

NEW PLYMOUTH CITY COUNCIL
Regular Meeting Agenda
November 3, 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 – October 20, 2025 (**Action Item**)
4. Approval of Payables (**Action Item**)
5. New Business –
 - a. Treasurers' 4th Quarter Financial Report- (**Action Item**)
 - b. Resolution 2025-09- Amendment to the City of New Plymouth
Personnel Policy-Vehicle Use Policy- Section 2- Exhibit A(**Action Item**)
6. Department Reports
 - a. Engineering Status Report
7. Citizen Comments- 3 Minutes Max Per Person- **See guidelines below**
8. Mayor & Council Comments – 3 Minutes Per Person
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. Questions will not be answered by the council at this 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 29, 2025, by: Marianne Gatchell

City of New Plymouth Council Meeting

October 20, 2025

The New Plymouth City Council held a regular meeting at 215 N Plymouth Ave, New Plymouth, Idaho.

Mayor Ron Martinez called the meeting to order at 6:00p.m.

Mayor led the **Pledge of Allegiance**

Council Present: Councilor Josh Davis, Council-President Suzanne Evans, Councilor Wayde James, Councilor Michael Hughes – Tardy.

Council by Zoom: None

Council Absent:

Staff Present: Marianne Gatchell- City Clerk, Stephanie Johnson – Treasurer, Melanie Cope – Librarian, Andy Gehrke – City Engineer, Jill Holinka - City Attorney (by phone for executive session)

Staff Absent: Beau Ziemer – Superintendent of Public Works

Public Present: Virginia Barton, Toni Blacketter, Suzanna Culpepper, Jane Brandel, Cora Kurth, Judith Weiss, Michael Ware, Shellie Wilson

Declaration of Conflicts of Interest: None

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

Approval of Minutes – Council-President Evans **MOVED TO APPROVE THE MINUTES OF OCTOBER 2, 2025 AMENDING TO STRIKE THE COMMENTS MADE BY MAYOR MARTINEZ IN REGARDS TO ENDORSING A CANDIDATE FOR MAYOR.** Seconded by Councilor James. **Motion carried by voice vote.**

Approval of Payables – Council-President Evans **MOVED TO APPROVE THE PAYABLES OF \$65,858.08.** Seconded by Councilor Davis. **Motion carried by voice vote.**

COMMENTS FROM THE PUBLIC: None.

ELECTED OFFICIALS:

COUNCIL: Councilor Davis thanked Clerk Gatchell in regards to getting the Mayor and Council a copy of the Agreement between the Payette County Sheriff Dept and the City of New Plymouth.

MAYOR: None

NEW BUSINESS:

City Clerk Gatchell requested approval of the Special Events Permit. Councilor Davis **MOVED TO APPROVE THE SPECIAL EVENTS PERMIT FOR THE KIWANIS TRUNK OR TREAT, OCTOBER 31, 2025** Seconded by Council-President Evans. **Motion carried by voice vote.**

Mayor Martinez requested approval for City Leaf Day. Council-President Evans **MOVED TO APPROVE THE DATE OF NOVEMBER 8, 2025 FOR CITY LEAF DAY.** Seconded by Councilor Davis. **Motion carried by voice vote.**

October 20, 2025

Mayor Martinez requested approval of the Waterwheel Proposal. Councilor Evans **MOVED TO APPROVE THE WATERWHEEL PROPOSAL**. Council-President Evans seconded the motion. **Motion carried by voice vote**

Councilor Davis **MOVED TO GO INTO EXECUTIVE SESSION IN REGARDS TO 74-206 (1)(F)-(F) TO COMMUNICATE WITH LEGAL COUNSEL FOR THE PUBLIC AGENCY TO DISCUSS THE LEGAL RAMIFICATIONS OF AND LEGAL OPTIONS FOR PENDING LITIGATION, OR CONTROVERSIES NOT YET BEING LITIGATED BUT IMMINENTLY LIKELY TO BE LITIGATED**. Seconded by Councilor James. **Roll Call Vote – Council President Evans – AYE, Councilor Davis- AYE, Councilor Hughes – AYE, Councilor James – AYE. 4 – AYES, 0 – NAYS. Motion Carried.**

City Council went into Executive session at 6:25pm.

Councilor Davis **MOVED TO ADJOURN THE EXECUTIVE SESSION**. Seconded by Councilor James. **Roll Call Vote – Council President Evans – AYE, Councilor Davis- AYE, Councilor Hughes – AYE, Councilor James – AYE. 4 – AYES, 0 – NAYS. Motion carried by voice vote.**

City Council left Executive session at 7:00pm.

No action was to be taken.

