



**TOPPENISH CITY COUNCIL  
REGULAR MEETING AGENDA  
AUGUST 10, 2020 – 7:00 P.M.**

TELEVISED LIVE ON MIDVALLEY TELEVISION  
SPECTRUM CABLE CHANNEL 194

**1. REMOTE MEETING INSTRUCTIONS**

Pursuant to Governor Inslee's Emergency Proclamation regarding suspending certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak, the Toppenish City Council will not accept in-person public comments. All members of the public wanting to comment on City Council agenda items may submit written comments, to include your name and address for the record, in advance to City Clerk Heidi Riojas by email to [heidi.riojas@cityoftoppenish.us](mailto:heidi.riojas@cityoftoppenish.us) by 4:00 p.m. on August 10, 2020 to be read during the meeting.

To attend the Toppenish City Council Regular Meeting in "listen only" mode register at [GoToWebinar](#) [Webinar ID 759-378-003]. After registering, you will receive a confirmation email containing information about joining the webinar. Call-in information for "listen-only" mode is: (415) 655-0060 Access Code: 221-384-714

**2. REGULAR SESSION CALL TO ORDER**

Pledge of Allegiance/Roll Call/Welcome

**3. APPROVE AGENDA**

**4. ADVANCE PUBLIC COMMENTS RECEIVED BY 4:00 P.M. ON AUGUST 10, 2020 TO BE READ BY STAFF AT THE MEETING**

**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 Minutes of the July 27, 2020 Regular Council Meeting.
- b. Approve Minutes of the August 3, 2020 Study Session.
- c. Approve Payroll Checks Number 35019 through 35031 and electronic transfers in the total amount of \$ 178,423.83 dated August 5, 2020.
- d. Approve Claims Checks Number 92354 through 92414 and electronic transfers in the total amount of \$1,053,036.37 dated August 10, 2020.

**6. NEW BUSINESS**

- a. Set Agenda for September 8, 2020 Study Session.

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

**8. CITY MANAGER REPORTS**

**9. ADJOURNMENT**

**NEXT REGULAR COUNCIL MEETING WILL BE HELD ON AUGUST 24, 2020.**

**TOPPENISH CITY COUNCIL  
Regular Meeting Minutes  
July 27, 2020**

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

**ROLL CALL**

Present: Mayor Mark Oaks, and Councilmembers Loren Belton and Clara Jiménez.  
Remote Attendees: Mayor Pro Tem Elpidia Saavedra, Councilmembers Juan Ceja, Naila Duval, and George Garcia.  
Staff Present: City Manager Lance Hoyt (CM Hoyt), and City Clerk Heidi Riojas (CC Riojas).  
Remote Staff: City Attorney Gary Cuillier, Administrative Services Director Debbie Zabell (ASD Zabell), Chief of Police Curt Ruggles, and Public Works Superintendent Rocky Wallace.

**REMOTE MEETING INSTRUCTIONS**

CC Riojas recited the remote meeting instructions for the record pursuant to Governor Inslee's Emergency Proclamation with the temporary suspension of certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak that prohibit all in-person public comments. All public comments received by 4:00 p.m. prior to the meeting will be read into the record during the public comment period.

**ROLL CALL**

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Oaks, and Councilmembers Belton, and Jiménez were present in the Council Chambers. Mayor Pro Tem Saavedra, Councilmembers Ceja, Duval, and Garcia remotely attended the meeting.

**APPROVE AGENDA**

Councilmember Jiménez moved, seconded by Mayor Pro Tem Saavedra to approve the July 27, 2020 Agenda. Motion carried unanimously.

**ADVANCE PUBLIC COMMENTS RECEIVED BY 4:00 P.M. ON JULY 27, 2020**

CC Riojas noted the City received no public comments by the 4:00 p.m. deadline prior to the meeting.

**PROCLAMATION**

Mayor Oaks recited the Proclamation Mayor Oaks recited the Proclamation to proclaim July 29, 2020 as Scout Me In Day in the City of Toppenish to celebrate the achievements and community service of the Local Scouting with the Grand Columbia Council of the Boy Scouts of America in Central Washington.

