

MINUTES

**CAPITAL IMPROVEMENT ADVISORY COMMITTEE
REGULAR MEETING
THURSDAY, AUGUST 3, 2023
7423 HIGHWAY 6
HITCHCOCK, TEXAS**

1. Meeting Called to Order.

The meeting was called to order by Karen Williams at 6:02 pm.

2. Roll Call.

Members Present: Karen Williams, Matt VonDerHeide, David Wells, Bert Martin, Marsha Knapp, and Anna Dellinger.

Others Present: Arnold Cross, Jr., Community Development Director, Stacey Baker Community Development Specialist, Debbie Nesbitt, City Secretary, Marie Gelles, City Manager, Monio Mark II, Finance Director and Leroy Thomas, Public Works Director.

Members Absent: Ryan Massa

3. Citizens Comments:

Those desiring to comment will have three (3) minutes to do so and may be granted additional time if the Committee agrees. The Committee will take no action on public comment topics not already on the agenda.

NONE

4. Introduction of Consultants.

Marie Gelles, City Manager introduced David Dunn with HDR Engineering, with Ryan Nokelby and Grady Reed.

5. Introduction of Committee Members.

Marie Gelles, City Manager, asked the committee members to introduce themselves.

6. Presentation and discussion regarding the roles and responsibilities of the Capital Improvement Advisory Committee and goals for the committee moving forward. (Grady Reed, HDR)

Mr. Reed explained the roles and responsibilities of the committee, explained this committee would be advising and assisting the city, helping monitor and evaluate the implementation of the Capital Improvement Plan.

7. Discussion and appropriate action regarding the positions of Chairperson, Vice-Chairperson, and Secretary on the Capital Improvement Advisory Committee.

David Wells made the motion to appoint the same committee members as the P&Z Board, appoint Karen Williams as Chairperson, Matt VonDerHeide as Vice Chairperson and Debbie Nesbitt as Secretary. Seconded by Anna Dellinger. Motion passed. 6 - 0.

8. Presentation and discussion regarding water and wastewater impact fees. (Grady Reed, HDR)

Mr. Reed discussed what impact fees are, a one-time upfront fee so the city will be able to add new services, water, and wastewater for new growth within the city, for new development.

9. Presentation, discussion, and appropriate action regarding the Land Use Assumption Plan.

Mr. Dunn explained, Land Use Assumption Plan, the assumption of growth, the assumption on the types of development either commercial or residential and what the water and wastewater demands would be.

10. Presentation, discussion, and appropriate action regarding the Impact Fee Capital Improvements Plan.

Mr. Dunn explained they should have the Capital Improvement Plan completed with summaries, analysis and costs involved for the water and wastewater demands on new development by the end of September to review and discuss.


11. Setting the next meeting date and time.

The meeting was set for Tuesday September 26, 2023, after the P&Z meeting.

12. Adjourn.

Bert Martin made the motion to adjourn. Seconded by David Wells. Motion passed. 6 - 0.

Meeting adjourned at 7:59 pm.


KAREN WILLIAMS, CHAIRPERSON

Attest: 
DEBBIE C. NESBITT, CITY SECRETARY