



**MINUTES**  
**Improvement Reimbursement Commission**  
**June 22, 2011-1:00 PM**  
**City Council Chambers**  
**305 3<sup>rd</sup> Avenue East Twin Falls, ID 83301**

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**IMPROVEMENT REIMBURSEMENT COMMISSION**

**CITY LIMITS:**

Doug Vollmer   Gerald Martens   Rod Mathis   Dave Van Engelen   Scott Standley   Samantha Evans   Tony Hughes  
**Vice Chairman**

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**I.      CALL MEETING TO ORDER:**

Vice Chairman Vollmer called the meeting to order at 1:00 P.M. and confirmed there was a quorum present.

- Commissioners Vollmer, Marten, Standley, Evans and Hughes were present, along with Assistant City Engineer Vitek and Administrative Assistant Strickland.

**II.     CONSENT CALENDAR:**

1. Approval of Minutes from the following meeting(s): **June 21, 2010**

**Motion:**

Commissioner Standley made a motion to approve the consent calendar, as presented. Commissioner Evans seconded the motion.

**UNANIMOUSLY APPROVED**

**III.    ITEMS OF DISCUSSION:**

1. Selection of a Chairman

Brad Wills the former Chairman of this Commission has resigned his position therefore there is a need to vote for a new Chairman. Tony Hughes was asked to join this Commission in the place of Brad Wills and is present today.

**Motion:**

Commissioner Martens made a motion to appoint Mr. Hughes as the Chairman of the Commission. Commissioner Standley seconded the motion.

**UNANIMOUSLY APPROVED**

**Motion:**

Commissioner Vollmer made a motion to appoint Mr. Martens as Vice-Chairman of the Commission. Commissioner Standley seconded the motion.

**UNANIMOUSLY APPROVED**

2. Proposal of Reimbursement Review Fees for the City c/o Brad Wills.

**Presentation:**

Brad Wills, 222 Shoshone Street West, stated that he has been discussing fees with the City Engineer Fields & the Assistant City Engineer Vitek. They discussed what the cost should be for a reimbursement review fee and came up with \$200.00 as a base fee which falls in the range of other applications. The base fee covers the application submittal any additional costs will be added to recoup the cost of entering the information into the GIS (Geographic Information System) and will be per lot, tract or parcel impacted. This fee will be 10.00 per lot, tract or parcel impacted.

For example: The developer will submit a reimbursement review application with 200.00 and if the application impacts 10 lots the fee will be \$300.00. This information will be brought forth to this Committee and if approved City Staff will input the information into GIS.

If the request impacts above 200 lots the proposal is to determine the fee based on time and materials for something that large.

**Motion:**

Commissioner Standley made a motion to recommend approval that the application of reimbursement review fee be \$200.00 + \$10.00 per lot, tract or parcel impacted and any application impacting more than 200 lots, tracts or parcels will be \$200.00 plus time and materials. Commissioner Vollmer seconded the motion. All members present voted in favor of the motion.

**IV. PUBLIC INPUT AND/OR ITEMS FROM THE COMMISSION/THE PUBLIC/CITY STAFF**

**V. UPCOMING MEETINGS:**

Next public meeting to be announced once scheduled.

**VI. ADJOURN MEETING:**

Chairman Hughes adjourned the meeting at 1:20 pm.