

NEW PLYMOUTH CITY COUNCIL
Regular Meeting Agenda
October 6, 2025 – 6:00 PM
New Plymouth City Council Chambers
215 N Plymouth Avenue

1. Call Meeting to Order – Roll Call
2. Pledge of Allegiance
3. Approval of Minutes – September 15, 2025 (**Action Item**)
4. Approval of Payables (**Action Item**)
5. Citizen Comments- 3 Minutes Max Per Person- See guidelines below **
6. Mayor & Council Comments- 3 Minutes Max Per Person
7. New Business –
 - a. Payette County Discussion on Upcoming Bond for November 2025 Election- Discussion Only
 - b. Resolution # 2025-07– (**Action Item**)
 - c. Fall Clean-Up Dates October 15-November 16- (**Action Item**)
 - d. Elect Council President- (**Action Item**)
 - e. Recommendation to Payette County P&Z for Impact Area Map, including New Plymouth P&Z recommendation- (**Action Item**)
 - f. Amended Contract Upload Student Lease- (**Action Item**)
 - g. Placement of Waterwheel on Pathway- (**Action Item**)
 - h. Waterwheel Fund Approval- (**Action Item**)
 - i. Progress Report #7 Horseshoe Park Ph #3- (**Action Item**)
8. Department Reports
 - a. Payette County Sheriff Report
 - b. Engineering Status Report
9. Adjournment – (**Action Item**)

****CITIZEN COMMENTS**

This time is reserved for the public to address their elected officials regarding concerns or comments they would like to provide to the City Council regarding subjects not on the agenda. At times, the City Council may seek comments/opinions regarding specific City matters during this allotted time. This is not a time slot to give formal testimony on a public hearing matter, or comment on a pending application or proposal.

Any person needing special accommodation to participate in the above-mentioned meeting should contact New Plymouth City Clerk's Office at 215 N. Plymouth or phone 278-5338

Posted October 2, 2025, by: Marianne Gatchell

City of New Plymouth Council Meeting

September 15, 2025

Regular Meeting

The New Plymouth City Council held a meeting at 215 N Plymouth Ave, New Plymouth, Idaho. Mayor Martinez called the meeting to order at 6:00 p.m. Mayor Martinez led the Pledge of Allegiance

Council Present: Councilor Josh Davis, Councilor Suzanne Evans, Councilor James

Council Present by Zoom: None

Council Absent: Councilor Hughes

City Attorney: Jill Holinka

Staff Present: Marianne Gatchell, Beau Ziemer, Andy Gehrke, Melanie Cope

Staff Present by Zoom: None

Staff Absent: Stephanie Johnson

Public Present: Ginny Barton – New Plymouth, Cora Kurth – New Plymouth, Suzanna Culpepper – New Plymouth, Shelly Wilson – New Plymouth, Penny Kovick – New Plymouth, Greg Evans – New Plymouth, Alison Parrott- New Plymouth, Jane Brandel- New Plymouth, Jess Morales- New Plymouth, Judith Weiss- New Plymouth, Mike Ware- New Plymouth, Tyson Flannery- New Plymouth

Presenters present via Zoom: None

Amendments to the Agenda: None

Declaration of Conflict of Interest: None

Declaration of Council Members' Discussion Outside an Open Meeting: None

Approval of City Council Minutes

Councilor Evans **MOVED TO APPROVE THE MINUTES FOR SEPTEMBER 2, 2025, CITY COUNCIL MEETING.** Seconded by Councilor Davis. **Motion carried by voice vote.**

Claim Approvals

Councilor Evans **MOVED TO APPROVE THE CLAIMS FOR SEPTEMBER 15, 2025, IN THE AMOUNT OF \$98,734.15.** Seconded by Councilor James. **Motion carried by voice vote.**

Citizens' Comments:

Virginia Barton – Read a list of items she doesn't see on the agenda as well as a list of concerns. Mayor Martinez asked for a copy of her list.

ELECTED OFFICIALS:

Mayor: Mayor Martinez discussed a list of concerns brought to him by a community member. He made mention of the amendment of city ordinances, which will be happening within the coming months. As well as the completion of the new Comp Plan. He is starting a city service project day, which will be held on Fridays from 9-10:30. They will pick different properties and areas in the city that need to be cleaned up. Anyone interested in helping can call city hall for the locations they will be working on. Anyone can help. This will continue for the next 5 weeks.

City Council: None

Announcements and Good of the Order: None

City of New Plymouth Council Meeting

September 15, 2025

Regular Meeting

New Business:

Battlespace IT- Mark & Robin- Mark from Battlespace IT addressed the council regarding the status of the city's IT. The email retention concerns will need to be addressed with the addition of a new email service. He is going to assess the cost of a new email service which will provide retention as well as more security. The discussion on the possibility of getting laptops/iPad for the council. Mark will check into affordable options. The other upgrade is with Microsoft 365, moving to the next tier for better security.

Alison Parrott-Upload Student- New Lease- Alison is asking the council to amend the current lease. She is asking to pay \$1000.00 per month for the months of September through May. \$350.00 per month for the months June through August. She will continue to pay the 20% of the utilities the entire year. The reason being her enrolment has decreased from last year. This is her second year and she is still building awareness for the school program in New Plymouth. She joined Kiwanis this year and is leaning a lot and meeting new people. She is researching the need for Pre-K and has found a parent who is willing to help do an 8-week spring co-op program. The council commended her efforts and the need for options in education. The option of some money coming in for the library expansion is better than none. This way we have a great program being offered and the space is being put to good use instead of being empty. City attorney Jill Holinka will revise the previous contract with the new dollar amounts and bring before council for approval at the next council meeting.

Discussion on Ordinances- Council & Mayor, City Attorney Jill Holinka, City Engineer Andy Gehrke- The packet has a list compiled by Andy and Jill with ordinances that need to be amended. Land Use codes must be a public hearing and go before both P&Z and City Council. We have found many codes that conflict with each other. As well as codes that are no longer in compliance with State codes. City Superintendent Beau Ziemer wants us to amend or create a Development Agreement code as one of the first things done. We have one currently, but it is only triggered with a zone change. We need the ability to have a D.A. with any application. Jill suggested that we focus first on the codes that are out of compliance with the state, then the codes that contradict each other, then the land use codes and application codes. We can try and do multiple at a time to save money and time. She will continue to work on getting things in motion for the first group that need to be changed. This is a very time-consuming and lengthy process, and one that needs to be done correctly. Jill, Andy, Beau and City Clerk Marianne Gatchell will work on moving forward with the ordinances.

Date for deadline of recommendation to City Council from P&Z regarding County Impact Area- Beau worked on creating a new area of impact map that he feels best represents the true intents of what the city growth might be throughout the next 5 years. This map will be presented to P&Z for their review and recommendation to City Council. City Council will be sending a recommendation to the County P&Z. Councilor Davis
MOVED TO SEND A DEADLINE OF 9/22/25 TO P&Z FOR THE RECOMMENDATION

City of New Plymouth Council Meeting

September 15, 2025

Regular Meeting

TO CITY COUNCIL FOR IMPACT AREA MAP TO COUNTY P&Z. Seconded by Councilor Evans. **Motion carried by voice vote.**

Office Closure to attend Sentencing of D. Painter 10/8/25 at 10:00 am- Councilor Evans **MOVED TO APPROVE THE CLOSING OF THE OFFICE ON 10/8/25 UNTIL 1:00 TO ATTEND D. PAINTER SENTENCING.** Seconded by Councilor Davis. **Motion carried by voice vote.**

DEPARTMENT ACTIVITY REPORTS:

City Clerk – No report

Library Report– Librarian Melanie Cope reported she is putting in for some grants. September's Story Time is going well already, 24 showed up. Treasurer Stephanie Johnson found an error in the State Revenue Sharing; the library had been shorted in the past only allocating approximately \$30,000. Going forward the library will now be receiving the full amount of approximately \$57,000.

Payette County Sheriff Department- No report

Public Works – No report

Treasurer – August Monthly Financial Report- Clerk Marianne Gatchell applauded the hard work of Treasurer Stephanie Johnson who has stepped up from the get-go and has made a huge difference to our staff in just a short amount of time. She has done everything in her power to bring about transparency. Her offer to have an open-door policy stands, if anyone has questions please contact her and she will be happy to assist.

Engineer – No report

ADJOURN

Councilor Davis **MOVED TO ADJOURN.** Seconded by Councilor James. **Motion carried by voice vote.**

Meeting adjourned at 7:35 p.m.

Mayor Ron Martinez

Marianne Gatchell, City Clerk

RESOLUTION NO. 2025-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW PLYMOUTH, IDAHO, AUTHORIZING
SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE CITY OF
NEW PLYMOUTH

THE CITY OF NEW PLYMOUTH HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the City any necessary documents to enter into a depository agreement for Banking Services all checks, drafts or other orders for payment, transfer or withdrawal of City funds. All city checks require two signatures.

