

A Regular Meeting of the City Council of the City of Lava Hot Springs, Idaho will be held on Thursday March 13th, 2025 at 6:00 pm, Lava City Hall 115 West Elm Street, Lava Hot Springs, Idaho.

In Attendance: Rickey Frandsen, John Head, Leah Navarro, Jeanie Avery, Amantha Sierra, Rodney Burch, Bryan Phinney, Matt Henry.

Guests: Amanda Collins SICO, Steve Mutsaers, Carol Cove,

Zoom: Rowdy Larkins

Absent: Vicky Lyon, Lyle Fuller

REGULAR AGENDA

a) Call meeting to order Council president Rickey Frandsen calls meeting to order at 6 p.m.

b) Roll Call Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye

c) Pledge of Allegiance

REPORTING

a) Sheriff Report given by Bannock County Deputy

b) Ambulance Coordinator -No Report available

c) Fire Chief -No Report available

d) City Engineer Bryan Phinney, City Engineer gives report

e) City Planner- No Report available

f) Attorney- No Report available

g) Code Compliance Officer Matt Henry code compliance officer gives report

h) Mayor -No Report available

i) Council- No Report

j) City Clerk / Treasurer Amantha Sierra City Clerk gives report

DISCUSSION - items from the audience – Note: This time has been set aside to hear discussion from citizens. No decisions on any matter may be approved or denied on issues brought before the council under this agenda item. Issues needing consideration will have to be posted on the next agenda. Speakers are limited to 2 minutes. The meetings are record and in order for the recorder up the audience question you must stand at the podium and speak clearly.

ROWDY LARKINS

a) Project Permit Application – LAV2023-15 – Joe Sutura – Certificate of Occupancy- Inspection has been completed. In the process of figuring out the certificate of occupancy. Software issues but working on sending it over.

b) Myrna Beery - Certificate of Occupancy – In the process of figuring out the certificate of occupancy. Software issues but working on sending it over.

c) Project Permit Application - KOA West Pizzeria - West KOA - two (2) retaining walls located within the landscaping at the KOA West Courtyard Landscaping Progress report- On track with getting walls up on the pizzeria. In progress

d) Project Permit Application/Check list Submitted - Heidi Patha 355 W Main – Plan review - Progress report - In progress. Fire suppression has been put in. Good to move forward with a full permit now.

e) Greg Croft - Suites of Lava - 63 s 1st E - Progress report- Still trying to figure out the wall issue and putting the pins back in the wall.

f) Mark Oyler – Progress report – project is coming along. Sheetrock inspection was done the other day and final inspection is next step.

AMANDA COLLINS

11. a) Motion to proclaim April Fair Housing Month – ACTION ITEM

One motion made for a & b.

b) Motion to adopt the Fair Housing Resolution – ACTION ITEM Councilperson Navarro made a motion to accept and have the mayor sign the fair housing proclamation and the fair housing resolution for the City of Lava Hot Springs. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

NEW BUSINESS

a) Special Events permit Application approval – Memorial Day, Monday, May 2025 – 80 Motorcycles 100 Passengers – Bannock County Sheriff's Department escort – ACTION ITEM

Council President Frandsen made a motion to approve the special event permit. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

b) Requesting Main Street to be blocked Upper East Main to be block until the parade begins – requesting Main Street in front of Veterans park all parking spaces to be blocked and the road blocked during the presentation – requesting permission to block Main and Center Street with truck and trailer during the presentation to be able to load after the presentation quickly - ACTION ITEM Councilperson Navarro made a motion that Center street from the upper East main to be blocked until the parade begins especially in front of the Veteran's Park all parking spaces and the road to be blocked during the presentation because they have a truck and trailer

in which they load their supplies back into the trailer and then they are gone. Councilperson Head seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

c) Agenda Request – Steven Hooper - Non-Property Tax interest and penalty –

ACTION ITEM – Councilperson Avery made a motion that we table this for now and do an investigation to see how many others, meanwhile do not accrue further penalties. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

