

NEW PLYMOUTH CITY COUNCIL  
Regular Meeting Agenda  
December 15, 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 – December 1, 2025 (**Action Item**)
4. Approval of Payables (**Action Item**)
5. **Public Hearing (Action Item)**
  - A. Vacate Aspen Street
    1. Staff Presentation – Beau Ziemer – Public Works Superintendent
    2. Owner Presentation – Neil & Janet Sung – 901 S. Plymouth Ave
    3. Public Comments
    4. Close of Public Hearing
    5. Decision of Public Hearing
6. **New Business**
  - A. Accept the 2025 General City Election Canvassed Results -Stephanie Johnson, Treasurer (**Action Item**)
  - B. Approval of Alcohol Licenses – EZ Mart, Lowell Mini Mart, Family Dollar, The Club, Pilgrim Market – Stephanie Johnson, Treasurer (**Action Item**)
  - C. The status of Co-Op Park and who owns that parcel of land – Council President Evans (**Discussion only**)
7. **Department Reports**
  - A. Clerk/Building/P & Z – Marianne Gatchell, Clerk/Planning & Zoning Administrator
  - B. Treasurer – Stephanie Johnson, Treasurer
  - C. Library – Melanie Cope, Director
  - D. Public Works – Beau Ziemer, Public Works Superintendent
  - E. Engineer – Andy Gehrke – HECO Engineering
8. **Citizen Comments** (3 Minutes Max Per Person)

This time is reserved for public comments to the City Council on non-agenda items. Council will not answer questions, and it is not for testimony on public hearings or pending applications.
9. **Mayor & Council Comments** (3 Minutes Per Person)
10. **Executive Session (Action Item)**

74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student.

74-206(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. The mere presence of legal counsel at an executive session does not satisfy this requirement
11. **Decision of Executive Session (Action Item)**
12. **Adjournment (Action Item)**

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 (208) 278-5338

Posted December 12, 2025, by: Stephanie Johnson

City of New Plymouth Council Meeting

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December 1, 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 Michael Hughes, Councilor Wayde James

**Council by Phone:** None

**Council Absent:** None

**Staff Present:** Stephanie Johnson – Treasurer, Melanie Cope – Librarian, Public Works Superintendent – Beau Ziemer, Andy Gehrke – City Engineer

**Staff by Phone:** Jill Holinka – City Attorney

**Staff Absent:** Marianne Gatchell- City Clerk

**Public Present:** Ginny Barton, Robin Cusma, Suzanna Culpepper, Debbie Mills-Smith, Cora Kurth, Kurt Folke, Jane Brandel, Penny Kovick, Greg Evans, Chief Joseph Wyatt, Toni Blacketter, Judith Weiss, Teri E. Barber, Susan Lasuen, Michael Ware

**Declaration of Conflicts of Interest:** None

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

Approval of Minutes – Councilor James **MOVED TO APPROVE THE MINUTES OF NOVEMBER 17, 2025.** Seconded by Council-President Evans. **Motion carried by voice vote.**

Approval of Payables – Council-President Evans **MOVED TO APPROVE THE PAYABLES OF \$44,287.74.** Seconded by Councilor Davis. **Motion carried by voice vote.**

**NEW BUSINESS:**

- A. Susan Lasuen presented the III-A Annual Report to the Council. No action was necessary.
- B. Kurt Folke – Quest CPA presented the FY24-2025 Audit Report for the city. Councilor Davis **MOVED TO ACCEPT THE FY24-2025 AUDIT.** Seconded by Councilor James. **Motion carried by voice vote.**
- C. NP Fire Chief Joseph Wyatt gave a report on the conditions of the Double Diamond and requested that the city deem it a Dangerous Building. Councilor Hughes **MOVED TO DEEM THE PROPERTY KNOWN AS THE DOUBLE DIAMOND AS A DANGEROUS BUILDING NEEDING TO BE DEMOLISHED AND REMOVED AS SOON AS THE REQUIRED INVESTIGATIONS HAVE GIVEN THE OK TO DO SO.** Seconded by Councilor James. **Motion carried by voice vote.**
- D. Annual Ham & Turkey for the Staff & P&Z Commissioners. Councilor Davis **MOVED TO APPROVE TO PURCHASE HAM OR TURKEYS FOR STAFF & P&Z COMMISSIONERS, LIBRARY BOARD AND COUNCIL.** Seconded by Councilor Hughes. **Motion carried by voice vote.**



December 1, 2025

- E. Annual Christmas Bonus for Staff. Councilor Davis **MOVED TO APPROVE THE ANNUAL CHRISTMAS BONUS OF \$100 FOR EACH CITY STAFF MEMBER.** Seconded by Councilor Hughes **Motion carried by voice vote.**
- F. ORDINANCE 432. AN ORDINANCE OF THE CITY OF NEW PLYMOUTH, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING NEW PLYMOUTH CITY CODE TITLE 11 ("ZONING"), CHAPTER 1 ("THE ZONING ACT"), SECTION 3 ("PURPOSE") AND SECTION 4 ("JURISIDICITION"); CHAPTER 4 (GENERAL ZONING PROVISIONS"), SECTION 14 ("ACCESSORY BUILDINGS"), AND REPEALING SECTION 18 ("CONDITIONAL USES"); PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLASUE; AUTHORIZING PUBLICATION BY SUMMARY; AND PROVIDING AN EFFECTIVE DATE. – Stephanie Johnson, Treasurer  
Councilor Davis **MOVED TO APPROVE ORDINANCE NO. 432 AND DISPENSE WITH THE RULE REQUIRING ORDINANCES TO BE READ ON THREE SEPARATE DAYS AND ONE IN FULL, AND THAT THE ORDINANCE BE READ ONCE BY TITLE ONLY.** Seconded by Councilor **Roll call vote. COUNCIL- PRESIDENT EVANS – AYE, COUNCILOR DAVIS – AYE, COUNCILOR HUGHES – AYE, COUNCILOR JAMES – AYE. AYES – 4, NAYS – 0. Motion carried.**
- Councilor Davis **MOVED TO ACCEPT THE FIRST AND ONLY READING OF ORDINANCE NO. 432, DIRECT THE MAYOR TO SIGN, AND HAVE THE ORDINANCE PUBLISHED IN SUMMARY.** Seconded by Councilor Hughes. **Roll call vote. COUNCIL- PRESIDENT EVANS – AYE, COUNCILOR DAVIS – AYE, COUNCILOR HUGHES – AYE, COUNCILOR JAMES – AYE. AYES – 4, NAYS – 0. Motion carried.**
- G. Councilor Hughes **MOVED TO APPROVE THE CITY COUNCIL MEETING DATES FOR 2026.** Seconded by Council-President. **Motion carried by voice vote.**

#### **DEPARTMENT/ ACTIVITY REPORTS**

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

#### **ELECTED OFFICIALS:**

**COUNCIL:** Council-President Evans asked Counselor Holinka for clarification on who could put items on the agenda.

**MAYOR:** Mayor Martinez presented a certificate to Kelly Sarich in appreciation of her efforts in creating a food pantry for the community of New Plymouth.

