



**TOPPENISH CITY COUNCIL
REGULAR MEETING AGENDA
SEPTEMBER 11, 2023 – 7:00 P.M.**

TELEVISED LIVE ON MIDVALLEY TELEVISION
SPECTRUM CABLE CHANNEL 194

1. REGULAR SESSION CALL TO ORDER

Pledge of Allegiance/Roll Call/Welcome

2. APPROVE AGENDA

3. 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.

4. 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 Minutes of the August 28, 2023, Regular Meeting
- b. Approve Minutes of the September 6, 2023, Special Meeting
- c. Approve Payroll Checks Numbers 36374 through 36395 and Electronic Transfers EFTPR3053-EFTPR3071 in the total amount of \$266,202.32 dated September 8, 2023, and void EFTPR3023
- d. Approve Claims Checks Numbers 97674 through 97730 and Electronic Transfers EFTAP351-EFTAP355 in the total amount of \$334,432.11 dated September 11, 2023

5. NEW BUSINESS

- a. Set September 16, 2023, as the date for a Special Meeting for a Council Planning Session.
- b. Set November 27, 2023, as the date for a Public Hearing Regarding Revenue Sources and 2024 Property Tax Levy.
- c. Set December 4, 2023, as the date for a Public Hearing for the Proposed 2024 Preliminary Budget.
- d. Set December 11, 2023, as the date for a Public Hearing for the Proposed 2024 Final Budget.

6. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

7. CITY MANAGER REPORT

8. EXECUTIVE SESSION

Purpose: To review the performance of a public employee [RCW 42.30.110(1)(g)]

Time: 15 minutes

Action: No action anticipated

9. ADJOURNMENT

NEXT REGULAR COUNCIL MEETING WILL BE HELD ON SEPTEMBER 25, 2023

City Council meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (509) 865-6754, 24 hours in advance.

TOPPENISH CITY COUNCIL
Regular Meeting Minutes
August 28, 2023

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/Public Works Director Dan Ford, Chief of Police John Clary, Fire Chief Tim Smith, City Clerk Heidi Riojas (CC Riojas), and Community Television Manager Sean Davido

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.

APPROVE AGENDA

Mayor Pro Tem Jiménez moved, seconded by Councilmember Pettit to approve the August 28, 2023, Agenda. Motion carried unanimously.

PUBLIC COMMENT

None

CONSENT AGENDA

Councilmember Duval moved, seconded by Mayor Pro Tem Jiménez to approve Consent Agenda items a through c:

- a. Approve Minutes of the August 14, 2023, Regular Meeting
- b. Approve Payroll Checks Numbers 36350 through 36373 and Electronic Transfers EFTPR3042-EFTPR3052 in the total amount of \$273,065.88 dated August 22, 2023 and void Check Number 36070
- c. Approve Claims Checks Numbers 97621 through 97673 in the total amount of \$338,112.51 dated August 28, 2023

Motion carried unanimously.

NEW BUSINESS

Resolution 2023-35: A Resolution of the City of Toppenish, Washington, Adopting the City of Toppenish Housing Action Plan.

Councilmember Duval moved, seconded by Councilmember Garcia to approve Resolution 2023-35. Motion carried unanimously.

Resolution 2023-36: A Resolution Approving the 2023 Utility Rate Study Agreement with FCS Group and the City of Toppenish for the Water, Wastewater and Solid Waste Cost of Service Rate Study.

Councilmember Duval moved, seconded by Councilmember Belton to approve Resolution 2023-36. Motion failed. Mayor Pro Tem Jiménez, Councilmember Garcia, and Councilmember Pettit voted no.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

Councilmember Belton had nothing to report.

Councilmember Pettit had nothing to report.

Councilmember Duval had nothing to report.

Councilmember Garcia had nothing to report.

Mayor Pro Tem Jiménez reported her attendance at the Mayors' Meeting on August 17, 2023, and the MidValley Television Cable Regulation Board Meeting on August 23, 2023.

Mayor Saavedra had nothing to report.

CITY MANAGER REPORT

CM Zabell updated Council on the following:

- Staff will be holding a Strategic Planning Retreat for two half day sessions on August 30, 2023 and August 31, 2023
- Consensus for Council Mini Retreat is from 8:00 a.m.-noon on September 16, 2023
- Retirement celebration from 4:00 p.m.-5:00 p.m. on August 31, 2023, for Barry Gatlin after his 20 years of service in the Public Works Department

FIRST EXECUTIVE SESSION

At 7:25 p.m., Mayor Saavedra called for the Council to go into Executive Session for the purpose of discussing real estate with legal counsel. The approximate time for the Executive Session is 15 minutes with no action anticipated.