Ron Martinez, Mayor
Marianne Gatchell, City Clerk
Stephanie Johnson, City Treasurer

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Council of the City of New Plymouth.

SECTION 2. Any designated depository ("Bank") of the City of New Plymouth is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the City when bearing or purporting to bear the facsimile signatures of the persons listed in this resolution. The Bank is authorized and directed to honor and to charge the City for such checks, drafts, or other orders for the payment of money, regardless of how or by whom such actual or purported facsimile signatures were made, provided they resemble the facsimile signatures duly certified to and filed with the Bank by the City Clerk or other officer of the City.

SECTION 3. After election or appointments of City Officials the City will submit a new Master Signature Card to the bank to update their records.

APPROVED by the City Council this ____ day of October, 2025.

Ron Martinez, Mayor

Attest:

City Clerk



Office of the Clerk

City of New Plymouth
P.O. Box 158
215 N. Plymouth Avenue
New Plymouth, ID 83655

(208) 278-5338
www.npidaho.com

September 24, 2025

New Plymouth City Council,

The Planning & Zoning Commission met Monday 9/22/2025 and are giving the following recommendations to New Plymouth City Council:

Commissioner Graham made a motion to send a favorable recommendation to city council for the approval of the new Area of Impact Map for Payette County Planning and Zoning. Commissioner Mills-Smith seconded the motion. All in favor. Motion carried.

Marianne Gatchell, City Clerk,
Planning & Zoning Administrator

CITY OF NEW PLYMOUTH IDAHO

IMPACT AREA REFERENCE MAP

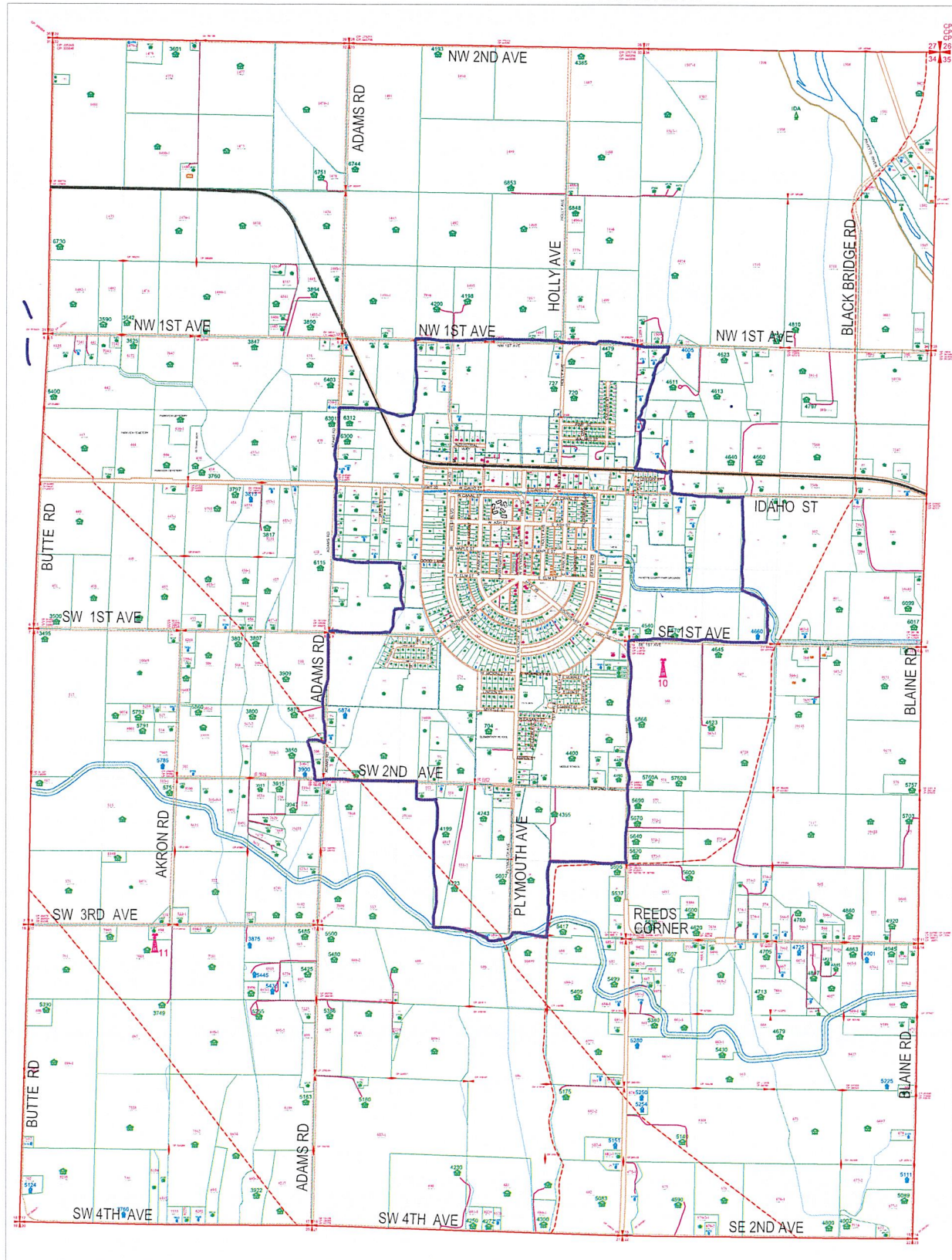
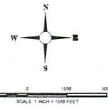
Version 24.40 October 2024

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LEGEND

	DEEDED RIGHT OF WAY
	PROSCRIPTIVE RIGHT OF WAY
	SECTION LINES
	EASEMENTS
	CITY LIMITS
	LOT LINES
	HYDRO CENTERLINE
	HYDRO EDGE
	RAILROAD



FIRST RENEWAL OF COMMERCIAL LEASE AGREEMENT

This First Renewal of Commercial Lease Agreement ("First Renewal") is entered into effective as of the 15th day of September, 2025, by and between the City of New Plymouth, a municipal corporation duly organized and existing under the laws of the State of Idaho ("City") and UPLOAD Student, LLC, an Idaho limited liability company ("Tenant"). City and Tenant may sometimes collectively be referred to herein as the "Parties."

RECITALS

WHEREAS, City and Tenant entered into that certain Commercial Lease Agreement ("Agreement") for the lease of certain real property owned by City on or about September 3, 2024; and

WHEREAS, the Parties entered into a First Addendum to Commercial Lease Agreement ("First Addendum") on January 21, 2025, which First Addendum modified the payment terms of the Agreement; and

WHEREAS, Tenant has requested renewal of the Agreement for an additional one-year period with modified payment terms similar to those provided for in the First Addendum; and

WHEREAS, the Parties agree that renewal of the Agreement with modified payment terms will be to their mutual benefit.

NOW, THEREFORE, in consideration of the covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Tenant hereby agree as follows:

1. **Renewal of Agreement.** The Parties hereby agree to renewal of the Agreement for an additional one-year term in accordance with Paragraph 1.2 of the Agreement, subject to the modification as provided herein.

2. **Modification of Payment Terms.** The Parties hereby agree that Paragraph 1.3 of the Agreement shall be amended to provide for monthly payments of \$1,000, due on or before the 15th of each month, for the months of September 2025 through May 2026. Monthly payments for the months of June through August 2026 shall be \$350 per month, payable on the 15th of each month. All other terms of Paragraph 1.3 and its subparagraphs regarding the terms and conditions of rent payment shall remain in full force and effect.

3. **Effect of Renewal.** Unless otherwise specifically addressed herein, all terms and conditions of the Agreement shall remain in full force and effect throughout the term of the Agreement. In the event of a change, addition, or deletion set forth in this First Renewal, it shall control the intentions of the Parties as if it was a part of the Agreement.

IN WITNESS WHEREOF, the Parties have executed this First Renewal as of the date first above written.

CITY OF NEW PLYMOUTH

UPLOAD STUDENT, LLC

By: _____

Ron Martinez, Mayor

Date: _____

By: _____

Alison Parrott

Date: _____

ATTEST:

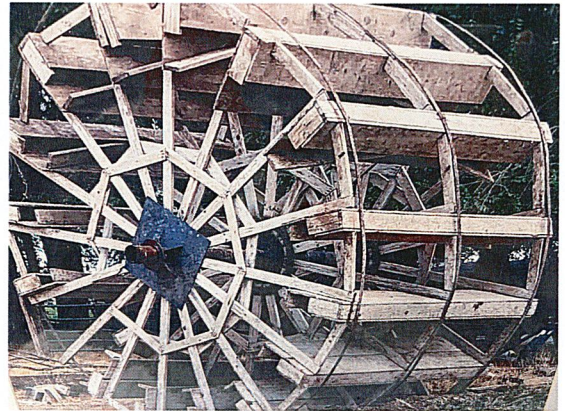
Marianne Gatchell, City Clerk/Treasurer

Historic Water Wheel Project

New Plymouth, Idaho

Vision: Preserve our local history.

