



City of Keller
Capital Improvements Advisory Cmte.
Meeting Minutes

Keller Town Hall
1100 Bear Creek Parkway
Keller, TX 76248
817-743-4000
www.cityofkeller.com

Tuesday, July 14, 2020

REGULAR MEETING 5:30 P.M.

To advance the public health goal of limiting face-to-face meetings (also called "social distancing"). The Capital Improvements Advisory Committee will conduct the meeting scheduled at 5:30 P.M. on Tuesday, July 14, 2020, by telephone and video conference. A recording of the audio and presentations will be made and will be available to the public.

The live-streaming video of the meeting will be available by the City Website and cable channels.

The public toll-free, dial-in number to participate in the telephonic meeting is: (800) 309-2350; Conference ID: 8175629354

Callers may also dial the local number (817) 562-9354 to participate.

A. CALL TO ORDER

Chairperson Gary Ponder called the Capital Improvements Advisory Committee Meeting to order at 5:33 P.M.

The following Commissioners were present:

Chairperson Gary Ponder
Commissioner Bob Apke
Commissioner Tom Thompson
Commissioner Paul Alvarado
Commissioner Leslie Sagar
Commissioner Ralph Osgood

Commissioner James Dawson and Alternate Phillip Maxwell were absent.

The following City staff members were present: Director of Public Works Alonzo Liñán, City Engineer Chad Bartee, Director of Community Development Julie Smith, and Administrative Coordinator Argieree Potter.

B. NEW BUSINESS

1. [Consider approval of the minutes of the Capital Improvements Advisory Committee meeting on June 23, 2020.](#)

Attachments: [CIAC Meeting Minutes June 23 2020](#)

Chairperson Gary Ponder announced that there were concerns with the Minutes from the June 23, 2020 meeting. Commissioner Leslie Sagar noted that the Minutes were too brief and needed to memorialize more of the discussion, comments, and questions from the meeting. Ms. Sagar requested that staff provide more description and detail in the Minutes. Commissioner Ralph Osgood agreed with Ms. Sagar regarding her comments on the Minutes. Public Works Director Alonzo Liñán noted that the next meeting of the Capital Improvements Advisory Committee is to be held on August 11, 2020, and suggested taken action on the Minutes from the June 23, 2020 meeting at the next meeting. Commissioner Tom Thompson agreed and suggested to the Committee that they table the approval of the Minutes to the next meeting.

A group motion was made and seconded by the Committee, to table the Minutes of the Capital Improvements Advisory Committee on June 23, 2020. The motion carried unanimously.

2. [Discuss and approve the semi-annual impact fee progress report as of September 30, 2019.](#)

Attachments: [Impact Fee Report thru Sept 2019](#)
[CIAC Update thru Sept 2019 Presentation](#)

Commissioner Bob Apke complimented the new format, and was encouraged with the growth of the report from previous meetings. Commissioner Leslie Sagar asked if the committee was approving the old or new format of the report. Chairperson Gary Ponder stated that they are approving the old format at this time. Ms. Sagar commented that the tables showed up sideways on her iPad, but other than that she also likes the new format. In a future report, Ms. Sagar would like to see a table that list projects, a budget, expenditure to date, percent complete, a simple status, and other summaries of that nature. Public Works Director Alonzo Liñán agreed and stated he is planning to do that in future reports. Mr. Liñán stated that the approval of this report is in the old format. Moving forward, the new format will be used with the old format as an appendix until the committee is comfortable just using the new format. Ms. Sagar was pleased with that.

A motion was made by Commissioner Ralph Osgood, seconded by Commissioner Leslie Sagar, to approve the semi-annual impact fee progress report as of September 30, 2019. The motion carried unanimously.

C. ADJOURN

Public Works Director Alonzo Liñán provided an update on the process for updating the Impact Fee Study and Major Thoroughfare Plan with Kimley Horn. The kickoff meeting is scheduled for August 11, 2020. Mr. Liñán will provide updates to the Committee as he has them. Chairperson Gary Ponder was asked for an estimated length of the study Mr. Liñán stated that the goal is six to nine months.

Chairperson Gary Ponder adjourned the Capital Improvement Advisory Committee meeting at 5:45 P.M.

Chairperson

Staff Liaison

DRAFT