

New Plymouth City Council Meeting Minutes
MONDAY
July 21, 2025
6:00 P.M.
New Plymouth City Council Chambers

On the 21st of July 2025, the New Plymouth City Council meeting was called to order at 6:08 P.M.

Pledge of allegiance.

Roll call was taken with councilmembers Hughes, Evans, Martinez and Mayor Grace present. Councilmember Davis was absent.

Staff members in attendance were City Clerk Marianne Gatchell, City Treasurer Stephanie Johnson, Public Works Superintendent Beau Ziemer, City Engineer Andy Gehrke, and City Attorney Jill Holinka present.

July 7th, 2025, City Council Minutes, July 7th, 2025, Budget Workshop Minutes- **(Action Item)**
Councilmember Martinez moved to approve the minutes from July 7th, 2025, City Council Meeting & July 7th, 2025, Budget Workshop. Councilmember Evans seconded the motion. All in Favor. Motion carried.

Claim Approvals- **(Action Item)**

Councilmember Evans moved to approve the claims for July 21st, 2025. Councilmember Martinez seconded the motion. Roll call vote. All in Favor. Motion carried.

Citizen Comments

Virginia Barton- 205 W Canal St NP- Appreciates the posting of the city council packet on the website, as well as the monthly financials. Item from 3/17/25 training for staff, an explanation for why the city clerk & deputy clerk did not attend. This question was answered in her public records request, reason given was that this training opportunity was not geared for these two positions. Item from 3/17/25 the Comp Plan, will there be open houses & public involvement? Answered by City Clerk Marianne Gatchell, yes this will be decided by Elizabeth Allen & The P&Z Commissioners. Item from 5/22/25- the park/pathway trees, will this be happening? Answered by Public Works Superintendent Beau Ziemer, yes but our city code has specifics on what types of trees can be planted. Barton said they are people that want to donate. Comments on the Impact Fee & the County P&Z.

Penny Kovick- 4157 N.W. 1st Ave NP- Presented the council information regarding the tax assessment and what patrons pay towards the recreation department. She is concerned that the city of New Plymouth is not receiving enough from the recreation department. Penny was hoping that a member of the council would be willing to represent the city and help get more funds spent here in our city to improve our parks.

Mayor & Council Comments

Mayor Grace made the announcement that she is moving from the city of New Plymouth and will be resigning as Mayor effective 8/4/25. She plans on recommending Council President Ron Martinez for the interim Mayor. Mayor Grace said that over the last several months she has been training Ron for this transition. She knew that when she ran that this wasn't going to be a full 4-year commitment. She knew there were big things that she wanted to get accomplished. Those big things have been brought to light and corrected. The city staff has always been supported. Now with the hiring of our new city treasurer we have a full team, and we are in a good place. Moving forward from a great spot.

Councilmember Hughes wants to be sure we are making the right decisions moving forward for the city with appointing an interim mayor, that we are following all the rules.

Councilmember Evans asked the city attorney if there was a law about having an acting mayor in place, City

Attorney Jill Holinka said, no there was not, just that we must have a quorum. Evans said that maybe we don't rush to fill the mayor position. She would like to see it posted on the city website so that any interested persons be notified.

Councilmember Martinez said he is willing to put his name in the hat for the interim mayor position. He is happy there is an election this November, and that if he was voted by our council for the fill in it would only be a few months.

New Business

- a. Approve 3rd Quarter Financial Report - **(Action Item)** City Treasurer Stephanie Johnson said she was happy to provide the 3rd Quarter Financials for the council & public. At this time, we should be seeing 75% of both revenues and 75% of expenditures. She mentioned the goal is to always be saving leftover funds by moving them to our LGIP account where there is a higher interest rate.

Councilmember Martinez moved to approve the 3rd Quarter Financial Report. Councilmember Hughes seconded the motion. All in Favor. Motion carried.