City of New Plymouth Council Meeting

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December 1, 2025

Mayor Martinez presented a medal to Council-President Evans in gratitude of her services as a veteran.

**COMMENTS FROM THE PUBLIC:** Several community members gave their gratitude to the New Plymouth Rural Fire Protection District in theirs as well as other area fire agencies response to the fire that occurred the previous week.

Ginny Barton requested that Council look into having a downtown reconstruction & historical design policy.

Council-President Evans **MOVED TO ADJOURN**. Seconded by Councilor James. **Motion Carried by voice vote.**

**Meeting Adjourned 7:43p.m.**

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Mayor Ron Martinez

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Stephanie Johnson, City Treasurer

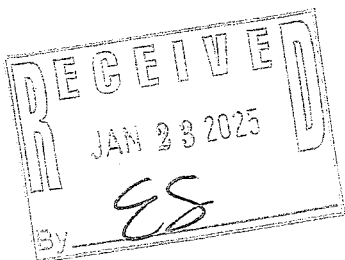
**NOTICE OF PUBLIC HEARING  
CITY OF NEW PLYMOUTH, IDAHO**

NOTICE IS HEREBY GIVEN that the New Plymouth City Council will hold a public hearing on **Monday, December 15, 2025, at 6:00 p.m.**, in City Council Chambers, located at 215 N. Plymouth Ave., New Plymouth, ID, to hear the following:

An application by Neil and Janet Sung 901 S Plymouth Ave New Plymouth, ID for the Vacation of Aspen St. which is generally described as the SW  $\frac{1}{4}$  of the NE  $\frac{1}{4}$  of Section 9, T. 7 N., R. 4 W., B. M. Payette County Idaho.

Individuals wishing to provide testimony are invited to attend. Written comments will be accepted until 12:00 p.m. on December 10, 2025, and may be delivered to City Hall or emailed to [clerk@npidaho.com](mailto:clerk@npidaho.com). Persons requiring special accommodations to participate in the hearing should contact the City Clerk by Thursday, December 11, 2025. For more information, call (208) 278-5338.

Marianne Gatchell  
City Clerk/Planning & Zoning Administrator  
(Publish: November 24, 2025 & December 1, 2025)



PAID

JAN 23 2025

BY: ES cash

**CITY OF NEW PLYMOUTH  
VACATION APPLICATION FORM  
PETITION FOR VACATION OF RIGHT-OF-WAY  
AND/OR EASEMENT**

This petition is provided to assist in preparation of a request to vacate a right-of-way or easement which provides certain rights to individual land-owners or to the public in general. It is the petitioner's responsibility to comply with the provision of law which govern the vacation of property interests encompassed by this application. This applicant is also responsible for payment of fees related to this vacation application

Date: 1/10/25Applicant Name: Neil and Janet SangWork Phone: 480 307 4204Street Address: 901 S. Plymouth AveHome Phone: 480 307 4204Mailing Address: New Plymouth, ID  
(same)

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**FILING CAPACITY:**

- ☒ 1) Recorded property owner as of 11/10/2022  
Date
- \_\_\_\_\_ 2) Purchasing (Under Contract as of \_\_\_\_\_  
Date
- \_\_\_\_\_ 3) The Lessee, as of \_\_\_\_\_  
Date
- \_\_\_\_\_ 4) The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application.)
- 

Each application for Vacation must include the following (please attach):

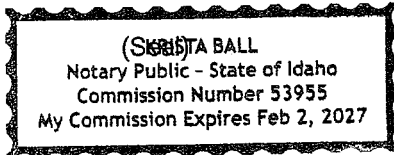
1. ☒ A legal description of the land or interest proposed to be vacated. The legal description must be approved by a licensed land surveyor or licensed Title Company in the State of Idaho, whose seal and signature must be affixed to the submitted description.
2. A statement explaining the purpose of the proposed vacation request including a review of possible effects on adjoining landowners if the request is granted.
3. A map of the area affected by the vacation request showing relevant landmarks, subdivision boundaries, public rights-of-way and other features of the landscape which might affect the request.
4. The names and mailing addresses of all current landowners, as show by the public record, within three hundred feet (300') of the external boundaries of the area to be vacated. The names and addresses must be typed or printed legibly. These names can be obtained with the assistance of the Payette County Assessor's Office, located at the Payette County Courthouse in Payette, Idaho.

5. Fees Dues: The application fee is \$25 and will be collected at the time of application. The applicant will be responsible for all mailing and publishing fees associated with this application. An invoice will be mailed to the applicant and must be paid before the request will be placed on the agenda.
6. Public notice will be posted, by the City, in the Idaho Press Tribune ~~Independent Enterprise~~ at least twice prior to the hearing.
7. All exhibits presented will need to be identified at the meeting, will be entered into the record, and retained in the file.

**NOTE:** The applicant or a representative must be at the meeting representing this proposal or the application will not be heard. The applicant will be responsible for costs in re-noticing the public hearing.

CERTIFICATION: Neil Sung, being duly sworn, deposes and says that he/she is the applicant in this application and knows the contents thereof to be true to his/her knowledge.

Signed: [Signature]  
Subscribed and sworn to me this 22 day of January, 2025.



Krista Ball  
Notary Public of Idaho  
Residing at: Nampa, ID  
My commission expires: 2-2-2027

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: Neil Sung  
Address: 901 S. Plymuth Ave.  
New Plymouth, ID 83655  
Phone #: 480 307 4204  
Signed by owner: [Signature]

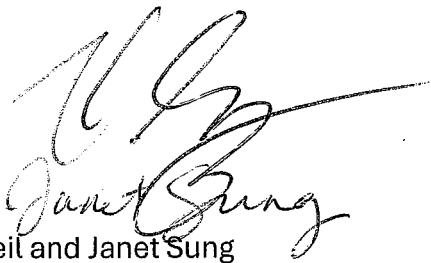
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1/23/2025

Dear New Plymouth City Council,

As discussed at a previous city meeting, we are asking the city to vacate "Aspen street" that is no longer actively in use except by us and our neighbors, and dead ends into our property. Since the meeting with have met with a surveyor and our neighbors, Connie and Mike Carroll, to create boundary lines and an easement for the vacation of the street. Attached is the survey, and the application completed to the best of our ability. Connie and Mike and indicated they we be happy to attend the next meeting in which this situation is discussed. Please let us know if there is any more information that is needed.