**CONSENT AGENDA**

Councilmember Belton moved, seconded by Councilmember Jiménez to approve Consent Agenda items a and c:

- a. Approve Minutes of the July 13, 2020 Regular Council Meeting.

- b. Approve Payroll Checks Number 35006 through 35018 and electronic transfers in the total amount of \$244,232.29 dated July 21, 2020.
- c. Approve Claims Checks Number 92302 through 92353 and electronic transfers in the total amount of \$249,667.16 dated July 27, 2020.

Motion carried unanimously.

## **PUBLIC HEARING**

### **Public Hearing Regarding Amending the Six-Year Transportation Improvement Program for the Years 2020 through 2025. Presentation by City Manager Lance Hoyt.**

Mayor Oaks opened the public hearing at 7:11 p.m.

CM Hoyt noted the public hearing was required to Amend the Six-Year Transportation Improvement Program for years of 2020 through 2025. He stated the purpose for the Amendment is to add the Train Depot Roof Rehabilitation Project which the City has been awarded 2020 YVCOG Surface Transportation Block Grant Set-aside Program Funding in the amount of \$355,000.00 for the project.

CC Riojas noted the City received no public comments by the 4:00 p.m. deadline prior to the meeting.

There being comments from the public, Mayor Oaks closed the public hearing at 7:17 p.m.

## **NEW BUSINESS**

### **Resolution 2020-40: A Resolution Amending the Six Year Transportation Improvement Plan for the Years 2020 Through 2025.**

Mayor Pro Tem Saavedra moved, seconded by Councilmember Duval to adopt Resolution 2020-40. Motion carried unanimously.

### **Resolution 2020-41: A Resolution of the City Council of the City of Toppenish, Washington, Accepting Settlement Agreements and Releases With the Six Insurance Companies for the Replacement of the Public Works Building at 8 Buena Way, Toppenish, Washington Destroyed by a Fire on August 23, 2017.**

Councilmember Jiménez moved, seconded by Councilmember Belton to adopt Resolution 2020-41. Motion carried unanimously.

### **Mayor Oaks Read Ordinance 2020-08 into the Record: An Ordinance of the City of Toppenish, Washington Amending Subsection 13.02.030(A) of the Toppenish Municipal Code To Establish Cross-Connection Permit Requirements and Establishing an Effective Date.**

Councilmember Jiménez moved, seconded by Councilmember Ceja to adopt Ordinance 2020-08. Motion carried unanimously.

### **Mayor Oaks Read Ordinance 2020-09 into the Record: An Ordinance of the City of Toppenish, Washington Amending Section 13.28.050 of the Toppenish Municipal Code to Allow for Sewer Services in the Floodplain for new Construction that is Built to be Flood Resistant, and Establishing an Effective Date.**

Councilmember Ceja moved, seconded by Mayor Pro Tem Saavedra to adopt Ordinance 2020-09. Motion carried unanimously.

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

Councilmember Ceja had nothing to report.

Councilmember Garcia had nothing to report.

Councilmember Duval encouraged the public to complete the 2020 Census by going to [www.my2020census.gov](http://www.my2020census.gov).

Mayor Pro Tem Saavedra had nothing to report.

Councilmember Jiménez had nothing to report.

Councilmember Belton had nothing to report.

Mayor Oaks reported on the emergency response program offered by the Peacekeeper Society to provide aid during the COVID-19 crisis with distributions on to communities on the Yakama Reservation.

### **CITY MANAGER REPORT**

CM Hoyt updated Council on the following:

- Fire Department and Police Department staff distributing face masks
- Mask Up in public, curb social gathering, and maintain social distancing
- Updates on the progress for repairs, easements, and lease renewals with BNSF
- Lincoln, Dayton, Beech Street Project Updates
- Sewer Improvements Project Updates
- Participation in the COVID-19 reopening planning meetings with Yakima County officials

### **ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 7:55 p.m.

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MARK OAKS, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL  
Study Session Minutes  
August 3, 2020**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Mayor Pro Tem Elpidia Saavedra, and Councilmembers Loren Belton, and Clara Jiménez.  
Remote Attendees: Councilmembers Juan Ceja, Naila Duval, and George Garcia.  
Absent: Mayor Mark Oaks.  
Staff Present: City Manager Lance Hoyt (CM Hoyt), and City Clerk Heidi Riojas (CC Riojas).

