

Capital Improvements Advisory Committee Meeting Minutes
July 27, 2021

Chairperson Gary Ponder called the Capital Improvements Advisory Committee Meeting to order at 5:35P.M.

The following Committee Members were present:

Committee Chairperson Gary Ponder
Committee Member Bob Apke
Committee Member Tom Thompson
Committee Member Paul Alvarado
Committee Member Leslie Sagar
Committee Member Ralph Osgood
Committee Member James Dawson

Committee Member Phillip Maxwell and Committee Member Logan McWhorter were absent.

The following City staff members were present: City Engineer Chad Barte, Administrative Coordinator Argiere Potter, Director of Community Development Julie Smith, and Planner III Patricia Sinel.

New Business A

Consider approval of the minutes for Capital Improvement Advisory Committee meeting from August 11, 2020.

Before a motion was made to approve the minutes from the August 11, 2020 Capital Improvement Advisory Committee there was discussion among the Committee concerning edits to the minutes from the August 11, 2020 meeting. Committee Member Leslie Sager mentioned that she sent in corrections regarding incorrect titles for Committee Members. Ms. Sager acknowledged that the revisions have been made.

A motion was made by Committee Member Leslie Sager, seconded by Committee Member Bob Apke to approve the minutes for the Capital Improvement Advisory Committee meeting on August 11, 2020. The motion carried unanimously.

New Business B

Consider approval of the minutes for the Capital Improvement Advisory Committee meeting on August 25, 2020.

Before a motion was made to approve the minutes, there was a short discussion about revisions to the Minutes of the August 25, 2020 meeting. Committee Member Leslie Sager brought it to the attention that the spelling of Committee Member Dawson's last name was corrected and there was a correction to the title of her name.

A motion was made by Committee Member Bob Apke, seconded by Committee Member Leslie Sagar to approve the Minutes of the Capital Improvement Advisory Committee meeting on August 25, 2020. The motion carried unanimously.

After approving the minutes from both meetings, Committee Chairperson Gary Ponder asked the Director of Community Development Julie Smith how specific she wants the committee to be in minute corrections. Ms. Smith replied that she thinks the Committee is overall comfortable with our minutes not too long, not too short. We've gone back and forth a couple of times but I haven't heard anything in a while so I'm assuming you're comfortable with the lengths." Ms. Smith continued, "The kind of things we need are what Commissioner Sager pointed out for the CIAC anything that may misrepresent what you said, we need to know about that. I will caution you, you cannot change what you may have said, and our meetings are recorded. If you ask for something that conflicts with the tape, you may get a call from me to say how do you want to handle this but I think that's only happened once in my whole time with the commission here so that doesn't happen too often."

Mr. Ponder bought up the reason for him to ask is that they have some Committee Members that spend a great deal of time on it. Ms. Smith recognized if it is something that is substantive or if you catch a hiccup in grammar then it is important to edit. However, in terms of rephrasing things, I think that would appreciate it if we did not do that type of editing because it is time consuming. Mr. Ponder summarized Ms. Smith statement by staying that the main thing is being that the theme of it and it says what it is supposed to say. Planner III Patricia Sinel jumped in to make a distinction that the committee should clarify your own comments but not anyone else's. Mr. Ponder agreed with Ms. Sinel that they just clarify our own.

Mr. Ponder then moved on to Item C1 - Receive the Capital Improvement Advisory Committee Report overview through September 20, 2020, and then handed the floor to City Engineer Chad Bartee.

C. Presentation

Receive presentation for the semi-annual impact fee report through September 30, 2020

City Engineer Chad Bartee provided the presentation regarding the Capital Improvement Advisory Committee report through September 30, 2020.

City Engineer Chad Bartee announced that Public Works Director, Alonzo Liñán, could not be in attendance for the meeting, so there is no formal presentation - just the report that was already received. Mr. Bartee stated that he is available answer any questions that the committee may have. Then at the next meeting in two weeks, we will ask you to take action. It was identified that Committee Members Ms. Sager and Mr. Apke had a couple of questions and comments, and Mr. Bartee stated that he would get those answers prior to the next meeting.

Director of Community Development Julie Smith stated that in the past staff would compile all the questions received, and then respond to the entire Committee will all of

the questions and answers. Committee Chairperson Gary Ponder clarified that the Committee is doing business as usual with the exception that we do not actually get the presentation presented to us. We will still review this prior to the next meeting, send in our questions, and be ready to take action on the item at the next meeting. Ms. Smith agreed with Mr. Ponder and said that she believes Director of Public Works Alonzo Liñán's intention is to get those questions answered and back to everyone prior to that meeting so they do not have to react to it at the same time they are expected to take action. Committee Member Paul Alvarado added that last time he asked Mr. Liñán what the deadline for submitting questions should be. Mr. Liñán's response to Mr. Alvarado was that he could submit questions up to the meeting time. Mr. Alvarado and Mrs. Smith agreed that it should not recommend to wait for the last minute. Mr. Ponder asked if there has been an issue with getting the questions too late from any of us? Mr. Bartee replied that he was not aware of any issues. Mr. Ponder agreed that it is a very good point, and suggested for all to submit questions to staff as quickly as possible, that way if there are follow up questions, that leaves more time.

Mr. Ponder asked the Committee Members, if there are any clarifications or questions needed to ask before we adjourn because there is no presentation, and we will review and be ready to take action at the next CIAC Meeting, unless someone has a question or discussion prior to that. The Committee did not have any further questions.

Adjourn

Chairperson Gary Ponder adjourned the Capital Improvements Advisory Committee meeting at 5:44 P.M.