Thank you,



Janet Sung

Neil and Janet Sung

901 S Plymouth Ave

480-307-4204



Neil & Janet Sung  
901 S Plymouth Ave  
New Plymouth, ID 83655  
neilsung@gmail.com

October 09, 2025

**To:**  
City Council  
City of New Plymouth

**Re:** Request for Street Vacation – Aspen Street

Dear Members of the City Council,

We are writing to request the vacation of the unused portion of Aspen Street adjoining our property at 901 S Plymouth Ave.

When we purchased our home approximately five years ago, we were unaware that a portion of our backyard—including our sprinkler system and landscaping—was located on what was technically an old city street. The area appeared to be part of the residential lot at the time of purchase, and the prior owner had long maintained it as such. Once we learned of the issue, we began working with the City of New Plymouth to find an appropriate solution and have continued to do so in good faith.

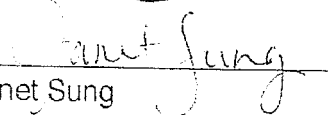
The section of Aspen Street in question has not been used or maintained by the public for many years. Since purchasing our home, we have continued to maintain the area, including weeding and snow removal, often with the help of our neighbor. In cooperation with that adjoining property owner, we also worked together to draft new boundary lines that include a large easement to ensure they have continued access to their property.

This portion of Aspen Street currently dead-ends at our property line and does not provide access to the New Plymouth School District or any other property. Vacating it would simply bring the property boundaries into alignment with long-standing use and would not impact access or use for adjoining property owners, including the Carrolls or the School District.

We greatly appreciate the City's time, patience, and guidance throughout this process and respectfully ask for your approval of this request. Please let us know if any additional information is needed.

Sincerely,

  
\_\_\_\_\_  
Neil Sung

  
\_\_\_\_\_  
Janet Sung

Physical Characteristics

Style: 44 Post 1980 > 1701 Sq Ft  
Occupancy: Single family - Owner  
Story Height: 1.0  
Finished Area: 7616  
Attic: None  
Basement: 1/4

ACCOMMODATION  
Finished Rooms 11  
Bedrooms 6  
Family Rooms 1  
HEATING AND AIR CONDITIONING  
Primary Heat: Forced hot air-gas  
Lower Full Part  
/Bsmt 1 Upper Upper  
Air Cond 1131 5393 1092 0

PLUMBING  
4 Fixt. Baths 1 4  
3 Fixt. Baths 3 9  
Kit Sink 1 1  
Water Heat 1 1  
TOTAL 15

REMODELING AND MODERNIZATION  
Amount Date

ROOFING  
Material: Comp sh heavy  
Type: Gable  
Framing: Std for class  
Pitch: Not available

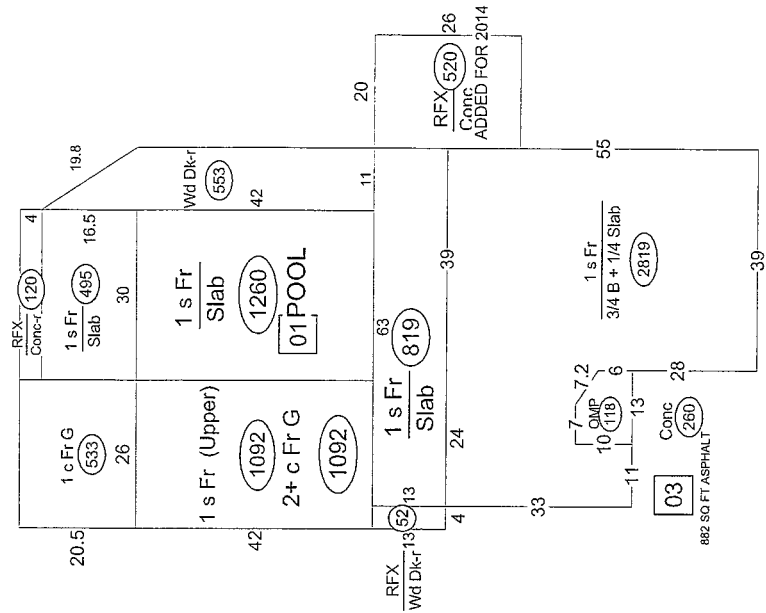
FLOORING  
Slab B  
Sub and Joists 1.0, 2.0  
Base Allowance B, 1.0, 2.0

EXTERIOR COVER  
Brick 1.0  
Hardboard 1.0  
Wood siding 2.0

INTERIOR FINISH  
Drywall 1.0, 2.0

Tax ID 0034350000

Printed 02/12/2025



Special Features

Description  
D : Remod 2016  
1s Outside masonry chimney,  
Masonry fireplace

Summary of Improvements

ID	USE	Story Height	Const Type	Grade	Year Cons	E/ff Year	Cond	Size or Area
D	DWELL	0.00		Fair	1968	1984	AV	7616
G01	ATTGAR	0.00	1				AV	26x 42
G02	ATTGAR	0.00	1				AV	21x 26
01	POOL	8.00	6	Fair	2003	2003	AV	540
03	PAV	0.00		Avg	2006	2006	AV	882



SUNG NEIL  
901 S PLYMOUTH AVE  
NEW PLYMOUTH, ID 83655  
HARVEY SUB TAX 560 IN LTS 6 & 7 SEC  
9-7--4

Neighborhood Number  
50030

Neighborhood Name  
NP3 WILLIAMS & HARVEY SUBS.

Property Class  
541 541 Res Impr on Cat 20

TAXING DISTRICT INFORMATION

Jurisdiction Name  
Payette

Area  
001

District  
002-00

Census Tract  
0

Site Description

Topography

Public Utilities

Street or Road

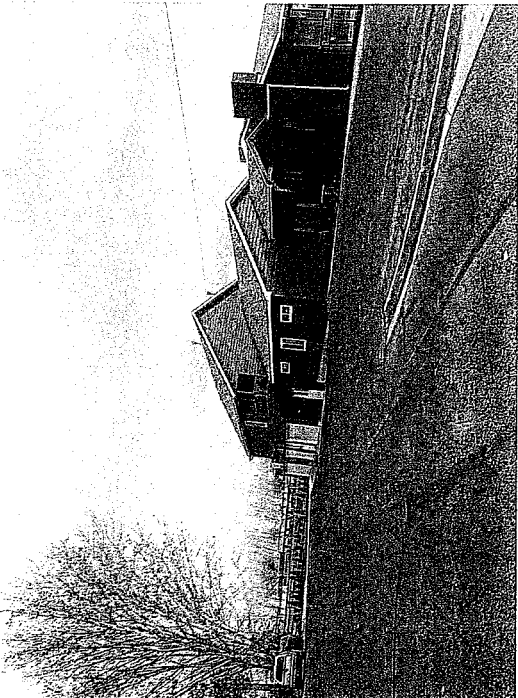
Neighborhood

Zoning:

Legal Acres:  
1.2261

Transfer of Ownership

Valuation Record					
Assessment Year	2021	2022	2023	2024	2024
Reason for Change	01- Revaluat	01- Revaluat	01- Revaluat	01- Revaluat	01- Revaluat
MARKET VALUE	L I T	76501 807782 884283	185001 943115 1128116	185001 932120 1117121	205001 830641 1035642
				205001 723586 928587	



Land Size			
Land Type	Rating, Soil ID - or - Actual Frontage	Acreage - or - Effective Frontage	Square Feet - or - Effective Depth
City Lot Excess AcreageExcess Acreage		0.2261	





Job No. 2020-093

J.B.F.

