
6:30 P.M.**

There will be a Regular Meeting held by the Everman City Council on Tuesday, February 15, 2022 at 6:30 p.m. at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
Linda Sanders	*	Council Member, Place 1
Kelly Denison	*	Council Member, Place 2
Johnnie Allen	*	Council Member, Place 3
Susan Mackey	*	Mayor Pro-Tem
Judy Sellers	*	Council Member, Place 5
Miriam Davila	*	Council Member, Place 6
Absent:		
Landon Whatley	*	Fire Chief
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Finance Director
Greg Saunders	*	City Engineer

1. Meeting called to order.

Mayor Richardson called meeting to order at 6:32pm.

2. Invocation.

3. Pledge of Allegiance.

4. Consent Agenda:

A. Reading of Minutes of the previous meetings:

1. December 7, 2021 Work Session/Special Meeting
2. December 14, 2021 Regular Meeting
3. January 4, 2022 Regular Meeting
4. January 18, 2022 Regular Meeting

B. Financial Reports:

1. December 2021
2. January 2022

Motion was made by Pro-Tem Mackey and seconded by Council Member Denison to approve the Consent Agenda as shown. **ALL VOTED AYE**

5. Citizens Comments:

NONE

6. Presentation:

A. Public Hearing- Pubic Hearing to hear citizens comments related to the City of Everman & Tarrant County 2022 CDBG (48th Year) Project Proposal – [22075](#)

Opened at 6:34pm and closed at 6:41pm. There were no citizens comments. Craig also displayed the project area for the water-line replacement project on the TV screen and just explained some details of this project and had our city Engineer present to answer any questions. The city will have about \$85,000 to pay concerning this project. This will come out

of A- Bond Proceeds, B- Arpa Funds- or C- Water Reserves Funds. This will come before council for their approval and Craig has no worries on the funding for this Project.

7. Discussion Items:

A. Incident Briefing- School Incident that occurred on February 10, 2022 – Craig Spencer- [22079](#)

Craig explained to council about the incident and the protocols to apprehend these individuals. This incident started at the Dollar General and the suspects then fled to the High School. There were two Resource Officers there on the campus. They put the School on HOLD not LOCKDOWN. They did not want to alarm the suspects that they knew they were there. They then asked the staff at the school if they knew the suspects by providing them with a picture of the two suspects. The school was able to immediately identify them. They then knew where to find them in the school. One was in the cafeteria and one was in a classroom with a weapon. These two suspects were apprehended and charged.

B. TCEQ Municipal Setting Designation (MSD) Application – Consolidated Consulting Group, LLC – Jude Havens; Principal – Craig Spencer – [22076](#)

Craig explained that this is just a resolution to notify the city of the contaminations found at the property described in resolution to be near Interstate Highway 35 and West Risinger Road, Fort Worth, Texas. This has no affect on our water well or businesses. Council is in consensus to move forward with this and approve it.

C. Interlocal Agreement between the City of Everman, Texas and the City of Kennedale, Texas, for rabies control and the shared use of the City of Everman Animal Shelter - [22081](#)

Craig stated that this is something we have already discussed a few times. This is just the agreement for use of our facility. This did go before our Advisory Board and Kennedale also and the only concern brought up was the fact that we are not a no kill shelter. Craig explained to them that they can and will for Special cases and they were ok with that. We do have enough staff to have after hours for emergencies and there is no impact on the Budget.

8. Consideration and Possible Action:

A. Approve OpenGov Statement of Work and Order Agreement as presented and authorizing the City Manager to execute all agreements associated - [22074](#)

Motion was made by Council Member Denison and seconded by Council Member Sellers to approve OpenGov Statement of Work and Order Agreement as presented and authorizing the City Manager to execute all agreements associated. **ALL VOTED AYE**

B. Approve Fiscal Year 2022 Comprehensive Financial Management Policy – [22077](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve Fiscal Year 2022 Comprehensive Financial Management Policy. **ALL VOTED AYE**

C. Approve the allocation \$3,200 of Court Technology funds for the procurement of electronic signature pads and a computer tablet for the Everman Municipal Court – [22078](#)

Motion was made by Council Member Davila and seconded by Pro-Tem Mackey to approve the allocation \$3,200 of Court Technology funds for the procurement of electronic signature pads and a computer tablet for the Everman Municipal Court. **ALL VOTED AYE**

