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**Capital Improvements Program Advisory Committee**

**DEPARTMENT:** Public Works

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

**MEETING:** December 16, 2025

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**SUBJECT:**

Approve the minutes from June 5, 2025 Regular Session of the Capital Improvements Program Advisory Committee meeting.

**SUMMARY:**

Minutes from the June 5, 2025 Regular Session of the Capital Improvements Program Advisory Committee meeting.

**RECOMMENDATION:**

Approve the minutes from the June 5, 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:**

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Deputy Director Development Services  
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# Capital Improvements Program Advisory Committee (CIPAC)

June 5, 2025

## MINUTES

### Members Present

Justin French(arrived late)  
Martin Scott  
James Wood  
Michael Humphries  
Melanie McAnally  
Roxanne Ancy

### Members Absent

Jared Wesley  
Mike Perdue  
Trent Baker

### Staff

Tony McIlwain, Director Development Services  
Michelle McCullough, Deputy Director Development Services  
Peggy Fisher, Administrative Assistant

## **REGULAR SESSION**

### **1. Call to Order – 5:35 PM**

### **2. Consent Agenda**

- A. Consider approval of the minutes from March 4, 2025 Capital Improvements Program Advisory Committee meeting. (Staff Contact: Michelle McCullough, Deputy Director/City Engineer).

Motion made by Melanie McNally and second by Roxanne Ancy to approve the consent agenda.

Motion passed, 5-0. Commissioners Jared Wesley, Mike Perdue, Trent Baker & Justin French were absent.

### **3. Other Items for Consideration**

Nomination and Election of CIPAC Chairman

Motion made by Melanie McAnally and second by James Wood to nominate Melanie McAnally for CIPAC Chairman.

Motion passed, 5-0. Commissioners Jared Wesley, Mike Perdue, Trent Baker & Justin French were absent.

## Nomination and Election of CIPAC Vice Chairman

Motion made by James Wood and second by Roxanne Ancy to nominate Michael Humphries as CIPAC Vice Chairman.

Motion passed, 6-0. Commissioners Jared Wesley, Mike Perdue & Trent Baker were absent.

### **4. Citizens Appearances**

### **5. Reports and Presentations**

- A. Consider and take possible action on the semi-annual impact fees report for the period October 1, 2024 – March 31, 2025. *(Staff Presenter: Michelle McCullough, Deputy Director of Development Services)*

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 semi-annual fees report.

Motion passed, 6-0. Commissioners Jared Wesley, Mike Perdue & Trent Baker were absent.

### **6. Community Announcements**

None

### **7. Board Requests for Future Agenda Items or Reports**

None

### **8. Adjourn**

There being no further business Chair adjourned the meeting.

**Time – 6:50PM**

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Peggy Fisher  
Administrative Assistant  
Recording Secretary