6-17-20

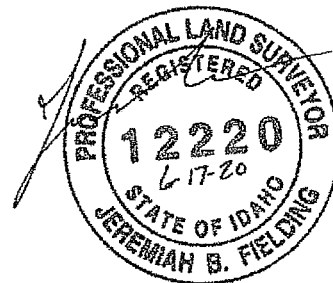
BOUNDARY DESCRIPTION  
FOR  
NEIL SUNG

Parcel A

All of Lots 6 and 7, Block 1, Harvey Subdivision and part of the Southwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$ , Section 9, Township 7 North, Range 4 West of the Boise Meridian, City of New Plymouth, County of Payette, Idaho as described as follows:

Beginning at the Southwest corner of Lot 7, Block 1, Harvey Subdivision and running thence N00°07'42"W 183.93 feet to the Northwest corner of Lot 6 of said Block 1; thence S89°45'32"E 260.04 feet to the Northeast corner of said Lot 6; thence N19°12'47"E 52.87 feet along the East line of Harvey Subdivision; thence S75°09'07"E 11.75 feet; thence S01°29'51"W 230.39 feet; thence N89°53'10"W 282.36 feet to the Point of Beginning.

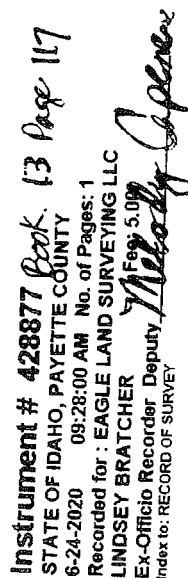
Parcel contains 53,280 square feet or 1.22 acres, more or less.



RECORDER'S CERTIFICATE  
book 13 page 117

428877

2020

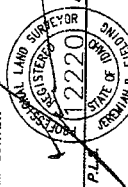


**Narrative:**

- [illegible]

# SURVEYOR'S CERTIFICATE

I, JEREMIAH B. FIELDING, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, LICENSED BY THE STATE OF IDAHO, AND THAT THIS MAP HAS BEEN PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION, AND THAT THIS MAP IS AN ACCURATE REPRESENTATION OF SAID SURVEY.



YEREMIAH B. FELDING, P.L.E.  
7770  
6-24-20  
IDAHOO LICENSE NO. 122280

**EAGLE LAND SURVEYING, LLC.**

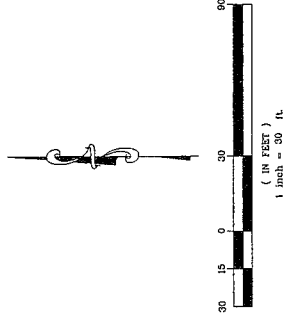
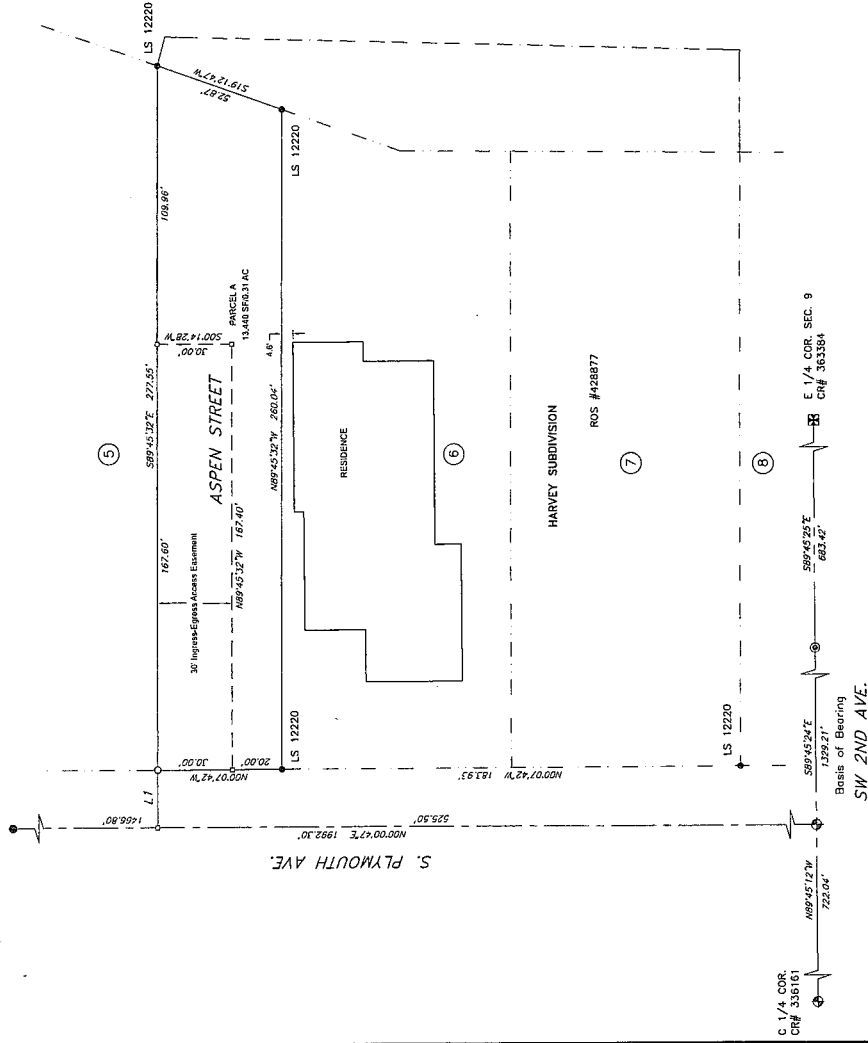
1/4 COR. SEC. B  
C.P. & F. 363384

INDEX # 744-9-4-1-00-0000

DATE:	8-17-70	PROJECT:	20-049	SHEET	1	OF	1
ADMIN. BY:	JAF						
CHECK BY:	JAF	CALCULATED AND ALL NOTES REVISIONS					

RECORDER'S CERTIFICATE

RECORD OF SURVEY-ASPEN STREET VACATION  
THAT IS LOCATED IN THE HARVEY SUBDIVISION  
PART OF THE NE 1/4 OF SECTION 9, T. 7 N., R. 4 W., B.M.  
CITY OF NEW PLYMOUTH, PAYETTE COUNTY, IDAHO  
2024



LEGEND

- Found Railroad Spike
- Found Aluminum Cap
- Found Brass Cap
- Found 5/8" rebar
- Found 1/2" rebar
- Calculated Point
- Set 1/2" rebar with cap labeled "PLS 12220"
- Centerline
- Boundary Line
- Platted Lot Line
- Section Line
- Easement Line
- Property Line

SURVEYOR'S CERTIFICATE

I, JEREMIAH B. FIELDING, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF IDAHO AND THAT THIS MAP WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION, AND THAT THIS MAP IS AN ACCURATE REPRESENTATION OF SAID SURVEY.