At 7:40 p.m., Mayor Saavedra reconvened the meeting back to order. Mayor Saavedra announced there will be no action.

SECOND EXECUTIVE SESSION

At 7:42 p.m., Mayor Saavedra called for the Council to go into Executive Session to review the performance of the City Manager. The approximate time for the Executive Session is 60 minutes with potential action.

At 8:42 p.m., Mayor Saavedra reconvened the meeting back to order. Mayor Saavedra announced there will be no action.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 8:42 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL
Special Meeting Minutes
September 6, 2023**

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

ROLL CALL

Attendees: Mayor Elpidia Saavedra, Councilmembers Loren Belton, Naila Duval, and George Garcia
Absent: Councilmembers Juan Ceja and Kyle Pettit
Staff: City Manager Debbie Zabell (CM Zabell), City Attorney Gary Cuillier, Assistant City Manager/Public Works Director Dan Ford, Public Works Superintendent Shaun Burgess, City Clerk Heidi Riojas, Community Television Manager Sean Davido (CATV Davido), Activities Program Manager Katie Goodale (APM Goodale), Information Technology Manager Van Donley and Human Resources Generalist Mary Goodale (HRG Goodale)

HRG Goodale conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra and Councilmembers Belton, Duval, and Garcia responded their attendance during roll call. Councilmembers Ceja and Pettit were not present at the meeting.

Councilmember Garcia moved, seconded by Councilmember Duval to excuse Councilmember Ceja from the September 6, 2023, Special Meeting. Motion carried unanimously.

APPROVE AGENDA

Councilmember Duval moved, seconded by Councilmember Garcia to approve the September 6, 2023, Agenda. Motion carried unanimously.

PUBLIC COMMENT

None

END OF SEASON POOL UPDATE AND AQUATICS AWARDS

APM Goodale provided an end of season update for the 2023 aquatics season. In addition, she presented the Lifeguard of the Year and the Cashier of the Year Awards.

RESOLUTION

Resolution 2023-36: A Resolution Approving the 2023 Utility Rate Study Agreement with FCS Group and the City of Toppenish for the Water, Wastewater and Solid Waste Cost Of Service Rate Study.

Councilmember Belton moved, seconded by Councilmember Duval to approve Resolution 2023-36. Motion carried unanimously.

WEBPAGE GRANT OPPORTUNITY

CATV Davido updated Council the City received notification of a grant award to pay the costs to upgrade and migrate to a .gov domain website to be compliant with the Washington State Cybersecurity Plan, for data retention, and for data backup. He noted that staff will be working diligently to be able to go live with the new website on January 1, 2024. Later this month, staff will present documents for the Council to accept the grant and authorize the City Manager to sign the agreement on behalf of the City.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned to 5:49 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period: 8/16 - 8/31/23

Fund Number	Description	Amount
001-000-011	Legislative	\$719.79
001-000-013	Executive	\$5,967.66
001-000-014	Finance, Record	\$17,628.00
001-000-018	Central Services, Personnel Services	\$12,396.08
001-000-021	Law Enforcement	\$42,746.91
001-000-022	Fire Services	\$34,218.95
001-000-024	Protective Inspections	\$3,952.75
001-000-058	Planning and Community Development	\$1,721.10
001-000-071	Recreational Services	\$2,818.30
001-000-076	Pool, Park Facilities	\$14,583.70
030-000-021	Criminal Justice Fund	\$24,609.63
050-000-000	Special Projects Fund	\$1,350.70
101-000-000	Street Fund	\$6,376.77
108-000-000	Cemetery Fund	\$4,314.40
157-000-000	Cable TV Fund	\$4,197.77
401-000-000	Water Fund	\$26,550.18
403-000-000	Wastewater Fund	\$34,750.01
405-000-000	Solid Waste Fund	\$27,299.62
	Grand Total	\$266,202.32

Payroll Checks

Payroll Checks 36374 - 36395, Electronic Transfers EFTPR3053 - EFTPR3071
and void EFTPR3023