BRYAN PHINNEY

a) Water and Sewer Study

i. Schedule a public open house for both studies – Recommendation open house at City Hall in the evening for 2 hours. Keller's can attend any night the week of 24th or 31st of March – ACTION ITEM

Councilperson Avery made a motion that we hold a public hearing with the city of Lava Hot Springs, public comment period and a public open house for the water and wastewater facility planning studies to be conducted on Wednesday the 26th of March from 6-8pm. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

ii. Publish the attached Public Comment Period notice in the Idaho State Journal –

ACTION ITEM Council President Frandsen made a motion to have Amantha get this 14 day public notice published tomorrow. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

b) General Engineering Service Contract extension with 2025 title code billing rates – approved agreement has already been signed from previous year, authorize Mayor to sign agreement - ACTION ITEM

Councilperson Head made a motion that we authorize the City Clerk to send a memorandum to Keller Associates to move our cycle budget to our fiscal year so it aligns with our budgeting process. (Inaudible discussions going on between council members) Council President Frandsen seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

c) ITD project closeout – authorize city clerk to complete paperwork with required document and authorize the Mayor to sign – ACTION ITEM

Councilperson Head made a motion that we authorize the City Clerk to complete the paperwork and required document and authorize the mayor to sign the ITD project closeout. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

RODNEY BURCH

a) GIS Mapping Applications – Presentation

b) Affordable Housing RFQ – Update Rodney Burch gives an update on RFQ

c) Draft Subdivision / Development Standards – Discussion

d) Walkable Streets / Examples – Discussion

e) Planning and Zoning Meeting Date Ordinance Update - Discussion

f) CKJ Jesse – Draft Development Agreement – Action Item

No action taken

Council President Frandsen made a motion to move Steven Mutsaers up from old business to be discussed now. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

LEAH NAVARRO

a) Ordinance/legal publications - ACTION ITEM

Councilperson Navarro made a motion that we do a little research and find out which ordinances are actually the numbers that are attached to the specific number that's written and if the other ordinance needs a new number we will give it a new number and re-introduce and vote on them. I would say that we need to do the 2023- 01 which is amending section 154 of the city code of Lava Hot Springs which is for special meetings requirements be done at the next council meeting. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

b) Parking Ordinance discussion – ACTION ITEM

Councilperson Navarro made a motion that we table the parking ordinance discussion, Matt's going to do some research. Council President Frandsen seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

Councilperson Navarro made a motion that we move the consent agenda up to now. Councilperson Head seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

c) Discuss moving any presentations concerning office/staff items ie. Insurance, operating apps, purchases etc... to be presented later in the evening so the people in attendance that are waiting for items on the agenda for council decision do not have to sit through them – ACTION ITEM

Councilperson Navarro made a motion that in the future once the items come across to leave it to the discretion of the agenda putter together and hopefully get them put in the time period to where not a lot of the audience has to sit through everything. Councilperson Head seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

d) Agenda Packet deadline for Council review- Minutes (as they are completed), Documents, presentation materials forwarded when received at city – ACTION ITEM No action needed.

e) Need to bringing back the itemized bill list to be included in the packets so there is public record that identifies which specific bills/payables against the city were approved to be paid at which meeting or take them off the consent item list to be addressed individually- ACTION ITEM Councilperson Navarro made a motion that Mandy continues to send the Black Mountain itemized fund summary of claims sheets for our bills and also the invoices. We also need to start getting per diems and reimbursement requests on our lists. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

OLD BUSINESS

a) Steven Mutsaers – Junto development update

Item moved up to be discussed after CKJ Jesse.

b) Motion to accept the sealed bids opened and read on the 7th day of March 2025 for the Wastewater Land application site farm lease - Motion to accept bid recommendation and authorize the Mayor to sign agreement – ACTION ITEM

Councilperson Navarro made a motion to award the farm lease bid to Brett and Nancy Casperson for the fee of \$10,050.50 per year for 10 years due on or before April 1st starting April 1st 2025 ending April 1st 2035 and all lease requirements are to be fulfilled. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