D. Approve DIR Contract Number DIR-TELE-CTSA-003 Attachment F1 Verizon Wireless Customer Agreement and authorize the City Manager to execute all associated documents – [22080](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Davila to approve DIR Contract Number DIR-TELE-CTSA-003 Attachment F1 Verizon Wireless Customer Agreement and authorize the City Manager to execute all associated documents. **ALL VOTED AYE**

E. Approve Interlocal Agreement between the City of Everman, Texas and the City of Kennedale, Texas, for rabies control and the shared use of the City of Everman Animal Shelter - [22081](#)

Motion was made by Council Member Denison and seconded by Council Member Sanders to approve Interlocal Agreement between the City of Everman, Texas and the City of Kennedale, Texas, for rabies control and the shared use of the City of Everman Animal Shelter. **ALL VOTED AYE**

9. Executive Session

NONE

10. City Manager's Report- Craig Spencer

He wanted to update about the Civic Center and that is moving quickly. The Fire suppression is still having delays and a six-inch line will be put in for that but they are still shooting for April for the opening of the Civic Center. Craig stated that all the projects are moving fairly quickly and there was also an update asked about the striping on Shelby and there has been no update on that yet but Craig will find out. The Columbine water well project is almost done but Craig will find out where this project is at. The County is also putting Christopher on their list to do due to emergency repairs because of the major potholes.

11. Mayors Report – Mayor Ray Richardson

Mayor reported that the Hugley Ground Breaking is at 2pm on February 22 and the Hommell Flag Ceremony is March 4th at 2pm.

12. Adjourn.

Mayor Richardson adjourned the meeting at 7:15pm.

Mindi Parks
City Secretary

City of Everman 2021 Annual Report

C. W. Spencer

Submission Date Mar 11, 2022 8:12 AM

Agenda Tracking Number 22089

TYPE:

Presentation

What date would you like to have this item added: Mar 15, 2022

SUBJECT: City of Everman 2021 Annual Report

RECOMMENDATION: No Recommendation at this time

DISCUSSION: No action required. Final copy is being presented to City Council.

ATTACHMENTS:



[2021 Annual Report FINAL.pdf](#)

Submitted for City Manager's Office by: C. W. Spencer

Originating Department: City Manager's Office

Originating Department Head: C. W. Spencer

Review and Discuss the proposed policies and fe...

C. W. Spencer

Submission Date Mar 11, 2022 1:08 PM

Agenda Tracking Number 22091

TYPE:

Discussion

What date would you like to have this item added: Mar 15, 2022

SUBJECT: Review and Discuss the proposed policies and fees related to the City Hall Annex

RECOMMENDATION: No recommendation at this time.

DISCUSSION: Staff have been working towards developing a proposed fee schedule related to the Civic Center. Following this work, Director Michael Nicoletti was tasked with developing and writing policies related to the use and rental of the facility. Significant thought and review has been put into the development of these policies. They are being presented to you for your consideration and review.

ATTACHMENTS
:



[Everman Alcohol Beverage Policy.pdf](#)



[Everman Civic Center Fee Schedule.pdf](#)



[Everman Civic Center Rental Application.pdf](#)

Submitted for City
Manager's Office by:

C. W. Spencer

Originating Department: City Manager's Office

Originating Department Head: C. W. Spencer

Request from the Regional Transportation Council...

Mayor Ray Richardson

Submission Date Mar 11, 2022 10:34 AM

Agenda Tracking Number 22090

TYPE:

Discussion

What date would you like to have this item added: Mar 15, 2022

SUBJECT: Request from the Regional Transportation Council for the City of Everman to adopt a Locally Enforced Motor Vehicle Idling Restrictions Resolution

RECOMMENDATION: No recommendation at this time

DISCUSSION: Please see the attached letter and model resolution sent on behalf of the Regional Transportation Council.

ATTACHMENTS:



[0493_001.pdf](#)

Submitted for City Manager's Office by: Mayor Ray Richardson

Originating Department: Mayor

Originating Department Head: Mayor Ray Richardson

Approve Resolution #2022-03-03 - A RESOLUTI...