Purpose: The citizens of New Plymouth aim to restore a local water wheel to preserve our city's history. By showcasing one of our restored water wheels, locals and visitors will learn and honor the history of New Plymouth.



Historical Background: The City of New Plymouth is known for its unique horseshoe design. It was colonized in 1896 as part of an irrigation project by the *Plymouth Society of Chicago*, with hopes of growing our country with the aid of irrigation. The Society wanted this first irrigation colony to be named New Plymouth, after Plymouth, Massachusetts. Southwestern Idaho and the Payette Valley provided an extraordinary source of water supply from the nearby Payette River. The city was developed to sustain itself through the use of irrigation water and its horseshoe design, built on agriculture and the railroad economy. Homes were built on the street side of the shoe to enable large gardens and pastures for families to live and gather in town, rather than outlying areas.

The Water Wheel: Water wheels convert flowing water into mechanical energy, historically used for industrial tasks such as grinding grain and sawing wood. They were also used for irrigation and generating early hydropower. Although largely replaced by modern technology, water wheels are still seen in heritage sites and in some eco-friendly communities for their sustainable energy potential and historical significance.

New Plymouth Water Wheel Restoration Project Proposal:

The citizens of New Plymouth aim to restore a water wheel donated by the Finley family, to be located in a place of honor on the Boulevard and horseshoe (north of Hwy 30/Southeast Ave., on the greenbelt). The historical significance of the water wheel to New Plymouth can be showcased with pride on a cement pad, protected by an iron rod fence. A historical marker will display the story of its significance in establishing the city of New Plymouth.

Donation Requests:

This restoration project will cost approximately \$18,500 with some in-kind donations already pledged for materials. The citizens of New Plymouth are seeking further financial support to make this project a reality. We are thrilled to have secured a restoration specialist, Josh Frates, to manage this project. He has restored water wheels in the past (please refer to the attached detailed proposal for specific costs).

If you are able to make a donation or have questions, please contact any of the following citizens:

- Suzanne Evans (541-602-4294)
- Wayde Johnson (916-801-4058)
- Ron Martinez (208-309-1108)
- Ginny Barton (208-278-5708)



Josh Frates**JOB PROPOSAL**

5225 SE 1st Ave
New Plymouth, Idaho 83655
Phone: (208) 670-5372

INVOICE:
DATE: 9/15/25

TO:
Kiwanis
New Plymouth, Idaho 83655

FOR:
Waterwheel Restoration and Construction of
Cultural Landmark Site



DESCRIPTION	HOURS	RATE	AMOUNT
Estimated Labor: Repair of Waterwheel troughs, framework, <u>steel banding</u> ; Construction of concrete pad. Including steel supports for Waterwheel; Transportation and placement of <u>Waterwheel</u> ; Construction of <u>Waterwheel lean to pavilion</u> ; Installation of fencing and gate; Restoration of <u>Waterwheel</u> ; Installation of <u>Site plaque</u> .	0.0	0.0	\$11,500.00
Estimated Materials Cost: - 16ft x 16ft x 5in. 4 cubic yards + \$1600.00 - Base rock for concrete pad 64 cubic feet = \$225.00 - 16ft x 30in. 29-gauge steel roofing = \$550.00 - 16ft x 3in. x 3in. steel eave flashing = \$200.00 - 4ft x 8ft x 19/32in. OSB sheeting = \$150.00 Lumber: 2x4x8, 2x6x12, 2x8x16, 1x15x8, 1x4x8, 8x8x10, 8x12x16, 8x8x14 = \$1000.00 Framing hangers, bolts, nuts, washers, anchors, Smart Lift Rental = \$500.00 16ft x 16ft x 16ft x 16ft x 4ft black rod iron fence with gate = \$2000.00 Miscellaneous materials: Nails, screws, sealer, bits, blades. = \$500.00		0.00	\$7,000.00
		Sub-total	\$18,500.00
Materials to be donated: Concrete, lumber, sheet metal roofing materials.		Subtracted materials	\$3,350.00
		Total	\$15,150.00

Make all checks payable to Joshua Frates. Thank you!

**Local Highway Technical
Assistance Council**

3330 Grace Street
Boise, Idaho 83703
Phone 208.344.0565
Fax 208.344.0789
www.lhtac.org



Kevin Renfrow
Chair
Todd Smith
Vice Chair
Rod Plank
Secretary/Treasurer
Laila Kral, P.E.
Administrator

September 15, 2025

Sponsor: City of New Plymouth
Attention: Beau Ziemer; beau@npidaho.com

Key No. 23908; Horseshoe Park, Ph 3	Agreement #: 96880
Consultant to Pay: HMH, LLC	Progress Report: 7
Amount to Pay: \$5,762.95	ITD Email: ITDD3DRI@itd.idaho.gov

Dear Beau,

LHTAC has reviewed this invoice, please pay the consultant the full invoice amount.

As a sponsor on a Federal-aid project, you can be reimbursed 92.66% of the invoice.

- ✚ Review invoice and pay the consultant.
- ✚ Place ITD-0179 at the top of the invoice package.
- ✚ Sign page two (2) of the ITD-771 form as second reviewer.
- ✚ Confirm all LHTAC, Consultant, ITD and Sponsor signatures are on the letter, form 771, PSA and invoice tracking worksheet.
- ✚ Send a copy of the complete invoice packet to ITDD3DRI@itd.idaho.gov, which includes:
 - ITD payment tracking worksheet
 - LHTAC letter showing approval and invoice amount
 - Copy of check showing proof of payment to consultant **with the bank information blocked out**
 - Consultant invoice with backup
- ✚ If you have made changes and are making a payment to your consultant for a different amount than what LHTAC approved, please send this to Ryan Rush at invoices@lhtac.org **instead of** ITD.

Please contact me if you have any questions.

Sincerely,

Lisa Popoff, P.E.
Agreement Administrator

CC: HMH – Corey Barrow and Shonna Adams

FOR ITD USE ONLY

- | | |
|--|----------|
| <input checked="" type="checkbox"/> Design | PC Funds |
| <input type="checkbox"/> Construction | CC Funds |

Association of Idaho Cities

Mayor Robert (BJ) Berlin
City of Roberts

Mayor Kari Peterson
City of Fruitland

Mayor Rod Plank
City of Kellogg

Idaho Association of Highway Districts

Commissioner Kevin Renfrow
South Latah Highway District

Commissioner Neal Gier
Buhl Highway District

Commissioner Rick Robinson
Oakley Highway District

Idaho Association of Counties

Vacant

Commissioner Mark Rekow
Gem County

Commissioner Todd Smith
Madison County

Ex-Officio Members

Kelley Packer, Executive Director
Association of Idaho Cities

Nick Veldhouse, Executive Director
Idaho Association of Highway Districts

Seth Grigg, Executive Director
Idaho Association of Counties

Project: Local, Horseshoe Park Pathway, Ph 3		Sponsor: City of New Plymouth	
WA Number T243260		Consultant: HMH, LLC	
Key No.: 23908		Agreement No.: 96880	

Progress Report #: 7 Invoice number: D24Horshoe-07 Agreement Amount: \$ 85,794.00 Supplemental: \$ 10,181.00 Total Amount: \$ 95,975.00	PSA #1: \$ 85,794.00 S1-1: \$ 10,181.00 Total PSA's: \$ 95,975.00
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Notice to Proceed: 6/12/2024 Complete Work: 12/31/2025 Total Days: 567	Work through: 7/27/2025 Time Expired: 410 Percent Time Elapsed: 72.3%
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Previous Payments: \$ 89,437.64 This Invoice: \$ 5,762.95	Total Payments: \$ 95,200.59 Percent of Payments Paid: 99.2% Percent of PSA 1 Paid: 100.0% Percent of S1-1 Paid: 92.4%
--	---

Fixed Fee:

This Invoice	To Date	Negotiated Fee
\$0.00	\$9,785.50	\$9,795.00
0.0%	99.9%	

From LHTAC Records (PL \$) as of 9/11/2025 for KN 23908

Original Budget established:	Added Budget	Total Budget	Billed	Remaining
\$8,000.00		\$8,000.00	\$7,931.90	\$68.10
			99.15%	

From LHTAC Records (PL \$) as of 9/11/2025 for KN 23913

Original Budget established:	Added Budget	Total Budget	Billed	Remaining
\$8,000.00		\$8,000.00	\$7,886.45	\$113.55
			98.58%	



CTD/PRD

Invoice Information

Vendor/Customer Number: 82600023400

Doc ID: PRC = Contract Number:

Vendor Name: City of New Plymouth

Doc ID: PRD = Agreement Number: 96880

Vendor Name: City of New Plymouth
Address Code: 00

Invoice/Estimate Number: D24Horshoe-07
Invoice Date 08/07/25

Handling Code:

Check Description:

Garvee Draw Total:

Invoice Amount	\$ 5,339.95
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Federal Aid Percentage 92.66%

Accounting Line Information

[illegible]

Line Total	\$	5,762.95
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Document Number

Total Invoice Amt	\$ 5,339.95
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Must equal invoice amount

Prepared By: Kellie McKinney

Date 09/11/2025

Coding Approved By:

Page of

PROFESSIONAL SERVICES AUTHORIZATION and INVOICE SUMMARY



Consultant: **HMH, LLC**

Agreement No:

96880

Billing Ref No:

9688002

Authorization No:

S-1

Supplemental No:

1

Agreement Amounts

Supplemental Agreement: \$10,181.00

Additional Services: \$0.00

TOTAL: \$10,181.00

Consultant Invoice No:

D24 Horseshoe-07

Projects

<u>Key Number</u>	<u>Project Number</u>	<u>Route</u>	<u>Location</u>
23908	A023(908)	LOCAL	HORSESHOE PARK PATHWAY, PH 3
23913	A023(913)	LOCAL	HORSESHOE PARK PATHWAY, PH 4

This document authorizes services to be performed as described below:

<u>Number</u>	<u>Description</u>	<u>Amount</u>
23913	Pathway Services.	\$10,181.00

Compensation for Services Shall not Exceed: \$10,181.00
Which Increases the Total Authorization Amount to: \$10,181.00

Authorization Issued (Agreement Administrator)

William
Derome

Digitally signed by William
Derome
Date: 2025.07.08 08:22:10
-06'00'

Signature:

Date:

Authorization Accepted (Consultant)

6/5/25

Signature:

Date:

Authorized Amount	Previous Invoices	This Invoice	Total to Date	Balance Authorized
\$10,181.00 ✓	\$3,643.64 ✓	\$5,762.95 ✓	\$9,406.59 ✓	\$774.41 ✓

Payment Requested (Consultant)

8/12/25

Signature:

Date:

Payment Recommended (Agreement Administrator)

9-15-25

Signature:

Date:

Rec'd 8-12-25 LHTAC



Professional Agreement Invoice and Progress Report

Idaho Transportation Department

ITD 0771 (Rev. 03-24)

itd.idaho.gov

This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.

Key Number 23908	Project Number A023908	Project Name Horseshoe Park Pathway	Date 8/7/2025
Agreement Administrator Lisa Popoff		Progress Report Number 07	Agreement Number 96880
Consultant's Name HMH Engineering			Report/Billing Period (From and To) 6/16 - 7/27/2025
Prompt Payment To Subconsultant(s) Verified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Authorization Number S-1	Invoice Number D24 Horshoe-07
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) 1. PS&E Submittal			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.) 1. Topographic survey (7/1/24) 2. Preliminary Plans (10/24/24) 3. Final Plan submittal (6/3/25)			
List Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments			
Printed Name Corey Barrow	Title Project Manager		Consultant's Signature

Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 12-15 LHTAC)

Idaho Transportation Department

itd.idaho.gov

Status Report**This page must be completed by the Agreement Administrator**

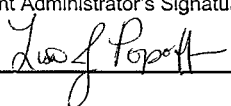
A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage of progress measurements for this report/billing period are required.

Key Number 23908	Program Number T243250	Progress Report Number 7	Agreement Number 96880
Agreement Time 567 Days	Time Passed 410 days	Percent of Agreement Time Elapsed 72.3 %	Percent of Work Completed 95.0 %
Original Agreement Amount \$85,794.00	Supplemental(s) \$19,181.00	Current Agreement Amount \$95,975.00	Payments (Including this Payment) \$95,200.59
Percent of Agreement Dollars Paid 99.2 %			
Prompt Payment to Subconsultant(s) Verified <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Fixed Fee \$0.00	To Date \$9,785.50
		Negotiated \$9,795.00	
If There is a Significant Variance Between the Percentages, Please Explain			
Consultant Invoice Number D24Horshoe-07		This Payment Amount \$5,762.95	
Report Reviewed By Lisa Popoff, P.E.			Review Date

Consultant Performance To Be Completed Monthly by the Agreement Administrator

Work planned for this period was completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Quality of work was completed satisfactory <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Discussed performance with Consultant <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Explain		
Performance: Describe the Consultants performance during this period Consultant communicates well with LHTAC and the sponsor. Final comments have been made on the PS&E.		
Response from Consultant: Thank you. PS&E has been submitted and we will provide bid support.		

- ☒ **Progress Payment:** I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.
- ☐ **Final Payment:** I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature 	Date 9-15-25	Second (Independent) Reviewer's Signature
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Distribution: DRI (Original) - Project File

Copy - Prime Consultant

**HMH Engineering**

3882 N. Schreiber Way, Suite 104
Coeur d'Alene, ID 83815
208-635-5825

LHTAC
Lisa Popoff
3330 Grace Street
Boise, ID 83703

Invoice number D24 Horshoe-07
Date 08/07/2025

Project **D2423908 Horseshoe Park Pathway**

Professional services provided through 07/27/2025.

BASIC SERVICES**FINAL DESIGN**

Professional Fees

		Hours	Cost Rate	Cost Amount	Billed Amount
Barbara J. Tannahill		27.50 ✓	51.00 ✓	1,402.50 ✓	
Corey D. Barrow		13.00 ✓	56.00 ✓	728.00	
Subtotal		40.50 ✓		2,130.50 ✓	
	<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
Mark up 1	131.63% ✓	2,130.50	2,804.38 ✓	4,934.88 ✓	
Mark up 2	0.70% ✓	2,130.50	14.92 ✓	4,949.80	4,949.80 ✓

PS&E SUBMITTAL

Professional Fees

			Hours	Cost Rate	Cost Amount	Billed Amount
Corey D. Barrow			6.25 ✓	56.00 ✓	350.00 ✓	
Subtotal			6.25		350.00	
	<u>Rate</u>	<u>Basis</u>		<u>Markup</u>	<u>Amount</u>	
Mark up 1	131.63% ✓	350.00		460.70 ✓	810.70 ✓	
Mark up 2	0.70% ✓	350.00		2.45 ✓	813.15	813.15 ✓

Invoice total **5,762.95 ✓**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
D24 Horshoe-06	07/09/2025	3,686.40	3,686.40				
D24 Horshoe-07	08/07/2025	5,762.95	5,762.95				
Total		9,449.35	9,449.35	0.00	0.00	0.00	0.00



LHTAC
Project D2423908 Horseshoe Park Pathway

Invoice number D24 Horseshoe-07
Date 08/07/2025

Invoice Supporting Detail

D2423908 Horseshoe Park Pathway

Basic Services Final Design

Phase Status: Work Hold

Billing Cutoff: 07/27/2025

Date	Units	Rate	Amount
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Labor

WIP Status: Billable

Project Manager

Corey D. Barrow ✓

Project Time 06/17/2025 7.00 ✓ 130.10 910.73

Pollution Prevention Plan, Final Design Review Meeting

Project Time 06/18/2025 4.00 ✓ 130.10 520.42

Road Reconstruction Memo

Project Time 06/20/2025 2.00 ✓ 130.10 260.21

Road Reconstruction Memo

Subtotal 13.00 ✓ 1,691.36

Senior Civil Designer

Barbara J. Tannahill ✓

Project Time 06/17/2025 10.50 ✓ 118.49 1,244.13

Final Design Review and final project updates/revisions.

Project Time 06/18/2025 7.00 ✓ 118.49 829.42

Final Design Review revisions

Project Time 06/25/2025 1.00 ✓ 118.49 118.49

Meeting & cost breakouts for SW Ave roadway items.

Project Time 06/30/2025 2.00 ✓ 118.49 236.98

Revise final plans and documents to remove roadway reconstruction.

Project Time 07/08/2025 7.00 ✓ 118.49 829.42

Update final quantities, final plan revisions, estimate and bid schedule changes. Reconcile PS&E/final documents.