JEREMIAH B. FIELDING, P.L.S. IDAHO LICENSE NO. 12220

EAGLE LAND SURVEYING, LLC  
100 W. MAIN ST. SUITE 200  
(208) 861-7515, fax 208-861-7516  
www.eaglesurveying.com

SEC. 9, T. 7 N., R. 4 W., B.M.
DRAWN BY: JBF
CHECKED BY: JBF
DATE: 12-17-24
PROJECT: 24-167
SHEET: 1 OF 1

NOTES AND NARRATIVE:

- See Record of Survey No. 428877 and Harvey Subdivision for additional survey information.
- This map was prepared at the request of Neil Sung as part of an application with the City of New Plymouth to vacate Aspen Street.
- I found and hold the monuments shown on Record of Survey No. 428877 for the overall boundary.

INDEX #744-9-1-3-1-03-15



Job No. 2024-167

JBK

12-17-24

**BOUNDARY DESCRIPTION  
FOR  
NEIL SUNG**

**VACATION OF ASPEN STREET**

All of Aspen Street as shown on the Harvey Subdivision plat that is located in the Southwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 9, Township 7 North, Range 4 West of the Boise Meridian, Payette County, Idaho described as:

Beginning at a found  $\frac{1}{2}$ " rebar marking the Northwest corner of Lot 6, Harvey Subdivision that is located in the Southwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 9, Township 7 North, Range 5 West of the Boise Meridian, Payette County, Idaho and running thence  $N00^{\circ}07'42''W$  50.00 feet to the Southwest corner of Lot 5, Harvey Subdivision; thence  $S89^{\circ}45'32''E$  277.55 feet along the South line of said Lot 5 to the Southeast corner of said Lot 5; thence  $S19^{\circ}12'47''W$  52.87 feet to the Northeast corner of Lot 6, Harvey Subdivision; thence  $N89^{\circ}45'32''W$  260.04 feet along the North line of said Lot 6 to the Point of Beginning.

Parcel contains 13,440 square feet or 0.31 acres, more or less.





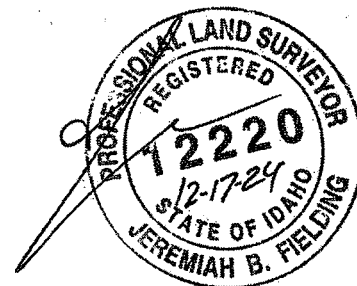
Job No. 2024-167  
JBF  
12-17-24

**BOUNDARY DESCRIPTION  
FOR  
NEIL SUNG**

**30-Foot Ingress-Egress Access Easement**

A 30-Foot Ingress-Egress Access Easement being part of the Southwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 9, Township 7 North, Range 4 West of the Boise Meridian, Payette County, Idaho described as:

Beginning at the Southwest corner of Lot 5, Harvey Subdivision that is located in the Southwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 9, Township 7 North, Range 5 West of the Boise Meridian, Payette County, Idaho and running thence S89°45'32"E 167.60 feet along the South line of said Lot 5; thence S00°14'28"W 30.00 feet; thence N89°45'32"W 167.40 feet; thence N00°07'42"W 30.00 feet to the Point of Beginning.





**Instrument # 429587**

PAYETTE COUNTY  
2020-07-24 01:30:18 PM No. of Pages: 2  
Recorded for: PIONEER TITLE COMPANY OF PAYET  
LINDSEY BRATCHER Fee: \$15.00  
Ex-Officio Recorder Deputy Christine Poe  
Index To: QUITCLAIM DEED  
Electronically Recorded by Simplifile

ELECTRONICALLY RECORDED-DO NOT  
REMOVE THE COUNTY STAMPED FIRST  
PAGE AS IT IS NOW INCORPORATED AS  
PART OF THE ORIGINAL DOCUMENT

**QUITCLAIM DEED**

For Value Received

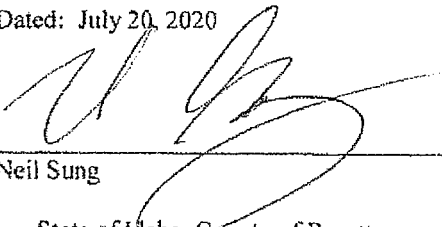
Neil Sung, a married man as his sole and separate property  
do hereby convey, release, remise and forever quit claim unto

Neil Sung, a married man as his sole and separate property  
whose address is 901 South Plymouth Avenue New Plymouth, ID 83655

the following described premises, to-wit:

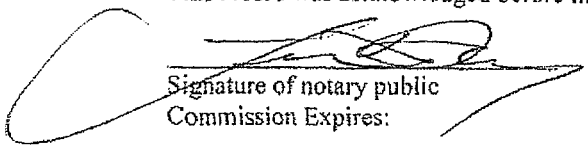
See attached Exhibit A  
together with their appurtenances.

Dated: July 20, 2020

  
\_\_\_\_\_  
Neil Sung

State of Idaho, County of Payette

This record was acknowledged before me on July 24<sup>th</sup> 2020 by Neil Sung.

  
\_\_\_\_\_  
Signature of notary public  
Commission Expires:

Residing: Payette, Idaho  
Commission Exp. 8/2/2023

LINDSI DAY  
COMMISSION #20170203  
NOTARY PUBLIC  
STATE OF IDAHO



# NEW PLYMOUTH --- SCHOOL DISTRICT ---

**BOARD OF TRUSTEES**  
Lane Austin-Chairman  
Dani Rollins-Vice Chairman  
Doug Rupp  
Jared Kovick  
Shannon Mendive

222 N. Plymouth Avenue  
Suite A  
P.O. Box 249  
New Plymouth, Idaho 83655  
Telephone: (208) 278-5740  
Fax: (208) 278-3069

Wade Wilson  
*Superintendent*  
Susan Hally  
*Human Resource Administrator*  
Shannon Reece  
*Business Manager / Clerk*  
Amber Cable  
*Secretary / Acct. Payable*

November 17, 2025

Marianne Gatchell  
City Clerk/P&Z Administrator  
City of New Plymouth  
215 N. Plymouth Avenue  
New Plymouth, ID 83655

Dear Mrs. Gatchell,

On November 10<sup>th</sup> I was notified by Beau Ziemer, Public Works Director for the City of New Plymouth, that the City is considering a request from a property owner to vacate Aspen Street. Upon notification, I immediately went with Mr. Ziemer to evaluate the location and request. While we were there, I had an opportunity to visit with one of the two property owners along Aspen Street.

