

Committee Members

Kellie Goicoechea
David Gronbeck
Curtis James
Trevor Kesner
Lloyd Stubbs

Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

**Park Impact Fee Committee Meeting
MINUTES**

**Thursday, October 1, 2015
5:30 P.M.**

1. Call to Order and Roll Call

COMMITTEE MEMBERS PRESENT: David Gronbeck
Curtis James
Trevor Kesner

Lloyd Stubbs - Absent

CITY STAFF PRESENT: Greg Nelson, Mayor
Richard Roats, City Attorney
Chris Engels, City Clerk
Dawn Stephens, Deputy City Clerk
Gordon Law, City Engineer
Bobby Withrow, Park Director
Bob Bachman, Facilities Director

2. Business:

(Timestamp 00:00:24)

a. Welcome and Introductions of Staff – City Attorney, Richard Roats

City Attorney Richard Roats welcomed the Committee and introduced himself and City Engineer Gordon Law. He pointed out the guiding statute included in the meeting packet and let the committee know a city Ordinance would be drafted.

Mr. Roats explained the relevance of the statute which describes the Committee duties. Mr. Roats also stated he is available at any time to answer any questions. He noted that there are procedural instructions for making motions and conducting the meeting included in the meeting packet as well.

b. Discussion with Mayor Nelson

Mayor Nelson greeted the Committee. He explained the work of the Committee will give the community the opportunity to establish parks and pay for them. The impact fees will help build parks and amenities for families that are needed for Kuna. He looks forward to the committee putting a capital improvement recommendation list together.

Mayor Nelson suggested the Committee review the Park Inventory document. The Park Inventory was funded by the High Five grant and breaks down the number of acres in the city per citizen. The city always needs more ball fields, parks and other items. The committee can make their own recommendations. Mayor Nelson thanked the members for being a part of the Committee. He is looking forward to great things.

c. Chairperson Selection – City Attorney, Richard Roats

City Attorney Richard Roats asked the Committee if they wanted to select a chairperson today or wait until all members are present.

Member Kesner moved to wait until all members were present to choose a chairperson. Seconded by Member James. Motion carried 3-0.

d. Presentation by City Attorney, Richard Roats

City Attorney Richard Roats reviewed the contents of the meeting packet and the description of the documents. Committee members are encouraged to review the procedure guidelines and protocol.

e. Presentation by City Engineer, Gordon Law

City Engineer Gordon Law introduced some of the concepts the Committee will see in the process. There are sideboards to the statute for impact fees. Each city provides a level of park service. Impact fees cannot be used to create a higher level of park service than is presently in place. Fees can be used to maintain a level of service.

Member Kesner asked if the city has a current level of service.

Mr. Law responded yes, that process has been done in part or in whole as the Park Inventory the Mayor mentioned previously. For example; if the city has a certain number of acres of park that amounts to 3 or 4 acres per thousand people, impact fees cannot be used to create 5 or 6 acres per thousand people. The city general fund can be used to increase the level of service. The committee determines the present level of service and establishes a capital improvement plan which maintains the level of service as the city grows. A capital improvement plan can be created for projects that are funded by impact fees and general fund combined.

Member James asked if a portion of the general fund is currently being used.

Mr. Law responded yes, there is. Mr. Law read the state statute from page four; a development impact fee shall be calculated on the basis of levels of service for public facilities adopted in the development impact fee ordinance of the

governmental entity that are applicable to existing development as well as new growth and development. The construction, improvement, expansion or enlargement of new or existing public facilities for which a development impact fee is imposed must be attributable to the capacity demands generated by the new development

Member Kesner said he understood.

Mr. Law discussed the preparation of a capital improvement plan. The process is to identify a series of capital improvements, a cost for those that can be attributable to new development and charging the new development for the cost of maintaining the level of service.

Another process that will need to be done is the methodology for the calculation of the impact fee. The calculation must be specific and clear so when the city receives non typical development, developers can review the basis on which the fee was calculated and call into question if the fee does not logically apply to them to the extent the ordinance says it does. He gave an example of single dwelling units and an assisted living center. The assisted living center could say they don't use parks. That is why the ordinance needs to be very clear.

The process of establishing the methodology, creating the capital improvement plan and understanding the sideboards is the core of the Committee's work, relying on staff to do some of the heavy lifting.

Mr. Law stood for questions.

f. Set Meeting Schedule – City Attorney, Richard Roats

Mr. Roats said a schedule could be set or wait until all members were present.

Member Kesner asked how long the meetings would last.

Mr. Roats thought the first few meetings may last a little longer and could be a couple hours each time.

Member Kesner said Thursday's were best.

City Clerk, Chris Engels said Member Stubbs preferred Thursdays.

Member Gronbeck moved to set the meetings for the second Thursday of the month at 6:00 p.m. Seconded by Member Kesner. Motion carried 3-0.

Member James asked about the timeline for drafting the Park Impact Fee Ordinance for the Committee's review.

Mr. Roats responded he hoped to have a draft of the Ordinance at the next meeting. The capital improvement plan timeline is hard to determine at this point.

Member James asked about the comprehensive plan being refreshed.

Mr. Roats responded the current comprehensive plan is ready. The city is trying to meet with the County Commissioners to sign off on the plan.

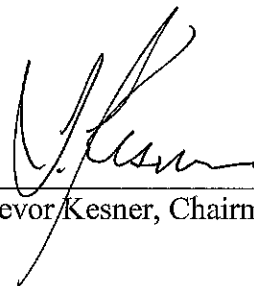
City Clerk, Chris Engels clarified the next meeting will be November 12, 2015.

All Committee Members confirmed November 12, 2015 to be the next meeting.

3. Adjournment:

(Timestamp 00:26:39)

Member Kesner moved to adjourn the meeting at 5:59 p.m. Seconded by Member Gronbeck. Motion passed 3-0

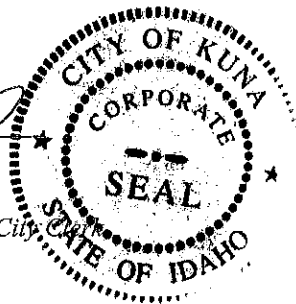


Trevor Kesner, Chairman

ATTEST:



Chris Engels, City Clerk



Minutes prepared by Dawn Stephens, Deputy City Clerk
Date Approved: CCM 01.19.2016