



**TOPPENISH CITY COUNCIL  
REGULAR MEETING AGENDA  
OCTOBER 10, 2022 – 7:00 P.M.**

TELEVISED LIVE ON MIDVALLEY TELEVISION  
SPECTRUM CABLE CHANNEL 194

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**1. REGULAR SESSION CALL TO ORDER**

Pledge of Allegiance/Roll Call/Welcome

**2. APPROVE AGENDA**

**3. INTRODUCTION OF NEW EMPLOYEE**

**4. PUBLIC COMMENT**

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. At this time, citizen comments and inquiries about agenda business or general City matters are encouraged. If you wish to address the City Council, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern, state your name, and address for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

**5. CONSENT AGENDA**

All matters on the consent agenda have been provided to each Councilmember for review and are considered to be routine or have been previously discussed and will be adopted by one motion and vote without discussion. However, if a Councilmember desires, any item on this agenda will be discussed before any action is taken on it.

- a. Approve Regular Meeting Minutes dated September 26, 2022
- b. Approve Study Session Minutes dated October 3, 2022
- c. Approve Payroll Checks Number 35935 through 35949 and electronic transfers in the total amount of \$166,830.01 dated October 6, 2022
- d. Approve Claims Checks Number 96090 through 96142 and EFTAP309-EFTAP311 in the total amount of \$143,993.33 dated October 10, 2022

**6. NEW BUSINESS**

- a. Set October 12, 2022, as date for Special Meeting to discuss Collective Bargaining with Legal Counsel

**7. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS**

**8. CITY MANAGER REPORT**

**9. ADJOURNMENT**

**NEXT REGULAR COUNCIL MEETING WILL BE HELD ON OCTOBER 24, 2022**

**TOPPENISH CITY COUNCIL  
Regular Meeting Minutes  
September 26, 2022**

Mayor Saavedra called the meeting to order at 7:00 p.m.

**ROLL CALL**

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Clara Jiménez, and Councilmembers Loren Belton, Naila Duval, George Garcia, and Kyle Pettit  
Absent: Councilmember Juan Ceja  
Staff: City Manager Debbie Zabell (CM Zabell), City Attorney Gary Cuillier, Assistant City Manager Ford (ACM Ford), Chief of Police John Clary, City Clerk Heidi Riojas (CC Riojas), and Community Television Manager Judy Devall

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Jiménez, and Councilmembers Belton, Duval, Garcia, and Pettit responded their attendance during roll call. Councilmember Ceja was not present at the meeting.

Mayor Pro Tem Jiménez moved, seconded by Councilmember Garcia to excuse Councilmember Ceja from the September 26, 2022, Regular Meeting. Motion carried unanimously.

**APPROVE AGENDA**

Councilmember Garcia moved, seconded by Councilmember Pettit to approve the September 26, 2022 Agenda. Motion carried unanimously.

**PROCLAMATION**

Mayor Saavedra recited the Proclamation to proclaim from September 15, 2022 through October 15, 2022, as National Hispanic Heritage Month.

**PRESENTATION**

CC Riojas, on behalf of the Toppenish Mural Society, shared with Council that last week the community received notification of a grant award. She thanked Jon Freier and T-Mobile Hometown Grant for selecting the Toppenish Mural Society as a recipient to receive a \$50,000 grant award. CC Riojas noted that the funds will be used to restore the 78 historical murals, one mural at a time, and to partner with the Toppenish Chamber of Commerce, the American Hop Museum, and the Yakima Valley Rail and Steam to promote the community and local events on social media.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Councilmember Pettit moved, seconded by Councilmember Garcia to approve Consent Agenda items a through c:

- a. Approve Regular Meeting Minutes dated September 12, 2022

- b. Approve Payroll Checks Number 35921 through 35934 and electronic transfers in the total amount of \$254,111.86 dated September 21, 2022
- c. Approve Claims Checks Number 96010 through 96089 and EFTAP308 in the total amount of \$749,806.47 dated September 26, 2022

Motion carried unanimously.

## **NEW BUSINESS**

### **Council Appoint Members to Serve on the Lodging Tax Advisory Committee.**

Councilmember Pettit moved, seconded by Councilmember Garcia to appoint members to the Lodging Tax Advisory Committee: Mayor Elpidia Saavedra; Tami Ramirez, Chamber President; Doug Shearer, Yakima Valley Rail and Steam Representative; Victor Sanghera, Econo Lodge representative Raja Singh, El Corral Motel representative. Motion carried unanimously.