Subtotal 27.50 ✓ 3,258.44

Labor total 40.50 4,949.80

Basic Services PS&E Submittal

Phase Status: Work Hold

Billing Cutoff: 07/27/2025

Date	Units	Rate	Amount
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Labor

WIP Status: Billable

Project Manager

Corey D. Barrow ✓

Project Time 06/30/2025 1.00 ✓ 130.10 130.10

Plan Revisions

Project Time 07/08/2025 2.25 ✓ 130.10 292.74

PS&E Plans

Project Time 07/23/2025 3.00 ✓ 130.10 390.31



LHTAC
Project D2423908 Horseshoe Park Pathway

Invoice number D24 Horshoe-07
Date 08/07/2025

Invoice Supporting Detail

D2423908 Horseshoe Park Pathway

Basic Services
PS&E Submittal

Phase Status: Work Hold

Billing Cutoff: 07/27/2025

Date	Units	Rate	Amount
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Labor WIP Status: Billable

Project Manager

Corey D. Barrow

Assemble PS&E submittal

Subtotal	6.25	813.15
Labor total	6.25 ✓	813.15

Invoice Summary

	Contract	Billed	%	Remaining	%
Labor	95,545.77	94,515.53	99	1,030.24	1
Expense	429.23	685.06	160	-255.83	-60
Consultant					
Total	95,975.00	95,200.59	99	774.41	1

New Plymouth City - Activity Report
AUGUST 2025

Calls for Service
71

Assigned Reports
22

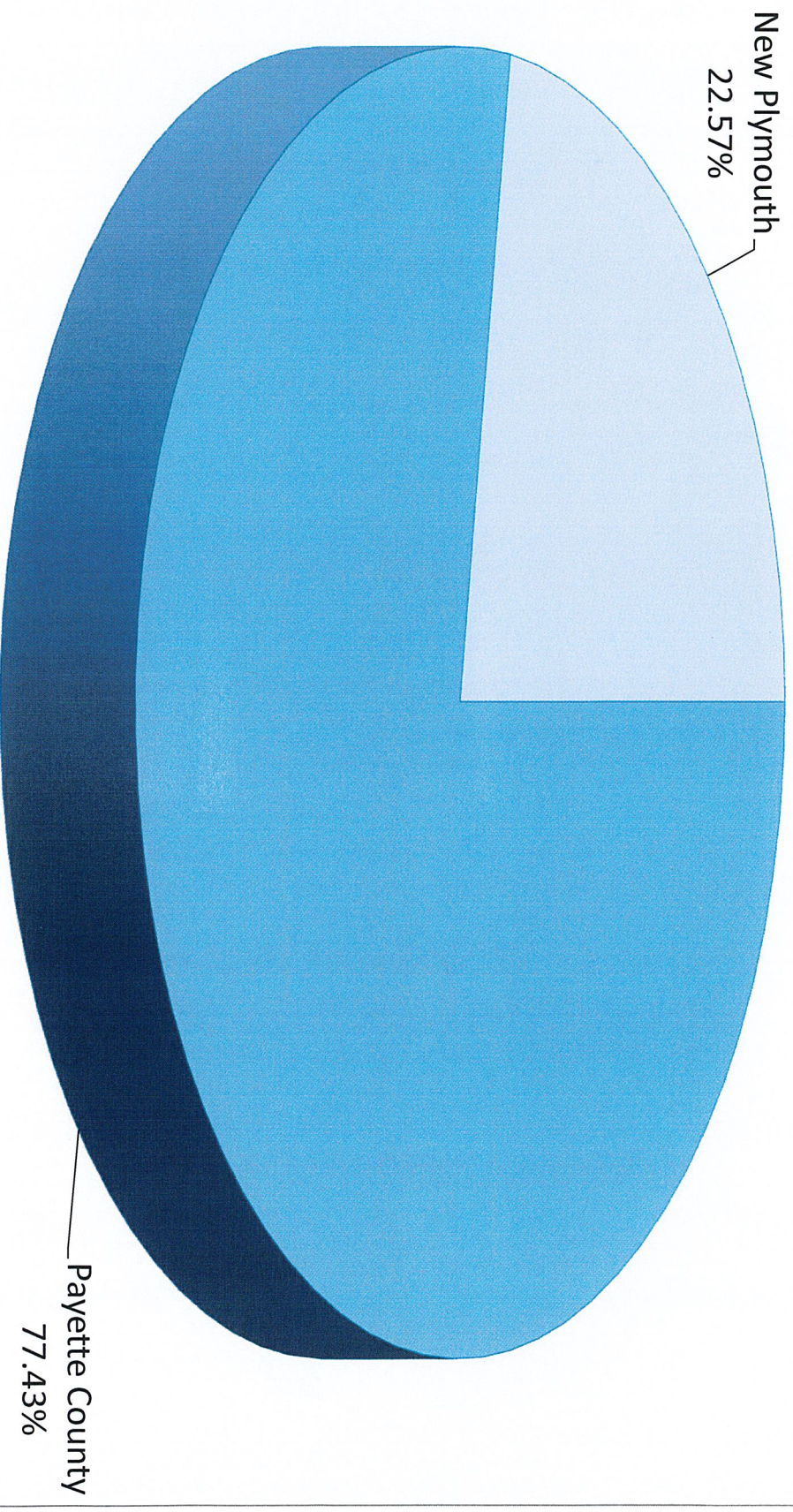
Number of Persons Arrested
3

Citation Violations
3

Time Distribution (in hours)

Patrol	565.08
Criminal	1.70
Non Criminal	6.51
Traffic	0.27
Total Hours	573.56

**PAYETTE COUNTY SHERIFF'S OFFICE
TIME DISTRIBUTION
AUGUST 2025**



Event Activity Analysis by Time

Date Reported: 08/01/2025 - 08/31/2025 | Grid: 11



PAYETTE COUNTY SHERIFF'S OFFICE
1130 3rd Ave North Rm #101
Payette, ID 83661
208-642-6006

Classification	HOUR																								Total
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
ANIMAL CALLS	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Other Animal Calls	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Aggravated Assault, Gun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
DAMAGED PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Damaged Property, Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
HARASSMENT	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Harassment, Other	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
JUVENILE PROBLEM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Juvenile Problem	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
LOST PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Lost Property	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
MENTAL SUBJECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	2
Mental Hold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Mental Subject	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
NON UCR REPORTABLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Non UCR Reportable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
OBSTRUCT JUSTICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Criminal Warrant Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
OBSTRUCT POLICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Evidence, Destroying	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
PERSON CRIMES	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Crimes Against Persons	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
PUBLIC PEACE	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Harassing Communication	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SUSPICIOUS ACTIVITY	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
Suspicious Activity	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
TRAFFIC ACCIDENT	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Traffic Accident, Vehicle Damage	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
TRAFFIC PROBLEM	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2
Traffic, Other	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2
TRESPASSING	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Trespassing, Private Property	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
WEAPONS OFFENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Possession Of Weapon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Total Events	0	0	0	0	0	0	0	0	1	1	3	2	2	2	1	0	2	0	4	2	0	0	2	0	22
Total Citation Violations:	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	1	0	3
Total Citations:	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	2