I certainly understand the position of the property owners who are affected by Aspen Street. I understand the desire to ensure the street does not become another busy street that provides access to the New Plymouth Middle School campus. I also understand the impact it could have on the property owners if the street is widened to accommodate vehicle travel.

That said, however, my role as the Superintendent of Schools is to represent the interests of public property (schools), our schools and their campuses, and represent considerations that are in the best interest of the district, our schools, and the community.

Although we do not currently have a plan for developing the piece of school property at the end of Aspen Street, at least one that would require access to the property using the street, it does not mean that a plan for development will not be considered at some point in the future. It could be ten years, twenty years, thirty years, or even more, but it is certainly possible as New Plymouth continues to grow or as needs change within the district. Therefore, it is my duty to object to the City of New Plymouth vacating Aspen Street. I believe it would be a huge mistake for the District to reduce means of potential access to any of our district facilities or grounds.

I believe final consideration for an official position by the Board of Trustees for the New Plymouth School District is required. And since I was provided November 17<sup>th</sup> as my deadline to object, please consider this my notice of objection. The Board of Trustees does not meet again until Monday, December 8<sup>th</sup>, and I am happy to present the condition to the Board for consideration at that time. Please let me know if I should ask to have the topic added to the Board Agenda in December for an official position from the Board.

Exemplary Education Through Community & School



# NEW PLYMOUTH

## --- SCHOOL DISTRICT ---

**BOARD OF TRUSTEES**  
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*Business Manager / Clerk*  
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*Secretary / Acct. Payable*

December 9, 2025

Marianne Gatchell  
City Clerk/P&Z Administrator  
City of New Plymouth  
215 N. Plymouth Avenue  
New Plymouth, ID 83655

Dear Mrs. Gatchell,

On Monday, December 8, 2025, the Board of Trustees for the New Plymouth School District held their regularly scheduled monthly meeting. Under **New Business**, Agenda item #1, the Board discussed the notice that the district received on November 10, 2025, that the City of New Plymouth would be considering a request from property owners for the City to Vacate Aspen Street.

After discussing the issue, the board voted unanimously to formally Object to the City of New Plymouth Vacating Aspen Street.

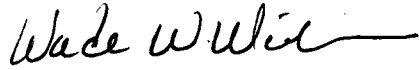
The district recognizes the position of the property owners who are impacted by the street. However, as those entrusted by New Plymouth patrons to represent the interest of students, the schools, and the school district, the Trustees could not support a condition that may negatively impact school property or future use of the west side of the New Plymouth Middle School campus. Although the district, at this time, does not have a set plan for future use of the part of the campus that is most directly impacted by Aspen Street, the Trustees discussed the following reasons for their objections:

1. Future expansion of the middle school may require additional access points to the west side of the NPMS campus.
2. Eliminating the designated street could have a negative impact on the value or future development of the west side of the school campus.
3. It does not make sense to limit potential means of access to any part of school property.
4. It is not in the long-term best interest of the community to create conditions that limit potential access to any school grounds or facilities.

Again, the Board of Trustees recognizes and understands the position of the property owners who may be impacted by the status of Aspen Street. However, it is the Board's duty to protect the interest and future needs of the schools within the district.

Thank you for accepting the district's comments and please let me know if I can answer any questions or provide assistance in any other way.

Respectfully,

A handwritten signature in black ink, appearing to read "Wade Wilson", followed by a horizontal flourish line.

Wade Wilson, Superintendent



*Office of the Clerk*

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

(208) 278-5338  
(208) 278-5338 Fax  
[www.npidaho.com](http://www.npidaho.com)

November 10, 2025

Connie & Mike Carroll  
833 S Plymouth Ave  
New Plymouth, ID 83655

Re: Vacate of Aspen St

Dear Connie & Mike Carroll,

Please see the attached Vacate of Aspen St. Application. As the adjoining property owners, you are being notified of this application request. Pursuant to Idaho Code §50-1321, consent of the adjoining property owners is required before the City can vacate any part of a public street or right-of-way that has been duly accepted and recorded as part of a plat. If you are satisfied with this application and have no objections, please sign below and return your consent to me on or before 11/17/2025. If you do have objections, please respond in writing by any of the following means: email to [clerk@npidaho.com](mailto:clerk@npidaho.com), by mail to P.O. Box 158, New Plymouth ID 83655, or in person by delivering your objection directly to city hall. Please submit any objections on or before 11/17/2025. The City Council will hear public comment on the proposed vacation at its regularly scheduled meeting on 12/15/2025, at which time you may provide comments on the application.

If you have any questions, please contact me at 208-278-5338.

Respectfully,

*Marianne Gatchell*

Marianne Gatchell

City Clerk/P&Z Administrator  
City of New Plymouth

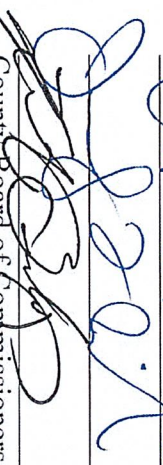

CONSENT: I have had the opportunity to review the application to vacate a portion of Aspen Street, located in the City of New Plymouth, and as an adjoining property owner I hereby consent to the vacation in accordance with Idaho law.

Signed: *Connie Carroll* *Michael L Carroll*  
Print Name: *Connie Carroll* *Michael L Carroll*  
Date: *11-13-25*



STATE OF IDAHO  
COUNTY OF PAYETTE  
} ss.

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election did convene on November 10, 2025, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the candidates and/or questions as they appeared at the election held on November 4, 2025, as shown by the records now on file in the County Clerk's office.

  
County Board of Commissioners  
Attest:   
Lindsey Bratcher - County Clerk

STATE OF IDAHO  
COUNTY OF PAYETTE  
} ss.

I, Lindsey Bratcher, County Clerk of said county and state, do hereby certify that the attached is a full, true and complete copy of the abstract of votes for the issues therein named as shown by the record of the Board of Canvassers filed in my office this 10<sup>th</sup> day of November, 2025.