### **Set November 21, 2022, as date for Special Meeting to discuss the Proposed 2023 Preliminary Budget.**

Councilmember Belton moved, seconded by Mayor Pro Tem Jiménez to set November 21, 2022, as date for Special Meeting to discuss the Proposed 2023 Preliminary Budget. Motion carried unanimously.

### **Set November 21, 2022, as date for Revenue Sources Public Hearing and the 2023 Tax Levy.**

Councilmember Belton moved, seconded by Mayor Pro Tem Jiménez to set November 21, 2022, as date for Revenue Sources Public Hearing and the 2023 Tax Levy. Motion carried unanimously.

### **Set November 21, 2022, as date for First Public Hearing regarding Proposed 2023 Preliminary Budget.**

Councilmember Belton moved, seconded by Mayor Pro Tem Jiménez to set November 21, 2022, as date for First Public Hearing regarding Proposed 2023 Preliminary Budget. Motion carried unanimously.

### **Set December 5, 2022, as date for Second Public Hearing regarding the Proposed Final 2023 Budget.**

Councilmember Belton moved, seconded by Mayor Pro Tem Jiménez to set December 5, 2022, as date for Second Public Hearing regarding Proposed Final 2023 Budget. Motion carried unanimously.

### **Resolution 2022-38: Temporary Reduction of Utility Late Fees Through November 2022 During the Period of Water Meter Malfunction.**

Councilmember Duval moved, seconded by Councilmember Belton to approve Resolution 2022-38. Motion carried. Mayor Pro Tem Jiménez and Councilmember Garcia voted no.

## **COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS**

Councilmember Belton had nothing to report.

Councilmember Pettit had nothing to report.

Mayor Pro Tem Jiménez reported her attendance at the Mayors' meeting on September 22, 2022 in Zillah, and the Yakima Valley Conference of Governments General Membership meeting on September 21, 2022. Senator Jim Honeyford received an award for his years of service.

Councilmember Garcia reported his attendance at the NCAC 40th Anniversary Celebration at Safe Haven on September 20, 2022, the Yakima Valley Conference of Governments General Membership meeting on September 21, 2022, and the Mural Society event on September 22, 2022.

Mayor Saavedra reported her attendance at the Mural Society event on September 22, 2022.

Councilmember Duval recited a letter from the Yakima Health District, Board of Health to educate the public on opioid awareness. She shared that the Safe Yakima Valley Director is coordinating to have more Drug Take Back Boxes in the community.

### **CITY MANAGER REPORT**

CM Zabell had nothing to report.

### **EXECUTIVE SESSION**

At 7:38 p.m., Mayor Saavedra called for Council to go into Executive Session for the purpose to review the performance of a public employee, and collective bargaining discussion pursuant to RCW 42.30.110(1)(g) & RCW 42.30.140(4)(a) for 30 minutes with no action anticipated. Council started its Executive Session at 7:40 p.m. after all guests left the chambers.

At 8:10 p.m., Mayor Saavedra noted Council will need an additional for 15 minutes in Executive Session.

At 8:25 p.m., Mayor Saavedra noted Council will need an additional for 15 minutes in Executive Session.

At 8:40 p.m., Mayor Saavedra reconvened the regular session back to order.

### **ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 8:40 p.m.

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MAYOR ELPIDIA SAAVEDRA

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HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL  
Study Session Minutes  
October 3, 2022**

**CALL TO ORDER**

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

**ROLL CALL**

**Present:** Mayor Elpidia Saavedra, Mayor Pro Tem Clara Jiménez, and Councilmembers Juan Ceja, Naila Duval, George Garcia, and Kyle Pettit

**Absent:** Councilmember Loren Belton

**Staff Present:** City Manager Debbie Zabell (CM Zabell), City Attorney Gary Cuillier, Assistant City Manager Dan Ford (ACM Ford), Chief of Police John Clary (CP Clary), and City Clerk Heidi Riojas (CC Riojas)

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Clara Jiménez, and Councilmembers Ceja, Duval, Garcia, and Pettit responded their attendance during roll call. Councilmember Belton was not present at the meeting.

Mayor Pro Tem Jiménez moved, seconded by Councilmember Garcia to excuse Councilmember Belton from the October 3, 2022, Study Session. Motion carried unanimously.

**APPROVE AGENDA**

Councilmember Duval moved, seconded by Councilmember Pettit to approve the October 3, 2022, Agenda. Motion carried unanimously.

**PUBLIC COMMENT**

None.