Call Analysis Report

8/1/2025 - 8/31/2025 | Grid: 11 NEW PLYMOUTH CITY LIMITS

Call No	Date	Type	Address	City, State	Call Taker
25015953	8/3/2025 9:13:30 AM	THEFT / COLD	150 W ASH ST	NEW PLYMOUTH, ID	JAKICHK
25015958	8/3/2025 11:06:40 AM	JUVENILE PROBLEM	211 W ASH ST	NEW PLYMOUTH, ID	JAKICHK
25016010	8/4/2025 12:12:06 PM	10-11 / DOG	280 SW Boulevard	NEW PLYMOUTH, ID	JAKICHK
25016026	8/4/2025 3:54:14 PM	JUVENILE PROBLEM	BLVD / HORSESHOE PARK	NEW PLYMOUTH	JAKICHK
25016062	8/4/2025 10:09:08 PM	TRAFFIC STOP	SW 1st Ave Sub Division	NEW PLYMOUTH	JAKICHK
25016128	8/5/2025 12:02:30 PM	VANDALISM / GRAFFITI	elm st	NEW PLYMOUTH	TAYLORA
25016155	8/5/2025 7:03:24 PM	CONSENSUAL CONTACT	301 N PLYMOUTH AVE	NEW PLYMOUTH, ID	CARTERC
25016169	8/5/2025 11:11:29 PM	INTOXICATED SUBJECT	elm st	NEW PLYMOUTH, ID	FRANKLIN
25016179	8/6/2025 8:56:00 AM	HARASSMENT	264 SW Locust St	NEW PLYMOUTH, ID	TAYLORA
25016220	8/6/2025 11:12:24 AM	PARKING PROBLEM	310 E Boulevard	NEW PLYMOUTH, ID	CARTERC
25016290	8/6/2025 7:11:52 PM	911 CALL/HANG UP	NP FAIRGROUNDS	NEW PLYMOUTH, ID	NETCHERC
25016298	8/7/2025 3:07:03 PM	FRAUD	211 WASH ST	NEW PLYMOUTH	NETCHERC
25016345	8/7/2025 5:27:34 PM	MEDICAL STANDBY	300 W Elm St	NEW PLYMOUTH, ID	NETCHERC
25016376	8/8/2025 10:21:14 AM	10-50 PD / PROP DAMAGE ACCIDENT	115 E IDAHO ST	NEW PLYMOUTH, ID	NETCHERC
25016378	8/8/2025 5:48:33 PM	MEDICAL STANDBY	300 W Elm St	NEW PLYMOUTH, ID	ALLISONC
25016390	8/8/2025 6:08:12 PM	TRAFFIC STOP	E Boulevard / FAIRGROUNDS	NEW PLYMOUTH, ID	NETCHERC
25016394	8/8/2025 8:49:50 PM	MEDICAL / MEDICAL TRANSPORT	310 East Boulevard	NEW PLYMOUTH, ID	JAKICHK
	8/8/2025 10:36:17 PM	TRAFFIC STOP	fairgrounds	NEW PLYMOUTH	JAKICHK
					BULLINGTONBA
25016426	8/9/2025 8:29:30 AM	PARKING PROBLEM	NP FAIRGROUNDS	NEW PLYMOUTH	ALLISONC
25016460	8/9/2025 5:23:11 PM	MEDICAL STANDBY	310 East Blvd	NEW PLYMOUTH	NETCHERC
25016492	8/9/2025 10:38:09 PM	MIP	127 N PLYMOUTH AVE	NEW PLYMOUTH, ID	FRANKLIN
25016501	8/9/2025 11:16:39 PM	NOISE COMPLAINT	127 N PLYMOUTH AVE	NEW PLYMOUTH, ID	TAYLORA
25016509	8/9/2025 11:45:35 PM	SECURITY CHECK	127 N PLYMOUTH AVE	NEW PLYMOUTH, ID	TAYLORA
25016520	8/10/2025 1:25:44 AM	MEDICAL / MEDICAL TRANSPORT	321 SE Avenue	NEW PLYMOUTH, ID	TAYLORA
25016541	8/10/2025 12:36:33 PM	TRAFFIC STOP	maple and plymouth	NEW PLYMOUTH, ID	TAYLORA
25016547	8/10/2025 11:29:38 PM	10-11 / DOG	306 E Park Ave	NEW PLYMOUTH	ALLISONC
25016600	8/11/2025 10:37:09 AM	VIN INSPECTION	800 Oregon Ave	NEW PLYMOUTH, ID	JAKICHK
25016618	8/11/2025 1:00:56 PM	TRAFFIC STOP	115 E IDAHO ST	NEW PLYMOUTH, ID	ALLISONC
25016662	8/11/2025 10:59:55 PM	SUICIDAL SUBJ / MENTAL HOLD	304 W Elm St	NEW PLYMOUTH, ID	JAKICHK
25016683	8/12/2025 9:47:21 AM	CIVIL DISPUTE / NEIGHBOR PROBLEM	143 SE Boulevard	NEW PLYMOUTH, ID	FRANKLIN
25016701	8/12/2025 12:19:51 PM	MEDICAL / MEDICAL TRANSPORT	101 Pleasant St	NEW PLYMOUTH, ID	CARTERC
25016706	8/12/2025 12:50:49 PM	TRAFFIC HAZARD	221 SW LOCUST ST	NEW PLYMOUTH, ID	ALLISONC
25016768	8/13/2025 10:46:05 AM	STALKING	150 W ASH ST	NEW PLYMOUTH, ID	NETCHERC
25016788	8/13/2025 2:52:59 PM	FOUND PROPERTY	301 N PLYMOUTH AVE	NEW PLYMOUTH, ID	CARTERC
25016844	8/14/2025 8:11:31 AM	TRAFFIC STOP	704 S PLYMOUTH AVE	NEW PLYMOUTH, ID	MARTINS
25016946	8/15/2025 2:15:45 PM	10-46 / MOTORIST ASSIST	115 E IDAHO ST	NEW PLYMOUTH, ID	CARTERC
25016967	8/15/2025 6:08:19 PM	NOISE COMPLAINT	211 W ASH ST	NEW PLYMOUTH, ID	NETCHERC
25017026	8/16/2025 9:43:15 AM	WFL EADE CURFOW	211 W ASH ST	NEW PLYMOUTH, ID	MARTINS
25017150	8/17/2025 9:51:10 PM	PUBLIC ASSIST	229 S East Blvd	NEW PLYMOUTH, ID	BULLINGTONBA
25017158	8/17/2025 11:07:36 PM	DISTURBANCE	211 W ASH ST	NEW PLYMOUTH, ID	JAKICHK
25017191	8/18/2025 11:23:11 AM	MISC CALL	NEW PLYMOUTH SUBSTATION	NEW PLYMOUTH	JAKICHK
25017288	8/19/2025 1:02:29 PM	FRAUD	102 N PLYMOUTH AVE / PILGRIM MARKET	NEW PLYMOUTH	JAKICHK
25017342	8/20/2025 7:38:04 AM	WELFARE CHECK	502 E Idaho St	NEW PLYMOUTH, ID	JAKICHK
25017411	8/20/2025 8:41:24 PM	PARKING PROBLEM	303 Walnut St	NEW PLYMOUTH, ID	TAYLORA
25017418	8/20/2025 9:56:42 PM	SUSP CIRCUMSTANCES	257 SW Locust St	NEW PLYMOUTH, ID	TAYLORA
25017445	8/21/2025 8:13:38 AM	TRAFFIC STOP	251 SW Boulevard	NEW PLYMOUTH, ID	CARTERC
Total Calls					71

Call No	Date	Type	Address	City, State	Call Taker
25017482	8/21/2025 2:29:18 PM	MEDICAL ALARM	204 E McKinley St	NEW PLYMOUTH, ID	MARTINS
25017504	8/21/2025 7:06:59 PM	JUVENILE PROBLEM	130 Myrtle St	NEW PLYMOUTH, ID	THORNSBERRY
25017537	8/22/2025 11:40:47 AM	TRESPASSING	130 N Plymouth Ave	NEW PLYMOUTH, ID	NETCHERC
25017543	8/22/2025 2:05:11 PM	10-16 / DOMESTIC DISTURBANCE	4736 SE 4th Ave	NEW PLYMOUTH, ID	MARTINS
25017572	8/22/2025 4:59:14 PM	MEDICAL STANDBY	704 S PLYMOUTH AVE	NEW PLYMOUTH, ID	BULLINGTONBA
25017599	8/22/2025 7:37:58 PM	MEDICAL / MEDICAL TRANSPORT	704 S PLYMOUTH AVE	NEW PLYMOUTH, ID	BULLINGTONBA
25017660	8/23/2025 2:04:44 PM	MISC CALL	411 Colton St	NEW PLYMOUTH, ID	NETCHERC
25017687	8/23/2025 6:08:19 PM	DISTURBANCE	313 N PLYMOUTH AVE	NEW PLYMOUTH, ID	BULLINGTONBA
25017747	8/23/2025 7:47:18 PM	MEDICAL / MEDICAL TRANSPORT	709 E Idaho St	NEW PLYMOUTH, ID	NETCHERC
25017756	8/24/2025 4:37:23 PM	ARREST	211 W ASH ST	NEW PLYMOUTH, ID	BULLINGTONBA
25017800	8/24/2025 7:56:43 PM	JUVENILE PROBLEM	301 N PLYMOUTH AVE	NEW PLYMOUTH, ID	THORNSBERRY
25017812	8/25/2025 11:55:49 AM	TRESPASSING	127 N PLYMOUTH AVE	NEW PLYMOUTH, ID	JAKICHK
25017880	8/25/2025 2:13:53 PM	WELFARE CHECK	222 N PLYMOUTH AVE	NEW PLYMOUTH, ID	ALLISONC
25017950	8/27/2025 9:48:45 AM	ALARM	442 N PLYMOUTH AVE	NEW PLYMOUTH, ID	CARTERK
25018004	8/27/2025 12:17:08 PM	DRIVING COMPLAINT/RECKLESS	113 E Boulevard	NEW PLYMOUTH, ID	ALLISONC
25018017	8/27/2025 2:32:05 PM	VIN INSPECTION	301 N PLYMOUTH AVE	NEW PLYMOUTH, ID	JAKICHK
25018098	8/28/2025 11:07:28 AM	MEDICAL / MEDICAL TRANSPORT	150 W ASH ST	NEW PLYMOUTH, ID	CARTERC
25018141	8/28/2025 5:50:56 PM	MEDICAL STANDBY	207 S PLYMOUTH AVE	NEW PLYMOUTH, ID	NETCHERC
25018178	8/29/2025 1:14:11 AM	SUSPICIOUS VEHICLE	229 W Park Ave	NEW PLYMOUTH, ID	TAYLORA
25018179	8/29/2025 7:34:45 AM	SUSP CIRCUMSTANCES	204 N PLYMOUTH AVE	NEW PLYMOUTH, ID	TAYLORA
25018222	8/29/2025 3:35:22 PM	MEDICAL ALARM	150 W ASH ST	NEW PLYMOUTH	NETCHERC
25018298	8/30/2025 10:09:50 AM	NOISE COMPLAINT	211 W ASH ST	NEW PLYMOUTH, ID	MARTINS
25018398	8/31/2025 7:09:08 PM	FAMILY PROBLEM	105 N PLYMOUTH AVE	NEW PLYMOUTH, ID	BULLINGTONBA
25018405	8/31/2025 9:05:22 PM	FI/FIELD INTERVIEW	np sub station	NEW PLYMOUTH	BULLINGTONBA

