



AGENDA

Capital Improvements Advisory Committee Meeting

February 13, 2025 | 6:25 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Capital Improvements Advisory Committee will be held on February 13, 2025, at 6:25 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.

If you would like to watch the meeting live, you may go to the City's live streaming link at <https://www.lucastexas.us/departments/public-meetings/>.

How to Provide Input at a Meeting:

Speak In Person: Request to Speak forms will be available at the meeting. Please fill out the form and give to the Executive Administrative Assistant prior to the start of the meeting. This form will also allow a place for comments.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Executive Administrative Assistant, Morgan Kowaleski at mkowaleski@lucastexas.us by no later than 3:30 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 3:30 pm will not be included at the meeting.

Call to Order

- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

Consent Agenda

All items listed under the consent agenda are considered routine and are recommended to the Capital Improvements Advisory Committee for a single vote approval. If discussion is desired, an item may be removed from the consent agenda for a separate vote.

1. Consent Agenda:

- A. Approval of the minutes of the January 12, 2023 Capital Improvements Advisory Committee meeting.
- B. Approval of the minutes of the December 12, 2024 Capital Improvements Advisory Committee meeting.

Regular Agenda

2. Consider the appointment of a Chairperson and Vice-Chairperson for the Capital Improvements Advisory Committee.

Adjournment

3. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on February 7, 2025.

Morgan Kowaleski, Executive Admin Assistant

In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to City Secretary Toshia Kimball at 972-912-1211 or by email at tkimball@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

Capital Improvements Advisory Committee Agenda Request February 13, 2025

Requester: Executive Administrative Assistant Morgan Kowaleski

Agenda Item Request

Consent Agenda:

- A. Approval of the minutes of the January 12, 2023 Capital Improvements Advisory Committee meeting.
- B. Approval of the minutes of the December 12, 2024 Capital Improvements Advisory Committee meeting.

Background Information

NA

Attachments/Supporting Documentation

- 1. January 12, 2023 Capital Improvements Advisory Committee Meeting minutes
- 2. December 12, 2024 Capital Improvements Advisory Committee Meeting minutes

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the Consent Agenda as presented.

Motion

I make a motion to approve the Consent Agenda as presented.



MINUTES

Capital Improvement Advisory Committee Meeting

January 12, 2023 | 6:15 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Call to Order

The meeting was called to order at 6:15 pm and the Pledge of Allegiance was recited.

Commissioners Present:

Vice-Chairman Chris Bierman
Commissioner Tommy Tolson
Commissioner Peggy Rusterholtz
Commissioner Adam Sussman
Commissioner Joe Williams

Commissioners Absent:

Commissioner Dusty Kuykendall
Chairman James Foster

Staff Present:

City Manager Joni Clarke
Assistant City Manager Kent Souriyasak
Development Services Director Joe Hilbourn
Public Works Director Scott Holden
CIP Manager Patrick Hubbard
City Attorney Courtney Morris

City Council Liaison Present:

Mayor Jim Olk

Regular Agenda

1. **Receive a presentation on the City of Lucas Capital Improvement Plan (CIP), discuss updates to Roadway and Water Impact Fees, and provide a recommendation letter to the Development Services Director for presentation to the City Council concerning the adoption of said fees.**

CIP Manager Patrick Hubbard introduced Kelly Parma, Senior Project Manager at Lee Engineering.

Mr. Parma gave a presentation on the 2022-2032 Roadway Impact Fee Update which included the methodology, 10-year land use assumptions, 10-year capital improvement plan, service unit, portion of CIP to serve 10-year growth, and impact fee.

MOTION: A motion was made by Commissioner Rusterholtz, seconded by Commissioner Tolson, to recommend that the City Council proceed with the Capital Improvement Plan (CIP) and Impact Fee Updates with Land Use Assumptions as presented along with a revised letter. The motion passed unanimously by a 5 to 0 vote.

2. **Consider approval of the minutes of the November 10, 2022 Capital Improvements Advisory Committee meeting.**

MOTION: A motion was made by Commissioner Sussman, seconded by Commissioner Rusterholtz, to approve the minutes of the November 10, 2022 Capital Improvements Advisory Committee meeting as amended. The motion passed unanimously by a 5 to 0 vote.

3. Adjournment.

MOTION: A motion was made by Commissioner Williams, seconded by Commissioner Tolson, to adjourn the meeting at 6:24pm. The motion passed unanimously by a 5 to 0 vote.