  
Lindsey Bratcher - County Clerk



New Plymouth Mayor  
 Vote For 1

	Suzanna Culpepper NON	Tyson James Flannery NON	Over Votes	Under Votes	Total Registered Voters	Total Votes Cast
P 008	84	156	0	7	2,072	240
P 009	22	41	0	1	1,477	63
P 010	12	21	0	0	239	33
Contest Total	118	218	0	8	3,788	336

**City of New Plymouth  
Liquor License Application**

Year 2026

**Please bring a copy of your State and County Licenses with your completed Application**

State of Idaho License # 1P-64

Payette County License # 17

Beer X

Beer X

Wine X

Wine X

Liquor \_\_\_\_\_

Liquor \_\_\_\_\_

**Retail**

Application is hereby made for: (Please Mark Appropriate Boxes Below)

- ☐ LIQUOR – Consumption on premise
- ☐ WINE – On premise separate from Liquor
- ☐ WINE – Consumption ON premise
- ☒ WINE – Consumption OFF premise
- ☐ BEER – Consumption ON premise
- ☒ BEER – Consumption OFF premise

Name of Applicant (S) TONI EVANS ZIEMER

Years of Residency in State of Idaho 71

Name of Business EZ MART

Mailing Address of Business PO BOX 97 New Plymouth ID 83655

Location of Premise 313 N. Plymouth AVE

If Applicant is a Partnership, the Names, Addresses, and Years of Residency in Idaho for all partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Manager if different than Applicant BEAU ZIEMER

Address of Manager 4332 NW 1st AVE New Plymouth ID 83655

Years of Residency in Idaho 49

Signature Toni Evans Title owner

Ziemer Date 12-8-2025

Date Approved by Council \_\_\_\_\_

Date Issued \_\_\_\_\_

\_\_\_\_\_  
Clerk/Treasurer



**City of New Plymouth  
Liquor License Application**

Year \_\_\_\_\_

**Please bring a copy of your State and County Licenses with your completed Application**

State of Idaho License # 1037

Payette County License # 1070

Beer X

Beer X

Wine X

Wine X

Liquor \_\_\_\_\_

Liquor \_\_\_\_\_

Retail

Application is hereby made for: (Please Mark Appropriate Boxes Below)

- ☐ LIQUOR – Consumption on premise
- ☐ WINE – On premise separate from Liquor
- ☐ WINE – Consumption ON premise
- ☒ WINE – Consumption OFF premise
- ☐ BEER – Consumption ON premise
- ☒ BEER – Consumption OFF premise

Name of Applicant (S) Xar Walizada

Years of Residency in State of Idaho \_\_\_\_\_

Name of Business Lowell Mini Mart

Mailing Address of Business 102' SE Ave

Location of Premise \_\_\_\_\_

If Applicant is a Partnership, the Names, Addresses, and Years of Residency in Idaho for all partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Manager if different than Applicant Xar Walizada

Address of Manager 131 SE Blvd New Plymouth, ID, 83655

Years of Residency in Idaho \_\_\_\_\_

Signature [Signature] Title \_\_\_\_\_

Date 12.10.2025

Date Approved by Council \_\_\_\_\_

Date Issued \_\_\_\_\_

\_\_\_\_\_  
Clerk/Treasurer

**City of New Plymouth  
Liquor License Application**

Year 2026

**Please bring a copy of your State and County Licenses with your completed Application**

State of Idaho License # 1983

Payette County License # 23

Beer X

Wine X

Liquor X

Beer X

Wine X

Liquor X

Retail

Application is hereby made for: (Please Mark Appropriate Boxes Below)

☒ LIQUOR – Consumption on premise

☒ WINE – On premise separate from Liquor

☒ WINE – Consumption ON premise

☒ WINE – Consumption OFF premise

☒ BEER – Consumption ON premise

☒ BEER – Consumption OFF premise

Name of Applicant (S) Heidi Clement

Years of Residency in State of Idaho 43

Name of Business The Club New Plymouth

Mailing Address of Business PO BOX 264 N.P. ID 83655

Location of Premise 109 N. Plymouth Ave. N.P. ID 83655

If Applicant is a Partnership, the Names, Addresses, and Years of Residency in Idaho for all partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Manager if different than Applicant \_\_\_\_\_

Address of Manager \_\_\_\_\_

Years of Residency in Idaho \_\_\_\_\_

Signature [Signature] Title Owner

Date 12/10/25

Date Approved by Council \_\_\_\_\_

Date Issued \_\_\_\_\_

\_\_\_\_\_  
Clerk/Treasurer



**City of New Plymouth  
Liquor License Application**

Year 2026

**Please bring a copy of your State and County Licenses with your completed Application**

State of Idaho License # 1906

Payette County License # 25

Beer X

Beer X

Wine X

Wine X

Liquor \_\_\_\_\_

Liquor \_\_\_\_\_

Retail

Application is hereby made for: (Please Mark Appropriate Boxes Below)

- ☐ LIQUOR – Consumption on premise
- ☐ WINE – On premise separate from Liquor
- ☐ WINE – Consumption ON premise
- ☒ WINE – Consumption OFF premise
- ☐ BEER – Consumption ON premise
- ☒ BEER – Consumption OFF premise

Name of Applicant (S) Cy Ziemer

Years of Residency in State of Idaho 4

Name of Business Wild Z LLC DBA: Pilgrim Market

Mailing Address of Business PO Box 538 New Plymouth, ID 83655

Location of Premise 102 N. Plymouth Ave New Plymouth, ID 83655

If Applicant is a Partnership, the Names, Addresses, and Years of Residency in Idaho for all partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Manager if different than Applicant N/A

Address of Manager \_\_\_\_\_

Years of Residency in Idaho \_\_\_\_\_

Signature Cy Ziemer Title owner

Date 12/9/25

Date Approved by Council \_\_\_\_\_

Date Issued \_\_\_\_\_

\_\_\_\_\_  
Clerk/Treasurer

**N5480032015A : PAYETTE  
VALLEY SUPPLY INC**

Zoo...

The parcel number is N5480032015A

Owner 1: Payette Valley Supply Inc

Owner 2: -

Address: 101 N Plymouth Ave, New Plymouth

Legal Description:

Acres: LOTS 15 & 16, BLK 32 NEW PLYMOUTH  
ORIGINAL STORE

**Taxing Districts:**

**Tax Code Areas:** 0020000

**City:** NEW PLYMOUTH

**Fire:** NEW PLYMOUTH FIRE

**Highway:** PAYETTE COUNTY ROAD & BRIDGE

**Library:**

**School:** NEW PLYMOUTH SCHOOL #372

**Sewer & Water:**



# City of New Plymouth

## Monthly Financial Report

NOVEMBER 2025

OUR CASH...		
Account Balances		
<b>1-GENERAL FUND</b>		
Cash	\$	301,752.91
Investments	\$	306,406.25
<b>2-STREET FUND</b>		
Cash	\$	90,837.84
Investments	\$	236,794.67
<b>3-LIBRARY FUND</b>		
Cash	\$	108,492.20
Investments	\$	51,618.71
<b>6-PARK &amp; RECREATION FUND</b>		
Cash	\$	71,671.15
Investments	\$	118,925.45
<b>24-IRRIGATION WATER</b>		
Cash	\$	2,590.06
Investments	\$	603.19
<b>26- SEWER</b>		
Cash	\$	194,364.27
Investments	\$	158,241.33
<b>27-WATER FUND</b>		
Cash	\$	19,287.62
Investments	\$	982,322.03
<b>30- SANITATION</b>		
Cash	\$	187,126.15
Investments	\$	9,771.36