Total Calls: 71

REVENUE RECEIVED FOR AUGUST 2025

TOTAL FOR: SALAS, JUSTIN	\$128.25
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\$128.25

CITY OF NEW PLYMOUTH

ENGINEERING REPORT

October 6, 2025

Page 1 of 7

A. Water:

Bulk Water Station Replacement (City funding) – 2024

- The draft specifications and bidding documents for equipment procurement were sent to City on 5/15.
- A meeting was held on 5/23 with ACS for specs review related to City's SCADA system. City and ACS review comments are being addressed.
- Two bids were received on 7/9. Notice of Award issued to the low bidder, Flowpoint Environmental Systems Inc., in the amount of \$57,067.77 on 7/15/24.
- The Agreement for Supply of Equipment with Flowpoint Environmental Systems Inc., in the amount of \$57,067.77 has been City approved and signed.
- **Next steps:**
 - ☐ ~~Draft bidding documents and specifications for City review (May 2024)~~
 - ☐ ~~Final bidding documents and specifications (June 2024)~~
 - ☐ ~~Bidding for equipment procurement (June 2024)~~
 - ☐ ~~Award contract for equipment procurement (July 2024)~~
 - ☐ ~~City approval of Agreement for Supply of Equipment (Aug. 19, 2024)~~
 - ☐ ~~Review equipment submittals (Nov. 7, 2024)~~
 - ☐ ~~Equipment delivery (20 weeks per Agreement = Jan. 2025)~~
 - ☐ **Equipment installation by City (TBD 2025/26)**

SCADA System Upgrades (City funding) – 2025

- A meeting is scheduled with the SCADA consultant the week of 10/6 to determine required SCADA upgrades.

B. Sewer:

IPDES Discharge Permit

- Current NPDES permit expires 8/31/21. Re-application paperwork submitted to Idaho DEQ by 3/4/21.
- Draft IPDES re-application has been prepared.
- City submitted IPDES re-application to DEQ online.
- DEQ issued initial comments on the submittal, which were addressed.
- City submitted final IPDES re-application to DEQ on 3/30/21.
- **Next steps:**
 - ☐ **DEQ issues draft IPDES permit for public comment (DEQ queue, 2025?)**
 - ☐ **City reviews draft IPDES permit**
 - ☐ **DEQ issues final IPDES permit**

Irrigation Water Right for Lagoon Property (City funding) – 2023-2024

- The Application for Permit has been prepared and is ready for the Mayor's signature. A City check with the application fee of \$250 was attached to the application and mailed to IDWR.
- IDWR issued a letter dated 7/28/23 regarding legal notice they will publish and the period for application protest. They assigned Application for Permit No. 65-24251 to

this application.

- The City's 6-month extension request letter was mailed to IDWR on 10/3/23.
- Noble Ditch Company has been contacted to gather information required by IDWR.
- The additional information requested by IDWR was submitted on 10/20/23.
- IDWR issued the Permit Approval Notice on 11/1/23.
- The next step is to beneficially use the water and submit proof of beneficial use by 11/1/24. The proof of beneficial use documentation will be prepared in Summer 2024 during the irrigation season.
- A 2-year time extension request has been prepared for submittal to IDWR. This will allow the City until 11/1/26 to complete the proof of beneficial use documentation. IDWR recommends at least 12 months of water use operations during permit development. We recommend having IDWR complete the license examination, since it is much less expensive than hiring a CWRE.
- IDWR recommends asking for a 4-year extension rather than a 2-year. This would allow 5 years to develop the permit with an option of an additional 5 years.
- IDWR extension approval letter issued 12/10/24. Proof due date is now 11/1/28.
- **Next steps:**
 - **City to confirm/install measuring device and lockable controlling works (2025)**
 - **City to beneficially use the water and submit proof of beneficial use by 11/1/24 11/1/28. The proof of beneficial use documentation will be prepared in Summer 2024 2028 during the irrigation season. (Apr. – Oct. 2024 2028)**

Southwest Boulevard Sewer Extension (City funding) – 2024-2025

- The design topographic survey was completed on 4/19.
- The draft plans, specifications, and cost estimate were completed on 6/13.
- City review comments were received on 8/14 and comments were addressed.
- Plans and specification were submitted to DEQ on 8/16.
- DEQ approved the plans and specification on 8/30.
- **Next steps:**
 - ~~Draft plans, specifications, and cost estimate for City review (May-June 2024)~~
 - ~~City review of draft plans, specifications, and cost estimate (Aug. 2024)~~
 - ~~Final plans, specifications, and cost estimate (Aug. 2024)~~
 - ~~Submit plans and specifications for DEQ review (Aug. 2024)~~
 - ~~Address DEQ review comments, DEQ approval (Aug. 2024)~~
 - **The project is ready to move forward with bidding and construction when City budget allows (2025/26 bidding?)**

C. Streets:

Master Transportation Plan (MTP) Updates

- School Zone Safety Plan – completed and sent to School District and ITD for review and for City approval as MTP amendment.
- Capital Improvement Plan (CIP) and Asset Management Plan (AMP) – updates completed, CIP usually requires annual updates for funding applications.

Funding Application Opportunities

- **LHTAC Local Rural Highway Investment Program (LRHIP) Funding FY 2026**
 - City can submit only one application per year.
 - **Construction Projects (\$100K max)** – No federal requirements and no local match. Funds cannot be used for wages, engineering, or equipment. If funded, can't apply the next year (1-year hiatus). New Plymouth is eligible to

- apply for FY 2026.
 - The deadline for FY 2026 applications is December 5, 2024. Prepared E. Idaho St. next phase funding application and submitted to LHTAC. LRHIP Grant Fund Award issued for E. Idaho Street, Phase 4 (see LHTAC award list 3/13/25).
 - The City was funded for:
 - **FY2026 Construction – E. Idaho Street Reconstruction, Phase 4.**
 - FY2024 Construction – E. Idaho Street Reconstruction, Phase 3.
 - FY2017 Construction – E. Idaho Street Reconstruction, Phase 2.
 - FY2015 Construction – E. Idaho Street Reconstruction, Phase 1.
 - FY2012 Construction – S. Plymouth Ave.
 - Potential application options:
 - LRHIP Option 1 – E. Idaho Street Reconstruction, Phase 4
 - LRHIP Option 2 – Southwest Ave.
 - Other Options?
 - Sign Projects (\$30K max) – Includes sign replacement projects to bring warning and regulatory signs, sign posts, and pavement markings up to MUTCD standards. The City has sign upgrade needs. A Sign Project application was submitted in FY 2014 and New Plymouth was awarded a \$30,000 Signs Project grant.
 - Federal-Aid Match Construction Projects (\$100K max) – Can be used for match for a Federal-Aid project based on need or STP-Rural project.
- **ITD Local Transportation Grant Program (Idaho Strategic Initiatives) – Due Sept. 1, 2023**
 - This Grant Program is funded with one-time State General Funds recommended by the Governor and approved by the Legislature intended to facilitate local transportation projects.
 - All projects will be on public highways and streets.
 - Projects will be selected based on a competitive application from criteria developed by the Idaho Transportation Department. The Idaho Transportation Board will make the final project selection.
 - Funds will be transferred to the successful jurisdiction for project development and at the completion of bid ready project plans.
 - All project oversight and management will be the responsibility of the local highway agency.
 - Maximum grant award \$2M for rural projects.
 - Local highway agencies will be limited to a single grant award.
 - Eligible projects for the program include:
 - Mitigation of impacts of state highway projects on local roads, or
 - For economically significant local transportation projects that require the assistance of ITD to facilitate.
 - Projects for safety, capacity, pavement preservation, pavement restoration, expansion, roadway asset maintenance/replacement/ repair, and a bridge in fair or good condition that needs rehab work or replacement for some reason.
 - Not eligible: Local bridges (poor condition or restricted), pedestrian safety.
 - Potential application options:
 - Option 1 – Southwest Ave., Plymouth Ave. to west city limits on north side. Preliminary design already completed. Grant application was submitted to ITD.
- **LHTAC Child Pedestrian Safety (CPS) Program – Due June 8, 2022**
 - Maximum grant award \$250K. For 2022, \$10M of funding is available versus \$2M in 2021. Funding anticipated summer 2022.
 - No match required, but City is responsible for project admin. and design.