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

September 8, 2023
Date

Accounts Payable Check Register

September 11, 2023

Number	Vendor Name	Account Description	Amount
97675	Zackary Williams	Travel	\$2,430.00
97676	Mehline, Joseph	Travel	\$108.00
97677	Timothy Smith	Travel	\$163.00
97678	Richard Lilienthal	Travel	\$163.00
97679	All-Phase Electric, Inc.	Repair & Maintenance Equipment	\$1,083.75
97680	Amazon Capital Services	Capital Improvements - Temporary Police Building	\$1,283.24
		Operating/Maintenance Supplies - General	\$212.34
		Small Tools & Minor Equipment	\$259.19
		Check Total:	\$1,754.77
97681	Aramark	Rentals	\$73.76
97682	Bud Clary Ford Hyundai	Capital Purchase - Police Vehicle	\$56,758.52
97683	Cascade Natural Gas Corp.	Fuel for Heating	\$90.42
		Fuel for Heating - Police	\$62.14
		Fuel for Heating - Swimming Pool	\$577.88
		Check Total:	\$730.44
97684	CDW Government	Capital Improvements - Temporary Police Building	\$1,901.87
		Capital Purchase - Temporary Police Equipment	\$134.44
		Check Total:	\$2,036.31
97685	Charter Communications	Internet	\$744.99
		Internet & Cable MVTV	\$186.96
		Internet & Cable City Hall	\$189.57
		Internet & Cable Fire Department	\$179.98
		Internet & Cable Police Department	\$25.22
		Internet - Parks	\$149.98
		Check Total:	\$1,476.70
97686	Cintas Corporation #605	Rentals	\$19.04
		Uniform Cleaning	\$342.11
		Check Total:	\$361.15
97687	City of Sunnyside - Finance Dept.	Counsel for Indigents	\$25,260.78
		Court Services	\$25,260.78
		Check Total:	\$50,521.56
97688	City of Toppenish	City Utility Service - Fire	\$354.41
		City Utility Service - Police	\$601.07
		City Utility Services	\$672.48
		City Utility Services - Cemetery	\$92.90
		City Utility Services - City Hall	\$405.34
		City Utility Services - Parks	\$1,184.77
		City Utility Services - Swimming Pool	\$592.59
		City Utility Services - Treatment Plant	\$302.79
		Check Total:	\$4,206.35
97689	Coastal Farm and Home Supply	Personal Protective Equipment	\$103.93

Number	Vendor Name	Account Description	Amount
97690	Department of Licensing	Weapon Permit - DOL License	\$57.00
97691	EarthCam, Inc.	Alarm Monitoring	\$600.00
97692	Elwood Staffing Services, Inc.	Professional Services	\$3,867.32
		Professional Services - Seasonal Help	\$1,992.25
		Check Total:	\$5,859.57
97693	Eurofins Microbiology Laboratories, Inc.	Professional Services	\$370.00
97694	Federal Express Corporation	Postage	\$27.16
97695	Fry, Gloria	Travel	\$320.00
97696	Gray & Osborne, Inc.	Professional Services - New Police Building	\$2,072.70
		Sewer System Imp - Engineering	\$42,552.18
		Check Total:	\$44,624.88
97697	Gregoria Vasquez	Travel	\$147.00
97698	H.D. Fowler Co., Inc.	Hydrant Installation Services	\$6,372.55
		Water Service Supplies	\$640.64
		Check Total:	\$7,013.19
97699	Hach Company	Lab Supplies	\$6,525.36
97700	Howard's Tire Factory Inc	Repair & Maintenance - Vehicles	\$3,468.31
		Service Repair/Maintenance Vehicle	\$1,403.70
		Check Total:	\$4,872.01
97701	Ideal Lumber & Hardware, Inc.	Graffiti Program Supplies	\$37.79
		Office & Operating Supplies	\$51.89
		Operating/Maint Supplies - General	\$12.73
		Operating/Maint. Supplies	\$46.98
		Operating/Maint. Supplies - General	\$202.36
		Operating/Maint. Supplies - Park Facilities	\$243.93
		Operating/Maintenance Supplies - General	\$466.10
		Operating/Maintenance Supplies - Vehicles	\$50.62
		Professional Services	\$12.87
		Service Repair/Maintenance - Fire Dept Building	\$3.31
		Service Repair/Maintenance Equipment	\$81.46
		Small Tools & Minor Equipment	\$298.37
		Water Service Supplies	\$58.13
		Check Total:	\$1,566.54
97702	Intermedia.net Inc.	Telephone	\$141.02
97703	Intermountain Cleaning Service, Inc.	Janitorial Services - City Hall	\$1,715.00
		Operating/Maint. Supplies	\$111.14
		Operating/Maintenance Supplies - General	\$256.80
		Check Total:	\$2,082.94
97704	Les Schwab Tire Center	Repair & Maintenance - Vehicles	\$628.83
97705	Mobile Modular	Police Station Rent	\$12,931.70
97706	Moon Security Service, Inc.	Alarm Monitoring	\$42.13
97707	Northstar Chemical, Inc.	Chemicals	\$10,238.40

