

**A Regular Meeting of the City Council of the City of Lava Hot Springs, Idaho will be held on Thursday September 12<sup>th</sup>, 2024 at 6:00 pm, Lava City Hall 115 West Elm Street, Lava Hot Springs, Idaho.**

**In attendance:**

John Head, Leah Navarro, Rickey Frandsen, Vicky Lyon, Amantha Sierra, Mandy Frandsen, Rodney Burch, Lyle Fuller, Rowdy Larkins

**Absent:** Jeanie Avery

**Guests:**

Lorrie Lowe, Amanda Collins, Ken Fagnant, Martha Fae Frymire, Tommy Kofeod, Randy Beglan, Deputy Allen Bannock County Sheriff Dept., Alice Egley, Hallie Benglan, Susan Thomas, Brandon De Los Reyes, Cody De Los Reyes, Brad Williams.

**Regular City council meeting 6:00 p.m.**

**1. REGULAR AGENDA**

**a. Call meeting to order**-Mayor Vicky Lyon calls meeting to order at 6:05 p.m.

**b. Roll Call**

Roll call. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**c. Pledge of Allegiance**

**2. REPORTING**

**a. Sheriff**- Deputy Allen reports that there has been great success with the shuttle drivers.

**b. Ambulance Coordinator** –Lorrie Lowe gives report on ambulance.

**c. Fire Chief** –Ken Fagnant gives report.

**d. City Engineer** – No report

**e. City Planner**- No report

**f. Attorney**- No report

**g. Chamber of Commerce**- No report

**h. Event Coordinator** - No report

**i. Code Compliance Officer**- Matt Henry gives report on short term rentals.

**Public Hearing for the Buddy Campbell Park Grant**

Council President made a motion to open the public hearing for the block grant for the park improvement. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

Amanda Collins from SICOG goes over the block grant for Buddy Campbell Park. Phase one is focusing on playground and pavilion, phase 2 is pickleball/ tennis courts.

Council President Frandsen made a motion to close the public hearing. Councilperson Navarro seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

Council President made a motion to authorize the mayor to sign the block grant application.

Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**3. RODNEY BURCH - LEAP AFFORDABLE HOUSING – ALL ACTION ITEM**

*Items a-d were part of a presentation no action was taken.*

**a) Community Need / Demand**

**b) Qualifying Participants**

**c) LEAP Partnership Process Options**

**d) Establishing the Final Product**

**e) Location Selection**

Councilperson Navarro made the motion to direct Rodney to start the RFQ for the affordable housing. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**4. ROWDY LARKINS**

**a) Project Permit Application – West KOA – Plan review /Project permit Status**

Rowdy Larkins gives an update on West KOA, approval to move forward once fees are paid.

**b) Project Permit Application – Scott Sherman 277 Main ST – Plan review /Project permit Status**

Rowdy Larkins gives an update on status of Top of the Town

**c) Project Permit Application/Check list Submitted - Heidi Patha 355 W Main – Plan review Progress report**

Rowdy Larkins gives an update on Heidi Patha. Plan review approved. There is a hold up on the fire suppression line.

**d) Project Permit Application/Check list – Plan review/Project permit Status - Travis Nay – Fife & 3rd address not assigned - Plan review /Project permit Status**

Rowdy Larkins gives a report on approved permit for building site.

**e) Greg Croft - Suites of Lava - 63 s 1st E - Progress report**

Rowdy Larkins gives an update on Suites of Lava.

**f) Mark Oyler – Progress report**

Rowdy Larkins gives an update on Mark Oyler.

**5. LAVA CHAMBER OF COMMERCE – ACTION ITEM**

**a) Brandcraft invoice 7124 included in bill pay**

Discussion between council members about Brandcraft invoice.

**b) Certified Folder Display Service, Inc.**

**6. SPECIAL EVENT PERMIT APPLICATION**

**a) Wagon Wheel and Portnuef Vets Car Show – Sept 21<sup>st</sup> – State Park Swimming Poll 8:00 am to 5:00 pm - ACTION ITEM**

Council President Frandsen made a motion to approve the special event permit. Councilperson Navarro seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**b) Pickle Ball court reservation and fees – tabled last month – ACTION ITEM**

Discussion between council members. No action was taken.

**c) Pickle Ball Clinic – Buddy Campbell Park – Open Dates – hours for each clinic 1-3 hours - fees will be charged see page 9 - tabled last month – ACTION ITEM**

Councilperson Head made a motion to set up a meeting to put together his vision of what his clinic offers would be, scheduling conference, insurance, liability, all those things so we can cooperate as partner with the city. Councilperson Navarro seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**7. NEW BUSINESS**

**a) Consider and authorize Mayor to sign Law Enforcement Protection contract - ACTION ITEM**

Councilperson Head made a motion to approve the agreement and authorize the mayor to sign the Sheriff's contract. Council President Frandsen seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**b) Amend Resolution 2024-004 – Ratified question 1 – ACTION ITEM**

Councilperson Navarro made a motion that we accept the amended resolution 2024- 004, for the Lava Hot Springs ballot question. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**c) Amend Ordinance 2024-002 to 2024-004 – ACTION ITEM.**

Councilperson Navarro made a motion that we approve ordinance number 2024- 002 that was approved incorrectly to 2024- 004. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**d) City of Lava Hot Springs Application for Livestock Permit – Jared Smith & Sheena Harris – 25 N 4th Ave W – ACTION ITEM**

Councilperson Navarro made a motion to table the livestock permit. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**e) Lava Senior and Community Building requesting funding of 20,000.00 to compensate contractors hired to maintain the attractive appearance of the building – ACTION ITEM**

