THE CITY OF BURLESON TEXAS

Department Memo

Capital Improvements Program Advisory Committee

DEPARTMENT: **Public Works**

FROM: **Peggy Fisher, Administrative Assistant Sr.**

MEETING: **July 23, 2026**

SUBJECT:

Approve the minutes from December 16, 2025 Regular Session of the Capital Improvements Program Advisory Committee meeting.

SUMMARY:

Minutes from the December 16, 2025 Regular Session of the Capital Improvements Program Advisory Committee meeting.

RECOMMENDATION:

Approve the minutes from the December 16, 2025 Regular Session of the Capital Improvements Program Advisory Committee meeting.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

None

REFERENCE:

None

FISCAL IMPACT:

None

STAFF CONTACT:

Michelle McCullough
Deputy Director Development Services
mmcculloughl@burlesontx.com
817-426-9616

Capital Improvements Program Advisory Committee (CIPAC)

December 16, 2025
MINUTES

Members Present
Justin French
Martin Scott
James Wood
Melanie McAnally
Trent Baker

Members Absent
Roxanne Ancy
Mike Perdue
Hope Baker

Staff
Tony McIlwain, Director Development Services
Dylan Whitehead, Deputy Director Building Permits
Randy Morrison, Director Capital Engineering
Michelle McCullough, Deputy Director Development Services
Peggy Fisher, Administrative Assistant

REGULAR SESSION

1. **Call to Order – 5:33 PM**

2. **Citizens Appearances**

3. **General**

A. Consider and take possible on the minutes from June 5, 2025 Capital Improvements Program Advisory Committee meeting. (Staff Contact: Michelle McCullough, Deputy Director/City Engineer).

Motion made by Trent Baker and second by James Woods to approve the consent agenda.

Motion passed, 5-0. Members Hope Baker, Roxanne Ancy and Mike Perdue were absent.

B. Consider and take possible action on the semi-annual impact fee report for the period April 1, 2025 – September 30, 2025. *(Staff Presenter: Michelle McCullough, Deputy Director/City Engineer)*

Michelle McCullough presented the case to the Committee, reviewed the staff report, and answered questions from the Committee.

Motion made by Justin French and second by Martin Scott to approve the consent agenda.

Motion passed, 5-0. Members Hope Baker, Roxanne Ancy and Mike Perdue were absent.

4. Reports and Presentations

A. Receive a report and hold a discussion regarding the City's Capital Improvement Program as it relates to impact fee eligible projects. *(Staff Presenter: Randy Morrison, Director of Capital Engineering)*

Randy Morrison presented the case to the Committee, reviewed the staff report, and answered questions from the Committee.

5. Board Requests for Future Agenda Items or Reports

None

6. Adjourn

There being no further business Chair adjourned the meeting.
Time – 6:40PM

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Peggy Fisher
Administrative Assistant
Recording Secretary