C. W. Spencer

Submission Date Mar 11, 2022 4:21 PM

Agenda Tracking Number 22093

TYPE:

Consideration and Possible Action

What date would you like to have this item added: Mar 15, 2022

SUBJECT:

Approve Resolution #2022-03-03 - A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS APPOINTING A CAPITAL IMPROVEMENTS ADVISORY COMMITTEE FOR THE 2022-2032 LAND USE ASUMPTIONS AND CAPITAL IMPROVMENTS PLAN FOR WATER AND SANITARY SEWER AND TO PROVIDE RECOMMENDATIONS FOR IMPLEMENTATION OF IMPACT FEES; AND PROVIDING AN EFFECTIVE DATE.

RECOMMENDATION:

It is recommended that the City of Everman Adopt Resolution#2022-03-03

DISCUSSION:

This Resolution establishes the Capital Improvements Advisory Committee. It is recommended that the Everman City Council appoint the current Planning & Zoning Commission Members as this committee.

A
T
T
A
C
H
M
E
N
T
S
:



[City of Everman Resolution Impact Fee Advisory Committee.pdf](#)

Submitted for City Manager's Office by:

C. W. Spencer

Originating Department:

City Manager's Office

Originating Department Head:

C. W. Spencer

Approve Resolution #2022-03-02 - A RESOLUTI...

C. W. Spencer

Submission Date Mar 11, 2022 1:54 PM

Agenda Tracking Number 22092

TYPE:

Consideration and Possible Action

What date would you like to have this item added: Mar 15, 2022

SUBJECT:

Approve Resolution #2022-03-02 - A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS SCHEDULING A PUBLIC HEARING TO CONSIDER ADOPTION OF LAND USE ASSUMPTIONS AND A CAPITAL IMPROVEMENTS PLAN FOR WATER AND SANITARY SEWER UNDER WHICH AN IMPACT FEE MAY BE IMPOSED WITHIN THE CITY; DIRECTING THE CITY SECRETARY TO PUBLISH NOTICE OF SAID PUBLIC HEARING; AND DIRECTING THE IMPACT FEE ADVISORY COMMITTEE TO CONSIDER AND MAKE RECOMMENDATIONS ON THE WATER AND SANITARY SEWER LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENTS PLAN.

RECOMMENDATION:

It is recommended that the Everman City Council approve Resolution #2022-03-02

DISCUSSION:

The attached resolution has been drafted and provided by the City Attorney's Office. The draft copy of the LUA and CIP are also attached with this communication. This step is one of many related to the implementation of Impact Fees associated with water and sanitary sewer. A subsequent resolution will be drafted to appoint a Capital Improvements Advisory Committee (CIAC). The role of the advisory committee is to advise and assist in the preparation of the land use assumptions that will, in turn, be used in the preparation of the capital improvement plan. The production of semi-annual reports and updates to the impact fee program are the responsibility of the advisory committee.

A
T
T
A
C
H
M
E
N
T
S
:



[Everman Resolution calling public hearing on LUA and CIP.pdf](#)



[LUA and CIP Report 3-8-22.pdf](#)

Submitted for City
Manager's Office by:

C. W. Spencer

Originating Department:

City Manager

Originating Department
Head:

C. W. Spencer

Approve Interlocal Agreement between the City ...

C. W. Spencer

Submission Date Mar 10, 2022 4:58 PM

Agenda Tracking Number 22088

TYPE:

Consideration and Possible Action

What date would you like to have this item added: Mar 15, 2022

SUBJECT: Approve Interlocal Agreement between the City of Everman and Tarrant County, Texas for the Reconstruction of Christopher Drive within the City of Everman; and authorizing the City Manager to execute said agreement

RECOMMENDATION: It is recommended that the Everman City Council approve the ILA for Christopher Drive.

DISCUSSION: This ILA will permit the emergency reconstruction of Christopher Drive from Russell Rd to Everman Parkway. Tarrant County is planning to begin road construction prior to the end of March. Commissioner Brooks has agreed to contribute \$97,466.80 of discretionary funds to this project. The City is expected to contribute \$20,000.00 of Street Improvement Tax Funds. The financial agreement will be outlined in a subsequent ILA between the City of Everman and Tarrant County. This agreement is simply granting Tarrant County the ability and authority to move forward with these emergency road repairs.

ATTACHMENTS:



[3-7-22 FY22 ILA Recon Christopher.pdf](#)

Submitted for City Manager's Office by: C. W. Spencer

Originating Department: City Manager

Originating Department Head: C. W. Spencer