BUDGET VS. ACTUAL YEAR TO DATE			
<b>GENERAL FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>579,979.00</b>	
Revenues to date	\$	47,540.27	8%
Expenitures to date	\$	47,885.49	8%
<b>STREET FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>1,388,464.00</b>	
Revenues to date	\$	67,068.50	5%
Expenitures to date	\$	41,247.83	3%
<b>LIBRARY FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>107,782.00</b>	
Revenues to date	\$	22,678.39	21%
Expenitures to date	\$	16,757.72	16%
<b>PARK &amp; RECREATION FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>90,748.00</b>	
Revenues to date	\$	22,375.80	25%
Expenitures to date	\$	13,826.42	15%
<b>IRRIGATION FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>20,650.00</b>	
Revenues to date	\$	12.00	0%
Expenitures to date	\$	4,059.96	20%
<b>SEWER FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>586,500.00</b>	
Revenues to date	\$	64,132.49	11%
Expenitures to date	\$	60,722.35	10%
<b>WATER FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>670,500.00</b>	
Revenues to date	\$	99,438.39	15%
Expenitures to date	\$	95,533.57	14%
<b>SANITATION FUND REVENUES AND EXPENDITURES</b>			
<b>Fiscal Year 2024-25 Budget</b>	<b>\$</b>	<b>127,000.00</b>	
Revenues to date	\$	23,638.19	19%
Expenitures to date	\$	10,416.61	8%



New Plymouth City Treasurer's Report  
Stephanie Johnson, Treasurer  
November 2025

**Ensure accurate, transparent financial management to support the city's long-term fiscal health and public trust.**

**New Plymouth Treasurer Operational Goals for FY 2025-26**

**Goal 1: Reduce Operational Costs by 10% over the Fiscal Year-** Identify inefficiencies in departmental spending and implement cost-saving measures through smarter procurement and contract renegotiation.

**Goal 2: Expand Revenue Streams Through Grants and Investment Opportunities** -Research and apply for state and federal grants, explore low-risk investment options, and collaborate with departments to identify fee-based services that align with city goals.

**Goal 3: Pass the Annual Audit with Zero Exceptions-** Ensure all financial records, procedures, and reporting meet audit standards through proactive compliance, documentation, and internal controls.  
**Completed 100%**

**Major accomplishments since last report:**

1. Completed the FY24-25 Audit with Zero Exceptions
2. Completed the SCO Local Gov Central Registry annual report for FY23-24
3. Balanced all checking and investment accounts
4. Completed Monthly Utility Billings for 784 accounts
5. Filled out reports for Payette County Elections
6. Filled out annual survey for Association of Idaho
7. Completed two Payrolls
8. Processed 51 payables

**Major tasks planned for the next thirty days:**

1. Prepare and submit annual road report by 12/31/25
2. Complete Refunds for closed accounts
3. Balance all checking and investment accounts
4. Records Retention Schedule
5. Process Liquor Licenses
6. Learn how to process building permits
7. Cross-train with City Clerk/Planning & Zoning Administrator
8. Register with TCC Fire for W-2 submissions

**Training accomplished since the last report:**

1. III-A training – From Surviving to Thriving Practical Balance Strategies 11/19/25
2. ICRMP Training – Respectful Workplace 11/19/25

# Armoral Tuttle Library Report

## November 2025

In transparency with the Library's Revenue and Expenses: These percentages reflect the revenue generated and the expenses paid out from the prior month's financials.

FY2026 October Financials- Revenues were at 15% and Expenses were at 10%

We received the Idaho Community Foundation (ICF) Southwest Forever Grant in the amount of \$5,000. This needs-based grant will be used throughout the year to purchase new books, cover unexpected expenses, support Summer Reading materials and activities, and pay wages for our summer reading staff.

On November 6th, we hosted our Idaho Family Reading Week event, with this year's theme: "Stories Under the Stars." Each child received a free book and participated in several space-themed adventures. Families enjoyed five activity stations, including an asteroid toss game, a space-themed activity table, an edible-snack constellation craft, and stargazing through our telescope. We also offered a cozy reading nook featuring books about stars and planets, along with pizza for everyone to enjoy. We had a wonderful turnout, with 51 participants attending.

We also hosted our adult reading program, Let's Talk About It, where we read and discussed "*Holes in the Sky*" by William Kittredge. Ron McFarland from the University of Idaho served as our scholar and led the discussion. We had seven participants, all of whom shared that they enjoyed the event and were grateful that the Idaho Commission for Libraries (ICFL) was still able to sponsor it despite concerns about potential budget cuts.

### Upcoming:

- December 2, 2025- Please consider the Armoral Tuttle Library for your 1st Annual Giving Tuesday. Cookies and hot drinks will be available throughout the day as a token of our appreciation.
- January 8, 2026- Puzzle Race- Family Event from 4 to 5pm
- January 8, 2026- Friend of the Library meeting from 5 to 6pm
- January 15, 2026 - Silent Reading Night from 6 to 7 pm
- January 22, 2026 Lets Talk About It- Reading and Discussing "*Buffalo Coat*" by Carol Ryrie Bank

**Armoral Tuttle Public Library Report**

	<b><i>October</i></b>	<b><i>November</i></b>
Items added (physical)	3	30
Items Withdrawn	0	8
<b>Accounts</b>		
New Cards - Res	1	1
New Cards - Non Res	3	3
Patrons	453	392
Curbside patrons	0	0
Libby/Overdrive patrons	39	39
Computer	18	20
Reference	40	24
Story Time	48	56
Children and Teen Events	10	5
Children (0-11) Attendance	149	88
YA (12-18) Attendance	0	0
Family Event	0	1
Family Attendance	0	51
Adult Event	0	1
Adult Attendance	0	7
Volunteer Hours	9	11
Board Member Hours	8	3.75
Material Donations	55	0
<b>Materials Checked Out</b>		
Adult Fiction	98	89
Adult Non-fiction	7	10
Board Books	54	45
DVD	3	1
DVD Juvenile	8	2
Games	0	0
Juvenile Fiction	77	55
Juvenile Non-fiction	44	16
Kits	3	1
Picture Book	201	120
Reader	30	4
Reader Non-Fiction	11	6
Teen	42	17
Graphic Novels	59	70
Libby by Overdrive Ebooks/Audiobooks	286	338
Libby by Overdrive Magazines	81	62
<b>TOTAL</b>	<b>1001</b>	<b>836</b>