**AMEND LODGING TAX ADVISORY COMMITTEE APPOINTMENT**

CC Riojas reported that Tami Ramirez, Chamber President is unavailable to attend the October 5, 2022, Lodging Tax Advisory Committee (LTAC) meeting. This item is to amend LTAC Chamber representative appointment to be Nick Troy.

Mayor Pro Tem Jiménez moved, seconded by Councilmember Duval to appoint Nick Troy as the Chamber representative to serve on the Lodging Tax Advisory Committee. Motion carried unanimously.

**PRELIMINARY 2023 REVENUE ESTIMATES**

CM Zabell updated Council on presented the Preliminary 2023 Revenue Estimates highlighting key information about the nine categories of Municipal Revenues: Fund Balance, Taxes, Licenses and Permits, Intergovernmental, Charges for Goods and Services, Fines and Penalties,

Miscellaneous, non-Revenues, and Other Financing. She advised that it is anticipated that the Preliminary 2023 Budget will be presented for discussion at the November 7, 2022, Study Session.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 5:47 p.m.

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ELPIDIA SAAVEDRA, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

# Payroll Check Register

Payroll for Period 9/16/2022 - 9/30/2022

Fund Number	Description	Amount
001-000-011	Legislative	\$2,931.38
001-000-013	Executive	\$5,741.74
001-000-014	Finance, Record	\$6,136.80
001-000-018	Central Services, Personnel Services	\$10,293.22
001-000-021	Law Enforcement	\$47,769.40
001-000-022	Fire Services	\$25,115.83
001-000-024	Protective Inspections	\$5,196.87
001-000-058	Planning and Community Development	\$900.67
001-000-076	Pool, Park Facilities	\$2,656.66
030-000-021	Criminal Justice Fund	\$7,092.50
050-000-000	Special Projects Fund	\$594.17
101-000-000	Street Fund	\$5,303.27
108-000-000	Cemetery Fund	\$3,889.79
157-000-000	Cable TV Fund	\$4,059.02
401-000-000	Water Fund	\$15,793.22
403-000-000	Wastewater Fund	\$12,488.73
405-000-000	Solid Waste Fund	\$10,866.74
<b>Grand Total</b>		<b>\$166,830.01</b>

Payroll Checks 35935 - 35949 and Electronic Transfers.

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

  
City Manager

October 6, 2022

Date

# Accounts Payable Check Register

October 10, 2022

Number	Vendor Name	Account Description	Amount
96090	Villarruel, Kimberly	Travel	\$126.00
96091	Deshong, Micheal John	Travel	\$177.00
96092	Amazon Capital Services	Office & Operating Supplies	\$29.68
		Operating/Maintenance Supplies - General	\$1,217.75
		Operating/Maintenance Supplies - Vehicles	\$37.07
		Small Tools & Minor Equipment	\$515.29
		Check Total:	\$1,799.79
96093	Aramark Uniform Services Everett Lockbox	Rentals	\$16.19
96094	Axon Enterprise, Inc.	Memberships- Registrations - Subscriptions	\$884.52
96095	Backflow Management, Inc.	Cross Connection Program	\$2,000.00
96096	Beth Simmons	Travel	\$123.75
96097	Brandon Tobia	Personal Protective Equipment	\$269.86
96098	Cascade Natural Gas Corp.	Fuel for Heating	\$109.55
		Fuel for Heating - City Hall	\$15.65
		Fuel for Heating - Fire	\$36.18
		Fuel for Heating - Police	\$57.84
		Fuel for Heating - Recreation	\$31.84
		Fuel for Heating - Swimming Pool	\$1,412.56
		Check Total:	\$1,663.62
96099	CenturyLink	Telephone	\$2,116.38
96100	CenturyLink 313081835	Telephone	\$881.08
		Telephone - Utility Billing	\$80.10
		Check Total:	\$961.18
96101	Charter Communications	Internet & Cable MVTV	\$181.57
		Internet & Cable City Hall	\$179.98
		Internet & Cable Fire Department	\$179.98
		Internet & Cable Police Department	\$29.88
		Internet & Cable Sewer	\$139.98
		Internet - Parks	\$119.99
		Check Total:	\$831.38
96102	Cintas Corporation #605	Rentals	\$37.46
		Uniform Cleaning	\$273.38
		Check Total:	\$310.84
96103	City of Sunnyside - Finance Dept.	Communications Services Sunnyside	\$16,333.00
		Corrections Services Sunnyside	\$10,844.07
		Court Services	\$14,435.50
		Check Total:	\$41,612.57
96104	Clary, John	Travel	\$295.00
96105	Elwood Staffing Services, Inc.	Professional Services	\$1,180.08
		Professional Services - Seasonal Help	\$607.92
		Check Total:	\$1,788.00