DEPARTMENT/ ACTIVITY REPORTS

- A. Payette County Sheriff** – Gave report
- B. Clerk** – Marianne Gatchell – No report
- C. Library** – Melanie Cope, Director– Gave report
- D. Treasurer** – Stephanie Johnson – Gave report
- F. Public Works** – Beau Ziemer – No report
- G. Engineer** – Andy Gehrke – No report

Councilor Davis **MOVED TO ADJOURN**. Seconded by Councilor Hughes. **Motion Carried.**

Meeting Adjourned 7:11 p.m.

Mayor Ron Martinez

Marianne Gatchell, City Clerk

City of New Plymouth Quarterly Financial Report
4th Quarter: July 1, 2025 - September 30, 2025
For the Fiscal Year Ended

FUND	Budget Appropriation	Personnel Services	Operating Expenses	Capital Outlay	TOTAL	Percentage of Appropriations
General	\$ 579,944.00	\$ 110,456.70	\$ 361,532.32	\$ 17,000.00	\$ 488,989.02	84%
Streets	\$ 1,368,858.00	\$ 109,163.23	\$ 80,809.39	\$ 242,221.11	\$ 432,193.73	32%
Library	\$ 72,498.00	\$ 35,414.84	\$ 24,635.22		\$ 60,050.06	83%
Parks	\$ 95,608.00	\$ 32,535.85	\$ 20,285.59	\$ 40,640.38	\$ 93,461.82	98%
Irrigation	\$ 20,500.00	\$ 9,462.09	\$ 8,128.22		\$ 17,590.31	86%
Sewer	\$ 973,759.00	\$ 206,538.04	\$ 155,538.38	\$ 56,796.31	\$ 418,872.73	43%
Water	\$ 1,517,500.00	\$ 213,144.93	\$ 274,572.10	\$ 301,386.01	\$ 789,103.04	52%
Sanitation	\$ 122,000.00		\$ 118,188.35		\$ 118,188.35	97%
Total	\$ 4,750,667.00	\$ 716,715.68	\$ 1,043,689.57	\$ 658,043.81	\$ 2,418,449.06	51%

FUND	Budget Appropriation	Revenue Received	TOTAL	Percentage of Appropriations
General	\$ 579,944.00	\$ 627,794.69	\$ 627,794.69	108%
Streets	\$ 1,368,858.00	\$ 444,893.22	\$ 444,893.22	33%
Library	\$ 72,498.00	\$ 98,976.85	\$ 98,976.85	137%
Parks	\$ 95,608.00	\$ 108,118.68	\$ 108,118.68	113%
Irrigation	\$ 20,500.00	\$ 18,021.14	\$ 18,021.14	88%
Sewer	\$ 973,759.00	\$ 450,053.74	\$ 450,053.74	46%
Water	\$ 1,517,500.00	\$ 671,266.96	\$ 671,266.96	44%
Sanitation	\$ 122,000.00	\$ 136,114.19	\$ 136,114.19	112%
Total	\$ 4,750,667.00	\$ 2,555,239.47	\$ 2,555,239.47	54%

Citizens are invited to inspect the detailed supporting records of the above financial statement.

Stephanie Johnson
New Plymouth City Treasurer



Office of the Treasurer

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

(208) 278-5338
www.npidaho.com

October 29, 2025

Mayor, City Council:

I am requesting a **MOTION** to approve the 4th Quarter Financial Report and to instruct that it be published on our website as per what is required by law.

Attached is the Report for your review.

Respectfully,

Stephanie Johnson
Treasurer
City of New Plymouth

Resolution No. 2025-09

A RESOLUTION OF THE CITY OF NEW PLYMOUTH AMENDING APPENDIX B, SECTION 2 (VEHICLE USE) OF THE NEW PLYMOUTH CITY PERSONNEL POLICY; DECLARING ANY RESOLUTIONS, ORDERS, OR PARTS THEREOF IN CONFLICT ARE HEREBY REPEALED, RESCINDED, AND ANNULLED; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City of New Plymouth has previously adopted a Personnel Policy (the “Policy”), which Policy includes a vehicle use policy that is attached to the Policy as Appendix B (the “Vehicle Use Policy”); and

WHEREAS, the City desires to amend Section 2 of the Vehicle Use Policy by (i) requiring that all City owned or leased vehicles be parked at the Public Works shop at the end of each business day with keys left in a designated area; (ii) prohibiting personal use of such vehicles; (iii) providing for limited personal use of City owned or leased vehicles by on-call employees; (iv) providing for mileage reimbursement to on-call employees who use a personal vehicle during on-call periods; and (v) making other minor adjustments; and

WHEREAS, the Mayor and City council deem it expedient and in the best interest of the public to amend the Vehicle Use Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW PLYMOUTH, PAYETTE COUNTY, IDAHO, AS FOLLOWS:

Section 1: The City Council hereby adopts and approves the amendments to Section 2 of the Vehicle Use Policy attached as Exhibit A hereto. All other provisions of the Vehicle Use Policy as previously adopted shall remain in full force and effect.

