

**Capital Improvements Program Advisory Committee (CIPAC)
May 11, 2023**

MINUTES

Members present:

Alexa Boedeker (Chair)
Michael Humphries (Vice Chair)
James Wood
Jared Wesley
Justin French
Martin Scott
Mike Perdue
Trent Baker

Members absent:

None

Staff

Erick Thompson, Deputy Director of Public Works - Engineering
Michelle McCullough, Assistant Director of Public Works/City Engineer
Monica Solko, Deputy City Secretary

1. **Call to Order: 5:42 p.m.**
2. **Approval of Minutes (Staff Contact: Erick Thompson, Deputy Director of Public Works – Engineering)**
 - A. Martin Scott moved and Mike Perdue seconded a motion to approve minutes from the February 20, 2018 Capital Improvements Advisory Committee meeting. Motion passed 7-0.
 - B. Mike Perdue moved and Trent Baker seconded a motion to approve minutes from the January 10, 2019 Capital Improvements Advisory Committee meeting. Motion passed 7-0.
 - C. Mike Perdue moved and Justin French seconded a motion to approve minutes from the April 27, 2023 Capital Improvements Advisory Committee meeting. Motion passed 7-0.
3. **Citizen Appearances**

None

Meeting Recessed 5:47pm - 6:04pm

4. **Reports and Discussion Items:**

A. Swearing in of Newly Appointed Committee Member (Staff Presenter: Monica Solko, Deputy City Secretary)

Monica Solko administered the oath swearing in committee member James Wood (Place 4).

B. Receive a report, hold a discussion, and provide feedback regarding master planning overview (Staff Presenter: Michelle McCullough, Assistant Director of Public Works/City Engineer)

Michelle presented an overview of infrastructure master planning with emphasis on the Water/Wastewater Masterplan and the Mobility Masterplan including roadways and how they are used as inputs into impact fee analysis and updates (no action required).

C. Receive, discuss and file bi-annual impact fee reports for the period October 1, 2018 - March 31, 2023 (Staff Presenter: Errick Thompson, Deputy Director of Public Works – Engineering)

Staff suggested and the committee agreed to begin with a summary of the nine reports and a more in-depth review of the most recent report. Errick Thompson presented a summary including that \$9.6m in total fees (water/wastewater plus roadway) were collected over the past four years since the previous committee last met and reviewed the current report format as well as some pending staff-initiated updates to the format for the current reporting period (to be reviewed by the CIPAC in November).

The committee was encouraged to suggest any additional changes to the format. Committee suggestions received include adding % complete for projects in construction and a brief but expanded project description for each project.

Staff guided the committee through a detailed review of the October 1, 2022 - March 31, 2023 semi-annual report.

Committee members asked about the gap between the January 2019 and April 2023 CIPAC meetings and staff provided background including that some previous members term'd out and November 2022 direction from council to proceed with a new committee rather than the Planning and Zoning Commission and to expand the membership to nine members. Current members were appointed by Council in March 2023 and the new

CIPAC began meeting in April 2023. Collection of fees, updates to master plans, and fee analysis have all continued throughout this period.

Justin French moved and Jared Wesley seconded a motion to approve all nine reports. Motion passed 8-0.

D. Hold a discussion and provide direction to staff regarding future meetings (*Staff Presenter: Errick Thompson, Deputy Director of Public Works – Engineering*)

Staff reviewed the preliminary schedule of meetings forecast through June. The committee decided to move the meeting previously forecast as either June 13th or 15th to June 22, 2023.

The June 22nd meeting is anticipated to focus primarily on developing the committee's recommendations to Council regarding any changes to impact fees. The committee could decide to hold an additional meeting on June 29th if necessary to finalize the committee's recommendations.

The May 25th meeting remains and will focus on Roadway Impact Fee updates. The June 6th meeting will focus on Water/Wastewater Impact Fee updates.

There being no further business, Alexa Boedeker- Chair, adjourned the meeting.

Time: 7:23 p.m.



Errick Thompson