<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
96106	Eurofins Microbiology Laboratories, Inc.	Professional Services	\$270.00
96107	Federal Express Corporation	Postage	\$22.41
96108	G.W., Inc.	Postage	\$27.00
96109	Galls, Inc.	Uniforms & Clothing	\$319.94
96110	Good To Go!	Miscellaneous Fees & Charges	\$4.65
96111	Gray & Osborne, Inc.	Professional Services	\$2,512.72
		Sewer System Imp - Engineering	\$36,140.75
		Sewer System Imp - Solids Handling Plan	\$10,882.60
		Check Total:	\$49,536.07
96112	H.D. Fowler Co., Inc.	Water Meter Service Inventory	\$1,037.93
96113	Hach Company	Lab Supplies	\$84.48
96114	Howard's Tire Factory Inc	Repair & Maintenance - Vehicles	\$120.85
		Service Repair/Maintenance - Vehicles	\$72.09
		Service Repair/Maintenance Vehicles	\$541.73
		Check Total:	\$734.67
96115	Intermedia.net Inc.	Telephone	\$142.01
96116	JDanco LLC	Water Sales Residential	\$175.52
96117	Jerry Conduff	Utility Deposits Applied & Refunds	\$900.00
96118	Law Office of Gary M. Cuillier	Legal Services - City Attorney	\$2,742.00
96119	Linker, Robert L	LEOFF Out Pocket Medical	\$181.80
96120	Moon Security Service, Inc.	Alarm Monitoring	\$80.94
96121	Mora, Arthur R	Counsel for Indigents	\$5,100.00
96122	Ogden Murphy Wallace Attorneys	Legal Services	\$880.00
96123	O'Reilly Auto Parts	Graffiti Program Supplies	\$3.88
96124	OVS - Orchard & Vineyard Supply, LLC	Operating/Maintenance Supplies - General	\$163.56
96125	Pacific Alliance Title	Water Sales Residential	\$191.89
96126	Pacific Office Automation	Photocopies	\$93.24
		Photocopies - WWTP	\$14.85
		Check Total:	\$108.09
96127	Pacific Power & Light Co.	Electricity	\$507.19
96128	Pitney Bowes Inc.	Office & Operating Supplies	\$128.51
96129	Prothman	Professional Services	\$728.79
96130	Rathbun Iron Works Inc.	Operating/Maintenance Supplies - Vehicles	\$77.84
96131	Rodda Paint Co.	Operating/Maintenance Supplies - Traffic Control Devices	\$306.51
96132	SEP Consulting	Professional Services	\$1,365.00
96133	Six Robblees' Inc.	Operating/Maintenance Supplies - Vehicles	\$108.79
96134	Sunnyside Community Hospital Association	Medical Services	\$391.50
96135	The Janitor's Closet	Operating/Maint. Supplies	\$123.07
96136	U.S. Bank Corporate Payment System	Advertising	\$1,145.00
		Fuel Vehicles	\$44.45
		Memberships- Registrations - Subscriptions	\$703.76
		Operating/Maint. Supplies - General	\$15.96

Number	Vendor Name	Account Description	Amount
		Travel	\$936.76
		Check Total:	\$2,845.93
96137	Valley Title Guarantee Inc.	Water Sales Residential	\$188.66
96138	Wapenish Sand & Gravel	Service Repair/Maintenance Police Dept Bldg	\$4,091.28
96139	Wells Fargo Vendor Fin Serv	Rentals	\$227.53
96140	Yakima County Department of Corrections	Corrections Services Yakima County	\$1,751.00
		Medical Services	\$171.55
		Check Total:	\$1,922.55
96141	Yakima Valley Radiology	Medical Services	\$95.50
96142	Yakima Waste Systems, Inc.	Recycling & Shred Services	\$38.76
EFTAP309	Pitney Bowes Inc.	Postage	\$1,000.00
EFTAP310	Invoice Cloud	On-Line Utility Payment Charges	\$311.00
EFTAP311	USDA RD Loan Payment (EFT)	IG: Interest USDA/RD Loan City Wide Sewer Rehab	\$5,231.76
		IG: Principal USDA/RD Loan City Wide Sewer Rehab	\$6,620.24
		Check Total:	\$11,852.00
<b>Grand Total</b>			<b>\$143,993.33</b>

Accounts Payable Checks 96090-96142 and EFTAP309-EFTAP311

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

  
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 City Manager

October 6, 2022