Section 2: All resolutions, orders, or parts thereof, in conflict herewith are hereby repealed, rescinded, and annulled.

Section 3: This Resolution shall be in full force and take effect upon adoption and approval by the City Council of the City of New Plymouth.

Adopted and approved by the City Council of the City of New Plymouth this ____ day of _____, 20 ____.

Ron Martinez, Mayor

Attest:

Marianne Gatchell, City Clerk

EXHIBIT A
AMENDMENTS TO NEW PLYMOUTH CITY PERSONNEL POLICY
APPENDIX B (VEHICLE USE POLICY)
SECTION 2

2. Use

- A. Vehicles owned or leased by the City of New Plymouth are to be used for the functions of the City. ~~Personal use or any other type of use must be authorized in writing by the Mayor and subject to IRS reporting.~~
- B. The New Plymouth City Council is entrusted with the care and keeping of the City owned or leased vehicles and may assign that responsibility to an office, department, or employee.
- C. ~~Some employees may be assigned a vehicle that is driven home; such personal use, if allowed, shall be a taxable benefit unless specifically exempt by IRS regulation.~~ Except as provided herein, City owned or leased vehicles are required to be parked and securely locked at the City Public Works shop at the end of each business day. Keys must be placed in the designated area at the City Public Works shop daily. A City public works employee who is on-call on weekends may drive a City owned or leased vehicle home for the weekend they are on-call. Personal use (i.e., anything other than driving between home and a work site) of the City owned or leased vehicle during the weekend the employee is on-call is prohibited.
- D. Employees must be authorized by their supervisor to operate a City of New Plymouth owned or leased vehicle.
- E. Driving any vehicles over 26,000 gross vehicle weight, ~~B~~buses, and ~~V~~yans over 15 passengers require a commercial driver's license (CDL) with appropriate endorsements and medical certificate in accordance with Federal ~~R~~egulations.
- F. Personal Vehicles on City Business: Employees who driver their personal vehicles on City business are subject to the requirements of this policy including:
 - 1) Maintaining auto liability insurance with minimum state limits. The employee's insurance is considered by Idaho law to be primary before the City's insurance.
 - 2) Providing proof of liability insurance to the Clerk's Office on an annual basis.
 - 3) Maintain vehicle in a safe operating condition when driven on City business.
- G. On-Call Mileage Reimbursement: Employees who are designated as "on-call" and are required to respond to work-related emergencies or assignments outside of their regular work hours may be eligible for mileage reimbursement when using a personal vehicle, subject to the conditions below:
 - 1) Eligibility Criteria:

- a. The travel must be from the employee's residence to a temporary work location (not the employee's regular duty station).
- b. The employee must be formally designated as on-call by their supervisor or department head.
- c. The travel must occur outside of the employee's scheduled work hours and be in direct response to a City-authorized call-out.
- d. The employee must not receive other compensation (e.g., a vehicle stipend) that covers personal vehicle use.

2) Reimbursement Guidelines:

- a. Reimbursement will be calculated using the IRS standard mileage rate in effect at the time of travel.
- b. Employees must submit a mileage reimbursement form within ten (10) business days of the on-call event, including:
 - i. Date and time of call-out;
 - ii. Purpose of travel;
 - iii. Origin and destination; and
 - iv. Total miles traveled.
- c. The City reserves the right to verify and approve mileage claims prior to reimbursement.

3) Limitations:

- a. Travel from home to the employee's regular worksite is considered commuting and is not reimbursable, even if the employee is on-call.
- b. Reimbursement is limited to actual miles driven in response to the call-out and does not include personal errands or detours.

CITY OF NEW PLYMOUTH

ENGINEERING REPORT

November 3, 2025

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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 was held with the SCADA consultant on 10/16 to discuss required SCADA upgrades to replace obsolete equipment and to make necessary updates to the capital improvement plan for system safety and reliability.**

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, 2026?)**
- ☐ **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 11/1/28. The proof of beneficial use documentation will be prepared in Summer 2024 during the irrigation season. (Apr. – Oct. 2024)**

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 2027**
 - 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 not

- eligible to apply for FY 2027 since FY2026 funds were awarded.
- The deadline for FY 2027 applications is December 2, 2025.
- 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. A Sign Project application was submitted in FY 2014 and New Plymouth was awarded a \$30,000 Signs Project grant. Eligible for signs in FY27.
- Transportation Plans (\$30K for updates) – Funds are to be used to hire a licensed consulting engineer or transportation planner to update an original Transportation Plan that is over 10 years old.
- 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 an 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. 15, 2026**
 - 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.
- The New Plymouth projects were listed among the funded projects for both Phase 3 and Phase 4, totaling \$1M federal funding.
- **Application period is open. Applications due Jan. 15, 2026. After bids are opened for Phases 3 and 4 in Nov., the City can decide whether to submit an application for an additional phase of the overall project.**

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 complete. Final plat was signed by the City.**

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.