**REMOTE MEETING INSTRUCTIONS**

CC Riojas recited the remote meeting instructions for the record pursuant to Governor Inslee's Emergency Proclamation with the temporary suspension of certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak, the Toppenish City Council Chambers will not be open for the public to attend the meeting in person. In addition, she recited the instructions to attend the meeting in "listen only" mode by either registering at GoToWebinar, or by using the call-in phone number.

**ROLL CALL**

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Pro Tem Saavedra, and Councilmembers Belton, and Jiménez were present in the Council Chambers. Councilmembers Ceja, Duval, and Garcia remotely attended the meeting. Mayor Oaks did not attend the August 3, 2020 Study Session in person or remotely.

Councilmember Jiménez moved, seconded by Councilmember Ceja to excuse Mayor Oaks from the August 3, 2020 Study Session. Motion carried unanimously.

**DISCUSS SCHEDULING CITY MANAGER EVALUATION WITH DAVIE MERCIER**

CM Hoyt shared dates in September that Dave Mercier is available to remotely meet with Council. After going over the dates, it was decided by Council to have the survey available from August 26, 2020 until September 9, 2020, to schedule remote interviews September 18, 2020 and September 19, 2020, and conclude with an Executive Session at 5:00 p.m. on September 28, 2020.

Councilmember Belton moved, seconded by Councilmember Garcia to accept the 2020 City Manager Evaluation Schedule proposed by Dave Mercier. Motion carried unanimously.

In closing, CM Hoyt provided updates on recent communications with BNSF on its denial to agree to the proposed easements for the new Public Works Building since the City has other options for ingress/egress to the property at 8 Buena Way. CM Hoyt reported that he is continuing to work with BNSF to explain the importance of the proposed change for pedestrian and traffic safety in the area.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 5:12 p.m.

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ELPIDIA SAAVEDRA, MAYOR PRO TEM

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HEIDI RIOJAS, CMC, CITY CLERK

# Payroll Check Register

Payroll for Period 07/16/2020 - 07/31/2020

Fund Number	Description	Amount
001-000-011	Legislative	\$2,786.99
001-000-013	Executive	\$6,590.05
001-000-014	Finance, Record	\$13,942.74
001-000-018	Central Services, Personnel Services	\$6,337.40
001-000-021	Law Enforcement	\$54,108.22
001-000-022	Fire Services	\$20,820.13
001-000-024	Protective Inspections	\$1,343.75
001-000-058	Planning and Community Development	\$297.36
001-000-076	Pool, Park Facilities	\$3,691.03
030-000-000	Criminal Justice Fund	\$18,567.71
101-000-000	Street Fund	\$4,382.72
108-000-000	Cemetery Fund	\$3,485.31
401-000-000	Water Fund	\$12,702.16
403-000-000	Wastewater Fund	\$14,877.98
405-000-000	Solid Waste Fund	\$9,268.03
457-000-000	Cable TV Fund	<u>\$5,222.25</u>
<b>Grand Total</b>		<b>\$178,423.83</b>

Payroll checks 35019 through 35031 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.

  
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 Debbie Zabell, Administrative Services Director