Councilperson Navarro made a motion that we approve the 20,000 for the senior center for upkeep, and not upkeep for repairs and maintenance and maintenance out of the local option tax. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

**8. REGULAR BUSINESS**

**a) Noise Violation Discussion/Work Session scheduled to go forward with Hearing – assign organizer, committee members, set date, time, and location – ACTION ITEM**

Council President Frandsen made a motion to direct Rodney Burch to work with Matt Henry to set up a committee and to set up a meeting. Councilperson Navarro seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**b) Businesses/Liquor Licenses renewal for 2025 – Business license must be current, in compliance with ordinances/codes & Local Option tax – All current licenses expire on December 31, 2024 - early renewal notice – early renewal discount and expiration date for payment postmarked or received by date – ACTION ITEM**

Councilperson Navarro made a motion that the city send out business license renewal notices by October 1<sup>st</sup> 2024 and to have a \$10 discount for renewal licensing by November 30, 2024. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**c) Renewal of Dog/Cat license for 2025 –All pet tags expire on December 31, 2024 - early renewal notice – early renewal discount and expiration date for payment postmarked or received by date – ACTION ITEM**

Councilperson Navarro made a motion that we have the same procedures as last year for early pet licensing renewal. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**d) Schedule Town Hall meeting to inform residents of local option tax increase ballot question, assign organizer, speakers, set date, time, location and any other items that will need to be available for the town hall meeting - ACTION ITEM**

Councilperson Navarro made a motion that we do the town hall for information purposes only, on the ballot questions in the upcoming election for one o'clock on October 23 and seven o'clock on October 29 at the Senior Center. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head - Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**e) Resolution 2024-007 - Connections Credit Union – CD Maturity date 9/30/24 – ACTION ITEM**

Council President Frandsen made a motion that we roll the money over with connection at 4.8 for 12 months. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro - Aye, Avery-Aye, Frandsen Aye, unanimous

Council President Frandsen made a motion to amend that motion to include resolution 2024- 007, with the connections Credit Union for the amount and the dates that were specified connections in there. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**f) Buddy Campbell Park Grant – Amanda Collins - Nate Mortimer – authorized Mayor to sign the following document – ALL ACTION ITEMS  
Grant Administration Procurement**

**XVI. Certification**

**XVIII. A. Idaho Community Development Block Grant (CDBG) Citizen Participation Plan**

**Director Tom Kealey - Idaho Department of Commerce letter  
Park maintenance cost**

*Agenda item f was moved to beginning of meeting for the public hearing.*

**9. 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 ITEMS Council approval of Bills – List of bills provided to councilmembers prior to council meeting for review.**

**a) Council approval of Bills – List of bill provided to councilmembers prior to council meeting for review- No motion made.**

**b) Updated Business License application – Angela J Conde – 25 N 4th Ave – They are updated business license to long term rental. Rowdy inspected the house and the house doesn't require a changes of use for long term rental. The business license will have a stipulation if they decided to go back to nightly rentals an updated business license is required to be approved by council and the return the house back to nightly. The updated business license will revert back to the restriction on the Certificate of Occupancy "no overnight occupancy allowed in**

**basement area". CO restriction will be put back in place, Retail store selling crafted item only – No overnight occupancy allowed in basement area.**

Discussion about the updated business license.

Councilperson Navarro states, let the record show that no action was taken and that Amantha will contact the owners. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head - Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**c) Sign Permit Application – DLR – Cody De Los Reyes**

**d) Sign Permit Application – Brooke Orner, The Atrium**

Councilperson Navarro made a motion to approve the sign permits for the Rooftop Bar and for The Atrium. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro - Aye, Avery-Aye, Frandsen Aye, unanimous

**10. ITEMS TO BE REMOVED FROM CONSENT AGENDA REPORTING – ACTION ITEMS-** No items to be removed.

**11. COUNCIL REPORTING**

**a) Mayor-** No report

**b) Councilperson-** No report

**c) Treasurer/City Clerk-** Amantha Sierra reports on the progress of the audit.

**12. COMMUNITY INVOLVEMENT**

**a) Reminder – Resident Appreciation Day September 14, 2024 11:00 am – 2 pm**

**Foam 1 pm to 2 pm-** Mayor announced Resident Appreciation day

**b) Reminder - Lava Hot Spring Cleanup September 21, 2024 8:00 to Noon – Dump**

**day-** Mayor announced dump day.

**13. Motion to adjourn into executive session to communicate with legal counsel to discuss employee evaluation Idaho Code 74-206 (1)(B) – ACTION ITEM**

Councilperson Navarro made a motion to adjourn into executive to discuss employee valuation. Idaho, code 74, 206, 1b. Councilperson Head seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous

**14. Motion to return to open meeting – ACTION ITEM**

Council President Frandsen made the motion to return to open meeting. Councilperson Navarro seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous


**15. Motion regarding Executive Session – ACTION ITEM**

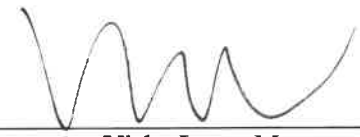
Councilperson Head made a motion to approve a 90 day performance review raise of \$1.00 per hour. Council President Frandsen seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro - Aye, Avery-Aye, Frandsen Aye, unanimous


**16. Announce next meeting 10/10/2024 Deadline 09/30/2024**

**17. Adjourn regular meeting – ACTION ITEM**

Council President Frandsen made a motion to adjourn the meeting. Councilperson Navarro seconded the motion. Mayor Vicky Lyon, all in favor. Head -Aye, Navarro -Aye, Avery-Aye, Frandsen Aye, unanimous.

  
Mandy Frandsen, Transcriber

  
Vicky Lyon, Mayor

  
Amantha Sierra, City Clerk