

**TOPPENISH CITY COUNCIL
Study Session Minutes
July 6, 2015**

CALL TO ORDER

Mayor Belton called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Mayor Loren Belton and Councilmembers Zachary Dorr Clara Jiménez, Mark Oaks, Derald Ortloff, Randy Taylor, and Blaine Thorington.
Absent: Councilmember Clara Jiménez
Staff Present: Interim City Manager Lance C. Hoyt (ICM Hoyt), Community Development Director William Rathbone (CDD Rathbone), Deputy Finance Director/City Clerk Debbie Zabell (DFD Zabell), and Executive Assistant/Deputy City Clerk Heidi Riojas.

Councilmember Taylor moved, seconded by Councilmember Ortloff to excuse Councilmember Jiménez from the July 6, 2015 Study Session. Motion carried unanimously.

**PRESENTATION FROM LANCE C. HOYT REGARDING
TWO SIGNATURES FOR TBD CHECKS**

Interim City Manager Hoyt (ICM Hoyt) reported that Finance Director/City Clerk Mead (FD Mead) inquired with the State Auditor and with Heritage Bank for an answer regarding the concern to have two signatures on TBD checks. The Toppenish TBD has a single signature checking system with policies in place that require the City Manager, who is not a listed officer with the TBD, to review and approve all invoices paid. ICM Hoyt stated that there is also policy in place to authorize invoices to be paid earlier since the TBD only meets once a month. FD Mead as the TBD District Treasurer asked the State Auditor if a second signature is required, and if the City Manager signs the check would it invalidate the current established oversight policies for the TBD checking system. The response from the State Auditor was that it was not aware of any statutory requirements regarding check signatures and that check signatures are a function of the bank account ownership and the entities internal protocol. ICM Hoyt recited the response FD Mead received from Heritage Bank that stated that the bank does not monitor two signature accounts. The TBD typically issues less than five checks per year.

Councilmember Thorington moved, seconded by Councilmember Oaks to leave the existing City policy in place for TBD Checks with no changes. Motion carried unanimously.

Councilmember Taylor suggested that the same matter be addressed at the next TBD meeting.

**PRESENTATION FROM WILLIAM RATHBONE TO
RECEIVE UPDATE ON MARIJUANA LICENSING**

Community Development Director Rathbone (CDD Rathbone) reported that in 2012 voters approved the legalization of production, processing and retail sales of recreational marijuana. The City has received no applicants for a marijuana business within the City limits; however, a license was issued for a producer and processor close by on Old McCoy Road, with another producer and processor application pending on East Branch Road. The Washington State Liquor Control Board (WSLCB) has issued five retailer licenses in Yakima County, with three in Union Gap, one in Yakima, and one in Sunnyside. The Union Gap retailers are the only operational businesses. All marijuana businesses are prohibited in residential zones and within 1,000 feet of sensitive land uses that consist of elementary or secondary schools, playground, recreational center or facility, childcare center, public park, public transit center, library and any game arcade. CDD Rathbone stated that staff is seeking policy direction from Council regarding local

regulations, which could include continuing to rely on the existing buffers to regulate proposed uses, or adopt standards to regulate the location of proposed marijuana uses to include buffers similar to state standards, or adopt standards to ban marijuana uses from within the City limits. CDD Rathbone reported that marijuana regulations continue to be an evolving issue.

BRIEF STATUS REPORT ON UNION NEGOTIATIONS

ICM Hoyt reported that the next FOP arbitration is set for July 28, 2015. After the arbitration, ICM Hoyt will be able to provide an update on union negotiations.

RECEIVE UPDATE ON CITY MANAGER RECRUITMENT

Deputy Finance Director/City Clerk Zabell (DFD Zabell) reported that the City received 15 applications by the June 30, 2015 deadline. DFD Zabell stated that six applicants are within the State, five applicants are out of State, and four applicants did not submit a complete application packet. DFD Zabell reported that she is seeking direction from Council on how they want to proceed with the recruitment process. The criteria for screening the applicants include the degree, government agency experience, economic development, and experience with organization of similar size. DFD Zabell stated that the interview process can include in addition to Council interview with applicant, an assessment center, role-playing for what if scenarios, interviews with management team, employees, business leaders to receive feedback, a community meet and greet, and a City tour. Mayor Belton responded that he supported having DFD Zabell screen and score the 11 applicants based on the required criteria. It was the consensus that Council will receive a copy of the screening and scoring of all 11 applications, along with a copy of the applications.

ICM Hoyt queried Council on who is available to attend the State Auditor Entrance Interview set for 2:30 p.m. on Tuesday, July 7, 2015. Councilmembers Thorington and Ortloff stated that they will attend the meeting.

There being no further business to come before the Council, the meeting was adjourned at 5:36 p.m.

LOREN BELTON, MAYOR

HEIDI RIOJAS, CMC
EXECUTIVE ASSISTANT/DEPUTY CITY CLERK