August 6, 2020  
 \_\_\_\_\_  
 Date

# Accounts Payable Check Register

August 10, 2020

Number	Vendor Name	Account Description	Amount
92354	911 Supply Inc.	Uniforms & Clothing	\$255.64
92355	A WorkSAFE Service, Inc.	Pre-Employment Services	\$125.00
92356	Adams View Glass & Screen, LLC	Professional Services	\$475.20
92357	Amazon Capital Services	Office & Operating Supplies	\$10.79
		Operating/Maintenance Supplies - General	\$53.99
		Uniforms & Clothing	\$118.76
		Check Total:	\$183.54
92358	Attorney Messenger Service Inc.	Professional Services	\$50.00
92359	Backflow Management, Inc.	Cross Connection Program	\$2,015.00
92360	Blue Sky Market	Operating/Maintenance Supplies - General	\$19.45
92361	Budget Septic & Drain LLC	Rentals	\$348.48
92362	Cascade Analytical, Inc.	Professional Services	\$206.00
92363	Cascade Natural Gas Corp.	Fuel for Heating	\$87.94
		Fuel for Heating - City Hall	\$15.57
		Fuel for Heating - Fire	\$33.84
		Fuel for Heating - Police	\$72.68
		Fuel for Heating - Recreation	\$17.88
		Fuel for Heating - Streets	\$15.57
		Fuel for Heating - Swimming Pool	\$32.48
		Check Total:	\$275.96
92364	CenturyLink	Telephone	\$1,631.49
92365	CenturyLink 313081835	Telephone	\$833.50
		Telephone - Utility Billing	\$119.19
		Check Total:	\$952.69
92366	Chandler Distributing Co. Inc.	Chemicals	\$10.79
		Fuel Vehicles	\$5,164.83
		Fuel Vehicles - WWTP	\$299.47
		Operating/Maintenance Supplies - General	\$265.67
		Check Total:	\$5,740.76
92367	Charter Communications-Collections	Internet - Solid Waste	\$89.99
		Rentals	\$18.60
		Check Total:	\$108.59
92368	Cintas Corporation #605	Rentals	\$51.24
		Uniform Cleaning	\$241.71
		Check Total:	\$292.95
92369	City of Toppenish	City Utilities - Library	\$357.94
		City Utility Service - Fire	\$341.37
		City Utility Service - Police	\$514.80
		City Utility Services	\$234.09
		City Utility Services - Cemetery	\$23.66
		City Utility Services - City Hall	\$323.51

<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
		City Utility Services - Parks	\$9,549.69
		City Utility Services - Treatment Plant	\$679.69
		Check Total:	\$12,024.75
92370	D & G Cleaning, LLC	Janitorial Services - City Hall	\$1,200.00
		Janitorial Services - Police Department	\$1,200.00
		Check Total:	\$2,400.00
92371	Dell Financial Services LLC	Capital Purchase - Equipment	\$6,000.00
		Office & Operating Supplies	\$756.05
		Check Total:	\$6,756.05
92372	DeVries Business Records Management, Inc.	Miscellaneous Fees & Charges	\$20.00
92373	Federal Express Corporation	Postage	\$45.25
92374	Fidelity Title Co.	Miscellaneous Fees & Charges	\$150.00
92375	Gray & Osborne, Inc.	Professional Services	\$528.06
		Sewer System Imp (Ph#4) - Engineering	\$266,419.30
		Check Total:	\$266,947.36
92376	H.D. Fowler Company	Operating/Maint. Supplies - General	\$12.28
		Operating/Maintenance Supplies - General	\$762.39
		Check Total:	\$774.67
92377	Howards Tire Factory Inc	Service Repair/Maintenance Vehicles	\$799.47
92378	Humane Society of Cent WA	Professional Services	\$2,918.00
92379	Ideal Lumber & Hardware, Inc.	Operating/Maint. Supplies	\$223.72
		Operating/Maint. Supplies - General	\$221.76
		Operating/Maintenance Supplies - General	\$783.00
		Operating/Maintenance Supplies - Vehicles	\$18.13
		Service Repair/Maintenance - Fire Dept Building	\$144.23
		Service Repair/Maintenance Pool	\$53.89
		Service Repair/Maintenance Vehicles	\$41.39
		Small Tools & Minor Equipment	\$252.27
		Check Total:	\$1,738.39
92380	Intermedia.net Inc.	Telephone	\$141.19
92381	Law Office of Gary M. Cuillier	Legal Services	\$1,778.00
		Legal Services - City Attorney	\$1,638.00
		Check Total:	\$3,416.00
92382	Linker, Robert L	LEOFF Out Pocket Medical	\$11.83
92383	Moon Security Service, Inc.	Alarm Monitoring	\$36.72
92384	Mora, Arthur R	Counsel for Indigents	\$5,100.00
92385	Northrup Enterprises, LLC	Abatement Charges	\$880.74
92386	Northwest Code Professionals	Professional Services	\$3,843.43
92387	Office Depot Card Plan	Office & Operating Supplies	\$19.09
		Operating/Maintenance Supplies - General	\$64.78
		Check Total:	\$83.87
92388	OmniSite	Operating/Maintenance Supplies - General	\$243.48
92389	One Call Concepts, Inc.	Professional Services	\$113.42



