

City of Twin Falls Idaho

Improvement Reimbursement Commission

May 26, 2010

Minutes

- Meeting Time 12:00 pm
- In Attendance
 - Commission members:
 - Brad Wills Gerald Martens Doug Vollmer
 - Samatha Evans Scott Standley Doug Van Engelen
 - Rod Mathis
 - Troy Vitek, Assist. Twin Falls City Engineer
- Brad Wills Reviewed the following:
 - City of Twin Falls Ordinance #2974
 - Duties and Purposes
 - Create Resolution for Council to approve
 - Explained GIS System
 - Initial Application
 - Explain City Engineer Role
- Items Discussed
 - Troy's Notice to Applicants to Apply for Reimbursement
 - IRC Process dated May 26, 2010
 - General Notes dated May 5, 2010
 - Guidelines Brad Final Copy July 13 Meeting
 - Agree to request Council Approval of Guidelines.
 - Review Application Form
- Reviewed Sample Application on Hometowne Subdivision
 - Review Application
 - Subdivision Narrative
 - Worksheets
 - Drawings
 - Support Information
 - Any changes or improvement to Application
- Meeting overview and items for follow up:
 - Brad Wills presented the sample application as a way to review the procedure and information the commission would need to be able to make a recommendation on the future payback.

- The Commission voted 7 to 0 to request the City Council approve the Resolution providing the Guidelines for determining eligibility.
- The Commission recommends an expanded standard form using some type of spreadsheet be developed for the application so there will be a consistent format in each of the applications.
 - Part of the application will include a detail drawing showing each of the individual parcels or lots that benefit from the eligible payback. This would include a percentage of benefit and the amount per parcel or lot based on the original application. If there is a correction in the application, this amount would be adjusted. The RPT number would need to be included on each parcel or lot.
- The Commission recommends a civil engineering company prepare the application and all the related documentation. All costs for this service would be paid for by the initial developer making the application. The TF Engineering department will assign a different civil engineering company to review and verify the information provided. All cost for this service would be paid by the City of Twin Falls and funded by a percentage of the application fee.
- The Commission recommends a fee structure based on a fixed fee plus a percentage of the value of the requested payback.
 - Example would be \$400.00 base fee plus 1 % of the cost of the payback. A minimum fee could be determined.
 - Because of the GIS system, this would work for most applications except when the area of benefit is quite large. A large sewer pump station or trunk line expansion for a sewer line could require considerable more GIS analysis and cost. Possibly, a cost per ERU could be added where the area of benefit is beyond the 1/8 mile rule boundary.
 - From the 1% fee, possibly 1/4 % to 1/2 % would be paid to the 3rd party civil engineering company to verify the information in the application. EHM could request Reidesel Engineering be the company to verify the information and forward the application direction to expedite the process.
- The Commission did not schedule a future meeting. We will need the City Council to approve our Resolution for the Guidelines and approve a fee structure.