, Chairman

Morgan Kowaleski,
Executive Administrative Assistant



MINUTES

Capital Improvements Advisory Committee Meeting

December 12, 2024 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Commissioners Present:

Commissioner Joe Williams
Commissioner Frank Hise
Commissioner Brian Dale
Commissioner John Awezec
Commissioner Tommy Tolson

Commissioners Absent:

Chairman James Foster
Commissioner Sean Alwardt

Staff Present:

City Secretary Toshia Kimball
City Manager, John Whitsell
City Attorney Courtney Morris
Development Services Director Joe Hilbourn
Executive Admin Assistant Morgan Kowaleski
CIP Manager Patrick Hubbard
Fire Chief Ted Stephens

City Council Liaison Present:

Mayor Dusty Kuykendall

Call to Order

The meeting was called to order at 6:33 pm.

In the absence of Chairman Foster, Commissioner Williams served as Acting Chairman for this meeting.

Regular Agenda

- 1. Consider the appointment of a Vice-Chairperson for the Capital Improvements Advisory Committee.**

MOTION: A motion was made by Commissioner Tolson, seconded by Commissioner Hise to appoint Commissioner Brian Dale as Vice-Chairperson of the Capital Improvements Advisory Committee. The motion passed unanimously by a 5-0 vote.

- 2. Adjournment.**

Acting Chairman Williams adjourned the meeting at 6:33 pm.

Joe Williams, Acting Chairman

Morgan Kowaleski, Executive Admin Assistant



City of Lucas

Capital Improvements Advisory Committee Agenda Request

December 12, 2024

Item No. 02

Requester: Executive Administrative Assistant Morgan Kowaleski

Agenda Item Request

Consider the appointment of a Chairperson for the Capital Improvements Advisory Committee.

Background Information

Per the City's Code of Ordinances under Article 10.02.003 Advisory Committee, the Capital Improvements Advisory Committee shall consist of the Planning and Zoning Commission. The Capital Improvements Advisory Committee shall appoint a Chairperson.

The Capital Improvements Advisory Committee serves in an advisory capacity and is established to:

- (1) Advise and assist in the adoption of land use assumptions;
- (2) Review the capital improvements plan and file written comments;
- (3) Monitor and evaluate implementation of the capital improvements plan;
- (4) File semiannual reports with respect to the progress of the capital improvements plan and report to the City Council any perceived inequities in implementing the plan or imposing the impact fee; and
- (5) Advise the City Staff and Council of the need to update or revise the land use assumptions, capital improvements plan and impact fee.

Staff has provided an attachment of Article 10.02.003 Advisory Committee in the Code of Ordinances which includes information regarding the commission's creation, composition, powers, duties, procedures, notice of proceedings, conduct of hearings, and appeals.

Attachments/Supporting Documentation

1. Article 10.02.003 Advisory Committee from City of Lucas Code of Ordinances

Budget/Financial Impact

NA

Recommendation

Staff recommends appointing a Chairperson and Vice-Chairperson for the Capital Improvements Advisory Committee.



**City of Lucas
Capital Improvements Advisory
Committee Agenda Request
December 12, 2024**

Item No. 02

Motion

I make a motion to appoint:

_____ as Chairperson and

_____ as Vice-Chairperson of the Capital Improvements
Advisory Committee.

10.02.003 Advisory committee.

- (a) The capital improvements advisory committee (advisory committee) shall consist of the planning and zoning commission. If the advisory committee does not include at least one representative of the real estate, development or building industry who is not an employee or official of a political subdivision or governmental entity, the city council shall appoint at least one such representative as an ad hoc voting member of the advisory committee. If any impact fee is to be applied in the extraterritorial jurisdiction of the city, a representative from the area shall be appointed by the city council.

- (b) The advisory committee serves in an advisory capacity and is established to:
 - (1) Advise and assist in the adoption of land use assumptions;
 - (2) Review the capital improvements plan and file written comments;
 - (3) Monitor and evaluate implementation of the capital improvements plan;
 - (4) File semiannual reports with respect to the progress of the capital improvements plan and report to the city council any perceived inequities in implementing the plan or imposing the impact fee; and
 - (5) Advise the city staff and council of the need to update or revise the land use assumptions, capital improvements plan and impact fee.

- (c) All professional reports concerning the development and implementation of the capital improvements plan shall be made available to the advisory committee.

- (d) The advisory committee shall elect a chairperson to preside at its meetings and a vice-chairperson to serve in his absence. All meetings of the advisory committee shall be open to the public and posted at least 72 hours in advance. A majority of the membership of the advisory committee shall constitute a quorum.