- Projects for maintenance of existing pedestrian facility or adjacent to an existing roadway. Examples include:
 - Paths/sidewalks along or adjacent to an existing roadway
 - Connecting sidewalks/paths between two terminal points
 - ADA ramps
 - Pedestrian crossing facilities across and existing roadway
 - Paving an existing pathway
- Project can be on local system, state system, or both systems.
- One application per Local Highway Jurisdiction.
- Applications are due June 8, 2022.
- Potential application options:
 - CPS Option 1 – S. Plymouth Ave. school pedestrian crossing improvements (currently in design phase).
 - CPS Option 2 – Pedestrian improvements along Southeast Ave./HWY 30 (southwest side) from park pathway to NPHS. Include sidewalk, streetlighting, and pedestrian crossing improvements. This Option was selected by the City in 2019 and the application was submitted to LHTAC.
 - CPS Option 3 – Pedestrian improvements along HWY 30 (east side) from Ash St. to Idaho St. Include sidewalk, streetlighting, and pedestrian crossing improvements.
- 2019 Application funding results – 11 projects totaling about \$2.1M were funded, the NP project was not funded. NP ranked 58 out of 65 applications this round.
- 2021 Application funding results – 8 projects totaling about \$2.0M were funded, the NP project was not funded. NP ranked 39 out of 60 applications this round.
- 2022 Application funding results – The LHTAC Council approved the rankings for the FY22 Children Pedestrian Safety Program on 7/14/22. 45 projects were funded, the NP project was funded in the amount of \$180,000. NP ranked 40 out of 79 applications this round. The LHTAC/Local agreement has been prepared for City approval. The LHTAC/Local agreement was submitted and LHTAC issued the funds to the City.
- **LHTAC Federal-Aid Incentive Program STP**
 - For Federal-Aid Highway Projects under the Surface Transportation Program – Local Rural (STP-Rural) Program.
 - Used on classified arterial or collector roadways. City received this funding for the E. Idaho/Holly Project.
 - Can be used for rehabilitation of existing roads, new construction (including curb, gutter, sidewalks, and drainage facilities), overlaying and chip sealing projects, etc.
 - Local match is 7.34%.
 - Update ITD Functional Classification Map to add Major Collectors. Functional Classification update request forms submitted to ITD on 7/8/25. ITD is reviewing these.
- **ITD Transportation Alternatives Program (TAP) – Due Jan. 20, 2022**
 - Strategic goals are mobility, safety, and economic opportunity.
 - TAP replaces previous Transportation Enhancements and Safe Routes to School programs.
 - Can be used for Infrastructure Projects or Non-Infrastructure Projects. The types of projects include pedestrian and bicycle facilities, projects to enhance access to public transportation, and Safe Routes to School educational projects.
 - For Infrastructure Projects, limit of federal funds is \$500,000 and local match

is 7.34%. Maximum award of \$1M for large project category.

- Application for next phase of Horseshoe Park Pathway with potential improvements on Southwest Ave. is underway.
- The application for the Phase 2 Pathway and Southwest Ave. improvements was submitted to ITD.
- ITD has listed this project on the DRAFT FY 2017 – 2021 IDAHO TRANSPORTATION INVESTMENT PROGRAM, which indicates the project is proposed to be funded in FY18-19.
- The project has been approved by Federal Highways for incorporation into the ITD State Transportation Improvement Program listed for FY 2019. The next step is the state/local agreement between ITD and the City.
- Application for Horseshoe Park Pathway, Phase 3 was submitted November 30, 2017.
- See attached TAP Scoring Committee Recommendations for the 2017/2018 application cycle. The New Plymouth project was not listed among the recommended projects.
- LHTAC has recommended applying for the previously designed pathway and Southwest Ave. sidewalk work that was not constructed in Phases 1 & 2.
- Draft TAP Applications for Phase 3 and Phase 4 Pathway Projects were submitted to LHTAC. Comments on the Draft TAP Applications were received from LHTAC on 12/16/19. LHTAC requires adjustments in the project costs. Please advise how City desires to proceed and whether City desires to amend the preliminary construction estimate and construction contingency amounts as well.
- Application period is open. Applications due Jan. 20, 2022.
- See 2022 TAP rankings sheet. The New Plymouth projects were listed among the funded projects for both Phase 3 and Phase 4, totaling \$1M federal funding.

Southwest Ave/SW 1st Ave Design (City funding) – 2023-2024

- Design of north side of Southwest Ave/SW 1st Ave. complete through draft plans. Topographic survey was completed previously and south side previously designed for TAP projects.
- Draft plans have been submitted to City for review.
- Additional survey for the portion from Southwest Blvd. to west city limits has been completed.
- Preliminary design plans for this portion were submitted on 2/2/24.
- **Next steps:**
 - ☒ Submit draft plans to City (Feb. 2024)
 - ☐ **Continue to apply for grant funds for project construction**

D. Parks & Pathways:

Horseshoe Park Pathway Projects, Phase 3 and Phase 4 (TAP Grant funding) – 2023-2025

- Per the ITD approved Idaho Transportation Investment Program (ITIP) for FY 2023 - FY 2029, design phase (PE) is scheduled for State FY 2024 (begins 7/1/23) and construction phase (CN) is scheduled for State FY 2025 (begins 7/1/24) per ITD ITIP.
- LHTAC sent a State-Local Agreement (SLA) for City review on 5/31/23. The SLA with attached Resolution was approved by the City and returned to LHTAC.
- **Next steps:**
 - ☒ Consultant selection from ITD term agreement list by City (Feb. 2024)

- ☐ ~~Project design and construction documents (2024)~~
- ☐ **Project bidding and construction (2025/26?)**

E. Developments/Subdivisions:

The Hamptons Subdivision (27 Lots)

- Pre-Application submittal was received by email on June 7, 2022.
- Pre-Application review memo issued on June 16.
- The Preliminary Plat has been submitted and review comments were issued on 8/18/22.
- The Development Agreement (DA) application has been submitted and review comments were issued on 8/18/22.
- Preliminary Plat re-submittal was received and Review 2 was issued 10/24/22.
- Preliminary Plat re-submittal was received and Review 3 was issued 11/1/22.
- Final Plat and Construction Plans submitted for engineering review on 2/5/24.
- Review meeting held with NP Public Works on 2/23/24.
- Final Plat and Construction Plans review letter issued 3/1/24. Developer is addressing review comments.
- Revised Construction Plans submitted 4/16/24 and revised Final Plat received 4/29/24.
- Final Plat and Construction Plans review letter with recommendation for approval issued 5/9/24.
- Pre-construction meeting was held on 8/22. Construction is underway and scheduled for completion Spring 2025.
- Interior paving is complete. Exterior Pine St. improvements are complete.
- Weeds have been mowed.
- **Final walkover was held on 9/18 and punch list items are being completed.**

Harvest Creek Subdivision No. 2 (28 Lots)

- Final Plat and Construction Plans submitted for engineering review on 3/12/24.
- Review meeting held with NP Public Works.
- Final Plat and Construction Plans review letter issued 4/2/24 and review addendum letter issued 4/11/24 on emergency access requirements.
- Review meeting held with City, Fire Chief, and developer's engineer on 4/19/24. Developer is addressing review comments.
- Revised Final Plat and Construction Plans received 7/9/24. Review 2 was issued 7/16/24.
- Revised Final Plat and Construction Plans received 8/7/24.
- Final Plat and Construction Plans review letter with recommendation for approval issued 8/13/24.
- Pre-construction meeting was held on 1/7/25.
- Construction submittals are in review.
- Construction is underway for sewer, water, and pressure irrigation.
- Construction is underway for joint trench utilities.
- Construction is underway for streets.
- Final walkover was held and punch list items are completed. Developer bonded for one street light pole on Myrtle St.
- **Final plat was signed by the City.**

Southwest Subdivision (2 Lots)

- Preliminary Plat submittal was received 8/20/24 with an updated Preliminary Plat dated 9/6/24.

- Preliminary Plat review comments were issued on 9/17/24.
- Preliminary Plat was approved by City Council on 11/4/24.

Good Lane East Subdivision (5 Lots)

- Pre-Application meeting held on 5/9/24.
- Pre-Application submittal was received 10/30/24 and review comments were issued on 11/5/24. Additional pre-application questions have been received and reviewed.
- Preliminary Plat submittal packet was received 1/23/25 and review comments were issued on 1/24/25.
- Preliminary Plat was approved by City Council on 4/7/25.

Pilgrims Cove Subdivision (6 Lots)

- Preliminary Plat submittal was received 10/30/24 and review comments were issued on 11/5/24.
- Preliminary Plat re-submittal was received 12/3/24 and Review 2 was issued 12/4/24.
- Preliminary Plat was approved by City Council on 2/18/25.
- Final Plat and Construction Plans received for engineering review on 4/15/25 and approved by City Council on 5/5/25.
- Construction is nearly complete, design engineer construction certification has been received. Power poles must be moved out of street per approved plans. Final Plat signature by City will be issued upon completion.