

MINUTES OF ORGANIZATIONAL MEETING

September 2, 2016

MONTGOMERY CAPITAL IMPROVEMENT ADVISORY COMMITTEE

CALL TO ORDER

The City Secretary, Susan Hensley, declared a quorum was present, and called the meeting to order at 2:00 p.m.

Present: Nelson Cox Committee Member
 Jeffrey Waddell Committee Member
 Randy Burleigh Committee Member
 Jennifer Brown Committee Member
 Chris Cheatham Committee Member

Absent:

Also Present: Jack Yates City Administrator
 Ed Shackelford City Engineer
 Glynn Fleming City Engineer
 Rebecca Huss City Council Member
 Susan Hensley City Secretary

CONSIDERATION AND POSSIBLE ACTION:

2. **Election of Officers: Chairperson, Vice-Chairperson and Secretary.**

Mr. Cheatham moved to nominate Mr. Cox to serve as the Chairperson. Mr. Waddell seconded the motion, the motion carried with four ayes, and 1 nay vote by Mr. Cox. (4-1)

Chairman Cox nominated Mr. Burleigh as Vice Chairperson. Mr. Waddell seconded the motion, the motion carried unanimously. (5-0)

Mr. Waddell nominated Ms. Brown as Secretary. Chairman Cox seconded the motion, the motion carried unanimously. (5-0)

3. **Consider and possible action regarding adoption of Bylaws.**

Mr. Burleigh noted that in the Resolution, Items Cii and Ciii were duplicate items. Ms. Hensley advised that the Resolution had been adopted by City Council. Mr.

Shackelford said that that main point was the Committee was subject to all the rules and regulations associated with the Open Meetings Act.

After discussion, Mr. Burleigh moved to adopt the Bylaws as written in City of Montgomery Resolution No. 2016-06. Mr. Cheatham seconded the motion, the motion carried unanimously. (5-0)

4. **Introduction of purpose, rights and responsibilities of the Committee by Mr. Glynn Fleming, Jones & Carter.**

Mr. Fleming advised that each Committee member had been issued a copy of the Local Government Code, Chapter 395 - Financing Capital Improvements Required by New Development in Municipalities, Counties, and Certain Other Local Governments. Mr. Fleming said that this will serve as the blueprint in implementing the Impact Fees of the next 12-16 months. A copy of the presentation materials are attached heretofore as Exhibit "A."

Mr. Fleming advised that the Committee will file semiannual reports to City Council that will detain the progress of the Committee and their accomplishments, and what they have left to do. Mr. Fleming advised that City Council might also ask the Committee to look at other issues under the guise of the Committee.

Mr. Fleming advised that in the initial phase as the Committee moves through the Capital Improvements Plan, as they head toward the implementation of the Impact Fees, the Committee will be asked to deliver a handful of assessments to City Council.

Mr. Fleming said that during this initial meeting today, they will talk through the draft Impact Fee Report. The Committee will take the report and review it and make comments on their thoughts, which will eventually be presented to City Council in draft form for them to review. Mr. Fleming said that report will be due a minimum of five (5) days prior to the City Council Public Hearing. At the Public Hearing, City Council will receive and review the Committee's written comments, along with the public's comments.

Following the City Council Public Hearing, the information and comments from the Committee and the public will be compiled by Mr. Fleming. Then a revised Final Draft of the Impact Fee Report will be prepared. Mr. Fleming said that there will be another City Council Public Hearing, with 30 days advanced notice, where the public will have

the opportunity to comment on the proposed Impact Fees. Mr. Fleming said at that point the City Council will have a written ordinance before them to consider, and if they act favorably, the Impact Fees will be adopted.

Mr. Fleming advised that even after the Impact Fees have been adopted and are in place, the City can't actually impose them on new development for a period of twelve (12) months.

Mr. Shackelford advised that the Impact Fee Checklist, which was handed out at the meeting will have dates filled into the blanks when they get the schedule.

Mr. Burleigh stated that he had read that they could not impose impact fees on the School District, unless the Trustees meet with the City, and they have some type of side agreement. Mr. Burleigh asked if that meeting needed to be held up front. Mr. Shackelford said that the school have gotten very adept at trying to arguing their way out of paying impact fees. Mr. Shackelford said that they need to check with the attorney and see if they can institute a capital recovery fee for schools. Mr. Shackelford said that they are not wanting to make a profit off of the schools, but they are wanting them to pay for capacity that they will consume out of the water and sewer plants.

A copy of the draft City of Montgomery Water and Wastewater Impact Fee Analysis, prepared by Jones & Carter (*dated September 2016*), and Impact Fee Checklist are attached heretofore as Exhibit "B."

5. Report on the City's Water and Sewer Infrastructure.

Mr. Fleming presented a report on the City's water and sewer infrastructure. The Committee held a brief discussion. Mr. Fleming advised that there were extra copies of the City's Master Plans for both water and sewer available to the Committee, which provide detailed information on both of the utilities.

6. Report and discussion on the following:

- a) **Land Use Assumptions:**
- b) **Capital Improvement Plan: and**
- c) **Impact Fees.**

Mr. Fleming made the presentation, of which, a copy of the presentation is included in Exhibit "A."

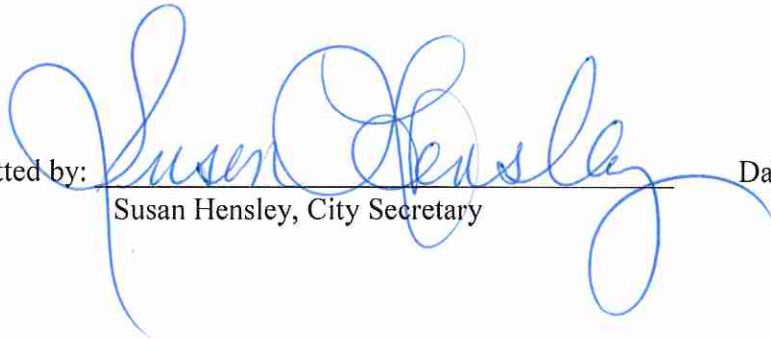
7. **Discussion and possible action regarding Committee Meeting schedule.**

After discussion, the Committee agreed to schedule the next meeting to be held on Friday, October 7, 2016 at 1:00 p.m.

8. **Adjourn**

Mr. Cheatham moved to adjourn the meeting at 3:32 p.m. Mr. Burleigh seconded the motion, the motion carried unanimously. (5-0)

Submitted by:



Susan Hensley, City Secretary

Date Approved: _____

Nelson Cox, Chairman