- b. Approve FY2025-2026 Tentative Budget - **(Action Item)** Councilmember Hughes had some questions on the budget- professional services between the \$20,000 and the \$50,000, for a breakdown of what those items are. Councilmember Evans and Hughes asked how we are covering the deputy clerk's wages and benefits. Which things have changed from the budget workshop until now. The biggest changes were the sheriff cost; it came in a lot lower than expected. The Comp Plan was not originally in the budget at the workshop; it is now showing in the budget. Also, a question on the Hardin Contract increase. Once we get it approved, we will go from the city keeping 10% to keeping hopefully 20% as well as no longer paying for our two-garbage pickup invoices. This as well as when and if we increase the water rates those additional funds will just be added in throughout the year. Wage information is available on transparentidaho.com. The library only has \$500 for building repair, what happens if a big item needs to be repaired, how is that handled? The library building is owned by the city, so any big items i.e. roof, AC these types of things would be covered by the general fund. That line item is most likely for inside their building small repairs. Information was requested to clarify that the school will continue leasing throughout the next year.

Councilmember Evans moved to approve the Tentative Budget FY2025-26. Councilmember Martinez seconded the motion. All in favor. Motion carried.

- c. Pond 4 Lining Project- DEQ ARPA Grant Final Request for Reimbursement #7AP- **(Action Item)** City Engineer Andy Gehrke said the project has reached substantial completion, the seepage test report has been reviewed and approved by DEQ, they said the city can request the final 5% of grant funds that amount is \$24,937.00 and the total ARPA grant was \$498,739.00. The liquidated damages will be deducted from the final payment after the punch list items have been completed.

Councilmember Martinez moved to approve the Final Grant Request and allow the mayor to sign. Councilmember Hughes seconded. Roll call vote. Councilmember Hughes, yes. Councilmember Evans, yes. Councilmember Martinez, yes. Motion carried.

- d. Pond 4 Lining Project- Engineering Amendments No.1- **(Action Item)** City Engineer Andy Gehrke said this is for the additional time that was spent on the project as the contractor is past their completion date, they are well past a year at this point. This covers the additional cost of services performed by Heco. The liquidated damages will be approximately \$50,000.00, the cost for engineering is \$24,750.00, about half of the total of liquidated damages.

Councilmember Hughes moved to approve Amendment No.1 and allow the mayor to sign. Councilmember Evans seconded the motion. Roll call vote. Councilmember Hughes, yes. Councilmember Evans, yes. Councilmember Martinez, yes. Motion carried.

- e. Resolution 2025-05 Adjusting Hardin Sanitation Fee Rates- **(Action Item)** City Attorney Jill Holinka said this is the resolution from the rate increase previously approved by council.

Councilmember Hughes moved to approve Resolution 2025-05 Hardin Sanitation Fee Increase of 2.5% and allow the mayor to sign. Councilmember Martinez seconded the motion. Roll call vote. Councilmember Hughes, yes. Councilmember Evans, yes. Councilmember Martinez, yes. Motion carried.

Reports

1. Monthly Financial Report- Treasurer Stephanie Johnson said she is providing as much information as she can for full transparency. This is where our budget sits up to June. The goal is to see that the revenues are coming in equal to and above the expenditures. We will be receiving our tax revenue share shortly. Mayor and council thanked Stephanie for a wonderful report.
2. Payette County Sheriff Report- Mayor went over the report, it seems consistent. Mayor had a meeting with the Sheriff and county commissioners a few months back, they asked if we planned to project the need for more officers. This would increase the cost to our budget, at this time it didn't seem that it was warranted.
3. Engineering Status Report-Andy Gehrke mentioned that Tank 9 recoating project should be wrapped up this week. Final fill will be done this week. The quality was good, no issues.
4. Library Report-Great turn outs for the Summer Reading Program that coincided with the Special Olympics for all children's sports.

Adjournment

Councilmember Martinez moved to adjourn the meeting. Councilmember Evans seconded the motion. All in Favor. Motion carried.

The meeting adjourned at 7:33 P.M.

Approve:

Attest:

Lisa Grace, Mayor

Marianne Gatchell, City Clerk