Road Impact Fee Advisory Committee

Meeting Minutes

Date: October 23, 2025, 1:30 PM

Where: Remote Meeting

Members Present:

Randy Case, Thomas Kerby, Jerry Novak, Nikki Simmons, Joshua Palmer, Meggan Herington,

Others Present:

Victoria Chavez, Jack Ladley (Executive Director of Public Works and newly appointed Road Impact Fee Administrator), Lori Seago (County Attorney), Justin Kilgore, Charlene Durham, Gilbert LaForce, Tracey Lopez, Jillian Wallace Sean Murphy, Cory Applegate

Call to Order

Mr. Case called the meeting to order at 1:35 PM.

Agenda Approval – Vote

Mr. Novak moved to approve the agenda as presented. Ms. Simmons seconded. Motion passed unanimously.

Road Impact Fee Operations Specialist – Discussion and Vote

Mr. Ladley presented a request for the Committee to recommend that the Board of County Commissioners approve funding for a Public Works Operations Specialist dedicated to the Road Impact Fee (RIF) program, funded through PID #1. The position would serve as the primary program contact, manage fee assessments and agreements, maintain documentation and the website, facilitate meetings, and ensure consistent policy implementation.

Estimated annual cost including benefits: $90,000–$95,000. Committee discussion addressed budget impacts, long-term staffing growth concerns, and whether the position should be full-time.

Motion: Mr. Novak moved to recommend funding the position through PID #1. Mr. Kerby seconded. Motion passed unanimously.

Finance Reports and Budget – Discussion

Ms. Simmons presented financial reports through September 2025. Impact fee revenues have exceeded projections (109% of budget). Property tax collections in PIDs 2 and 3 are nearly complete. Interest revenue remains strong, and reimbursements and capital projects are ongoing.

Recent state legislation limiting property tax revenue growth (5.25% plus construction growth) was reviewed, including potential temporary mill levy reductions in future years if required.

Woodmen Road Metro District Transition – Discussion and Vote

Ms. Seago presented a proposed fee schedule to incorporate undeveloped properties within the Woodmen Road Metro District into the Road Impact Fee program upon district dissolution. The proposal includes a three-year modified fee schedule following dissolution before full application of the standard RIF program.

Motion: Mr. Kerby moved to recommend adoption of the proposed fee schedule as amended to clarify applicability to final plats approved but not recorded and that the three-year provision begins upon formal dissolution of the district. Mr. Palmer seconded. Motion passed unanimously.

Implementation Document Updates – Discussion and Vote

Ms. Chavez presented updates to the RIF Implementation Document including fee schedule inclusion, terminology updates, EV charging fee clarification (30% of gasoline rate), acreage calculation clarifications, addition of the Operations Specialist as an allowable expense, and streamlining of the appeal process.

Motion: Mr. Novak moved to approve the Implementation Document updates as presented. Mr. Kerby seconded. Motion passed unanimously.

Approval of August 28, 2025 Meeting Minutes – Vote

Mr. Kerby moved to approve the August 28, 2025 meeting minutes as presented. Mr. Palmer seconded. Motion passed unanimously.

Comments on Items Not on the Agenda

There were no comments not on the agenda.

Next Meeting

Scheduled for February 26, 2026 at 1:30 PM.

Adjourn

Mr. Case adjourned the meeting at 3:00 PM.