Number	Vendor Name	Account Description	Amount
		Operating/Maintenance Supplies - General	\$2,516.76
		Check Total:	\$12,755.16
97708	ODP Business Solutions, LLC	Office & Operating Supplies	\$34.22
97709	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$53.25
97710	Oxarc, Inc.	Chemicals	\$7,693.62
97711	Pacific Alliance Title	Sewer Sales Residential	\$156.56
		Solid Waste Services	\$44.25
		Water Sales Residential	\$139.54
		Check Total:	\$340.35
97712	Pacific Office Automation	Photocopies	\$162.39
97713	Pacific Power & Light Co.	Electricity - City Hall	\$468.74
		Electricity - Fire	\$542.94
		Electricity - Police	\$1,405.16
		Electricity - Recreation	\$137.62
		Electricity - Swimming Pool	\$1,837.95
		Check Total:	\$4,392.41
97714	Pacific Power & Light Co.	Electricity	\$638.17
97715	Pete Sybrandy	Sewer Sales Residential	\$120.21
		Solid Waste Services	\$33.97
		Water Sales Residential	\$107.15
		Check Total:	\$261.33
97716	Precision Ag Repair Inc.	Operating/Maintenance Supplies - Vehicles	\$486.89
97717	Rathbun Iron Works, Inc.	Operating/Maintenance Supplies - General	\$69.11
		Operating/Maintenance Supplies - Vehicles	\$142.34
		Service Repair/Maintenance Vehicles	\$12.70
		Check Total:	\$224.15
97718	SEP Consulting	Professional Services	\$455.00
		Travel	\$487.46
		Check Total:	\$942.46
97719	Shaun Burgess	Travel	\$147.00
97720	Sign Solutions USA, LLC	Operating/Maintenance Supplies - General	\$513.53
97721	Solid Waste Division	Dump Site Fees	\$22,663.69
97722	SymbolArts LLC	Office & Operating Supplies	\$134.26
97723	TK Elevator Corporation	Service Repair/Maintenance City Hall	\$696.43
97724	U.S. Bank Corporate Payment Systems	Capital Improvements - Temporary Police Building	\$7,853.53
		Capital Purchase - Police Vehicle	\$64.00
		Community Events - Rentals	\$480.00
		Computer Hardware	\$494.46
		Concession Supplies	\$369.90
		Hydrant Installation Services	\$471.26
		Memberships- Registrations - Subscriptions	\$917.27
		Miscellaneous Fees & Charges	\$34.06

Number	Vendor Name	Account Description	Amount
		Office & Operating Supplies	\$391.15
		Postage	\$1,167.91
		Postage & Shipping	\$5.42
		Professional Services	\$443.49
		Recreation Program Supplies	\$699.00
		Small Tools & Minor Equipment	\$808.92
		Software Subscriptions	\$860.04
		Travel	\$1,597.24
		Travel - Per Diem	(\$196.18)
		Check Total:	\$16,461.47
97725	Ultimate Training Munitions, Inc	Range Supplies	\$2,645.34
97726	Valley Title Guarantee Inc.	Sewer Sales Residential	\$100.50
		Solid Waste Services	\$28.39
		Water Sales Residential	\$89.57
		Check Total:	\$218.46
97727	Walker Car Wash Inc.	Service Repair/Maintenance - Vehicles	\$9.00
		Service Repair/Maintenance Vehicle	\$18.00
		Service Repair/Maintenance Vehicles	\$226.00
		Check Total:	\$253.00
97728	Washington State Patrol	Professional Services	\$34.25
97729	Yakima County Department of Corrections	Corrections Services Yakima County	\$11,154.04
		Medical Services	\$136.13
		Check Total:	\$11,290.17
97730	Yakima Waste Systems, Inc.	Recycling & Shred Services	\$42.62
EFTAP351	Pitney Bowes Inc.	Postage	\$1,000.00
EFTAP352	Pitney Bowes Inc.	Postage	\$1,000.00
EFTAP353	Washington State Department of Revenue	Excise Taxes	\$25,076.12
		Sales Tax Remitted	\$1,928.60
		Check Total:	\$27,004.72
EFTAP354	Invoice Cloud	On-Line Utility Payment Charges	\$710.20
EFTAP355	USDA RD DCFO Loan Payment (EFT)	IG: Interest USDA/RD Loan City Wide Sewer Rehab	\$5,313.69
		IG: Principal USDA/RD Loan City Wide Sewer Rehab	\$6,538.31
		Check Total:	\$11,852.00
Grand Total			\$334,432.11

Accounts Payable Checks 97674-97730 and EFTAP351-EFTAP355

(check 97674 amount shown on 8/28/23 register)

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.

Maria Mayhue

September 8, 2023

Administrative Services Director