<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
92390	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$70.46
92391	Oxarc, Inc.	Chemicals	\$52.63
92392	Pacific Office Automation	Photocopies	\$22.95
		Rentals	\$10.72
		Check Total:	\$33.67
92393	Pacific Power & Light Co.	Electricity	\$148.87
		Electricity - City Hall	\$391.65
		Electricity - Fire	\$519.32
		Electricity - Police	\$872.04
		Electricity - Recreation	\$19.69
		Electricity - Swimming Pool	\$176.67
		Check Total:	\$2,128.24
92394	Rathbun Iron Works Inc.	Operating/Maint. Supplies - General	\$26.99
92395	Ruggles Auto Repair, Inc	Service Repair/Maintenance Vehicles	\$3,152.00
92396	Sea Western, Inc.	Personal Protective Equipment	\$3,272.62
92397	Spectrum	Internet - Sewer	\$126.85
92398	Sunnyside Community Hospital /Occupational Health	Medical Services	\$149.05
92399	Sunnyside Sun	Advertising	\$322.63
92400	Tapani, Inc.	Sewer System Imp (Ph#4) - Construction	\$692,109.31
92401	The Janitor's Closet	Service Repair/Maintenance Police Dept Bldg	\$314.60
92402	Thyssenkrupp Elevators Corp.	Service Repair/Maintenance City Hall	\$593.15
92403	U.S. Bank Corporate Payment System	Fuel Vehicles	\$55.23
		Memberships & Registrations	\$156.18
		Office & Operating Supplies	\$531.97
		Operating/Maint. Supplies	\$432.49
		Operating/Maint. Supplies - General	\$230.29
		Operating/Maintenance Supplies - General	\$155.29
		Professional Services	\$348.74
		Travel	\$74.44
		Uniforms & Clothing	\$1,250.32
		Wellness Program Supplies	\$296.34
		Check Total:	\$3,531.29
92404	Vision Forms, LLC.	Postage	\$1,164.77
		Professional Services	\$592.53
		Check Total:	\$1,757.30
92405	WA St Dept of Licensing	Weapon Permit - DOL License	\$39.00
92406	Wapenish Sand & Gravel	Operating/Maintenance Supplies - General	\$940.55
92407	Washington State Patrol	Pre-Employment Services	\$11.00
92408	Wells Fargo Vendor Fin Serv	Photocopies	\$43.88
		Rentals	\$725.74
		Check Total:	\$769.62
92409	Wells Fargo Vendor Fin Serv	Rentals	\$438.60
92410	Western Peterbilt, Inc.	Repair & Maintenance - Vehicles	\$2,113.55

<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
92411	Wilson Irrigation & Supply, Inc.	Operating/Maint. Supplies - General	\$1.50
92412	Yakima County Solid Waste	Dump Fees - Street Sweeping	\$1,181.85
		Dump Site Fees	\$17,814.54
		Check Total:	\$18,996.39
92413	Yakima Herald Republic	Memberships & Registrations	\$224.16
92414	Zee Medical Service Inc	Operating/Maintenance Supplies - General	\$129.48
EFTAP246	US Bank - Fiscal Agent	Local Loan: Interest	<u>\$606.36</u>
	<b>Grand Total</b>		<b>\$1,053,036.37</b>
	<b>Accounts Payable Checks: 92354 - 92414, Electronic Transfer</b>		<b>\$1,053,036.37</b>

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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 Debbie Zabell, Administrative Services Director

August 7, 2020