12. AMANTHA SIERRA

a) FY26 Budget Schedule – ACTION ITEM

Councilperson Navarro made a motion that we have August 12th at 6 o'clock 2025 for the tentative budget. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

c) FY26 Budget Tasks Timeline – ACTION ITEM No action needed

CONSENT AGENDA - All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion without separate discussion. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately. All Action Item. Councilperson Avery made a motion to accept the new business license applications on the consent agenda and exclude the council approval of bills at this point. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

a) Council approval of Bills – List of bill provided to councilmembers prior to council meeting for review. Moved to later in the meeting.

Councilperson Navarro made a motion to pay the bills but I would like some looking into as to why there was what was sent via email to the Black mountain report \$53,000+ difference. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

b) Expired Business License Application - Business License 16015 – Business Type: Bed & Breakfast – Campground and/or Cabin – Collin Petrun – Bristol Cabins – 200 Bristol Park Lane. Councilperson Avery made a motion to accept the new business license applications on the consent agenda and exclude the council approval of bills at this point. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

c) New Business License Application - Business License 16578 – Business Type: Apartment – Monthly Home Rental – Leasing Company – Maintenance work – General Property Management – Axiom Properties & Development outside city limits – Managing 12 W Booth & 40 W Booth Councilperson Avery made a motion to accept the new business license applications on the consent agenda and exclude the council approval of bills at this point. Councilperson Navarro seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

ITEMS TO BE REMOVED FROM CONSENT AGENDA REPORTING – ACTION

ITEMS TABLED FROM PRIOR MEETING APPROVAL OF MINUTES

a) Use Ordinance – Work in progress tabled from Dec. 12, 2024 council meeting

b) Approval of Minutes tabled March 09, 2024

Council President Frandsen made a motion that we accept the minutes that are done and in the future get more detail with the exception of the minutes on March 14, 2024 section b and Leah is going to finish the motion, Councilperson Navarro finishes the motion concerning the license renewal application for Dempsey Creek. There is no mention as to the tent discussion. Four pages that need to be published with this dates minutes online for future reference. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

a March 14, 2024 – ACTION

b April 11, 2024 – ACTION

c April 14, 2024 – ACTION

d May 09, 2024 – ACTION

e May 16, 2024 – ACTION

f July 23, 2024 – ACTION

g August 08, 2024 – ACTION

h August 15, 2024 – ACTION

i August 19, 2024 – ACTION

j September 03, 2024 – ACTION

k September 12, 2024 – ACTION

l January 09, 2024 – ACTION

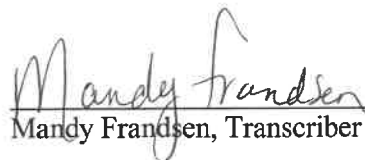
COMMUNITY INVOLVEMENT

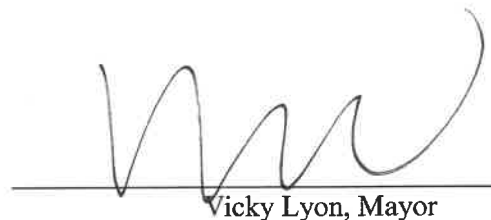
a) Arbor Day update – ACTION ITEM no action needed

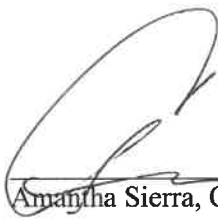
b) Don't Proclamation by Mayor/Local Government Entity for Week of the Young Child™– ACTION ITEM Council President Frandsen made a motion to authorize the mayor to sign the proclamation for the week of the child. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

Announce next meeting April 10th, 2025 Deadline March 31st, 2025

Adjourn regular meeting – ACTION ITEM Councilperson Navarro made a motion to close the meeting. Councilperson Avery seconded the motion. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.


Mandy Frandsen, Transcriber


Vicky Lyon, Mayor


Amanda Sierra, City Clerk