



**TOPPENISH CITY COUNCIL
REGULAR MEETING AGENDA
OCTOBER 12, 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 by email to the [City Clerk](#) by 4:00 p.m. on October 12, 2020 to be read during the meeting. To remotely attend this meeting register by selecting [Join a Meeting](#). Call-in information for "listen-only" mode is: (253) 215-8782 [Meeting ID 857 8945 8087] [Passcode: 512926] Email the [City Clerk](#) or call (509) 865-6754 with questions.

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 OCTOBER 12, 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 September 28, 2020 Special Meeting.
- b. Approve Minutes of the September 28, 2020 Regular Meeting.
- c. Approve Minutes of the October 5, 2020 Study Session.
- d. Approve Payroll Checks Number 35067 through 35078 and electronic transfers in the total amount of \$172,657.77 dated October 9, 2020.
- e. Approve Claims Checks Number 92625 through 92704 and electronic transfers in the total amount of \$450,693.40 dated October 12, 2020.

6. NEW BUSINESS

- a. Update on CARES Act Funds for Small Business Grants
- b. Set Agenda for the November 2, 2020 Study Session.

7. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

8. CITY MANAGER REPORTS

9. ADJOURNMENT

NEXT REGULAR COUNCIL MEETING WILL BE HELD ON OCTOBER 26, 2020.

**TOPPENISH CITY COUNCIL
Special Meeting Minutes
September 28, 2020**

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

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 online or by using the call-in phone number.

ROLL CALL

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

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

REMOTE EXECUTIVE SESSION

Mayor Oaks stated the purpose of the Special Meeting is to conduct a remote Executive Session to review the performance of the City Manager pursuant to RCW 42.30.110(g). Mayor Oaks called for a remote executive session to be held at 5:05 p.m. The approximate time for the remote Executive Session is 90 minutes, any action may be taken at the Regular Meeting on September 28, 2020 at 7:00 p.m. The six remote City Councilmembers logged out of the first meeting and logged into a second meeting for the executive session.

Mayor Oaks reconvened the special meeting back to order at 6:38 p.m., after technical difficulties were resolved for the remote City Councilmembers to log back into the first meeting.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 6:39 p.m.

MARK OAKS, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL
Regular Meeting Minutes
September 28, 2020**

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

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. In addition, she recited the instructions to attend the meeting in "listen only" mode by either registering online or by using the call-in phone number.

ROLL CALL

Remote Attendees: Mayor Mark Oaks, Mayor Pro Tem Elpidia Saavedra, and Councilmembers Loren Belton, Juan Ceja, Naila Duval, George Garcia, and Clara Jiménez.

Remote Staff: City Manager Lance Hoyt (CM Hoyt), City Attorney Gary Cuillier, Administrative Services Director Debbie Zabell, Interim Police Chief Tim Bardwell, Public Works Superintendent Rocky Wallace, City Clerk Heidi Riojas (CC Riojas), and Cable Television Manager Judy Devall.

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

APPROVE AGENDA

Councilmember Jiménez moved, seconded by Councilmember Duval to approve the September 28, 2020 Agenda. Motion carried unanimously.

ADVANCE PUBLIC COMMENTS RECEIVED BY 4:00 P.M. ON SEPTEMBER 28, 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 Memorial Proclamation honoring Yakima County Commissioner Norm Childress.

CONSENT AGENDA

Councilmember Belton moved, seconded by Mayor Pro Tem Saavedra to approve Consent Agenda items a and d:

- a. Approve Minutes of the September 14, 2020 Regular Council Meeting.
- b. Accept Financial Reports and Quarterly Investment Report.
- c. Approve Payroll Checks Number 35055 through 35066 and electronic transfers in the total amount of \$239,552.90 dated September 21, 2020.

- d. Approve Claims Checks Number 92564 through 92624 and electronic transfers in the total amount of \$341,224.99 dated September 28, 2020.

Motion carried unanimously.

NEW BUSINESS

Resolution 2020-48: A Resolution Approving Local Agency Agreement and Prospectus with the Washington State Department of Transportation for the Train Depot Roof Rehabilitation Project.

Councilmember Belton moved, seconded by Mayor Pro Tem Saavedra to approve Resolution 2020-48. Motion carried unanimously.

Revised Site Design for New Public Works Buildings, Utilities, and Paving.

Councilmember Belton moved, seconded by Councilmember Duval to approve the Revised Site Design for New Public Works Buildings, Utilities, and Paving. Motion carried unanimously.

Set November 23, 2020 as date for Public Hearing for Revenue Sources and the 2021 Tax Levy.

Mayor Pro Tem Saavedra moved, seconded by Councilmember Belton to set November 23, 2020 as date for public hearing regarding revenue sources and the 2021 Tax Levy. Motion carried unanimously.

Set November 23, 2020 as the date for the First Public Hearing Regarding the Proposed 2021 Preliminary Budget.

Councilmember Duval moved, seconded by Councilmember Garcia to set November 23, 2020 as the date for the first public hearing regarding the proposed 2021 Preliminary Budget. Motion carried unanimously.

Set December 7, 2020 as the date for the Final Public Hearing Regarding the Proposed 2021 Final Budget.

Councilmember Jiménez moved, seconded by Councilmember Duval to set December 7, 2020 as the date for the final public hearing regarding the proposed 2021 Final Budget. Motion carried unanimously.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

Mayor Pro Tem Saavedra had nothing to report.

Councilmember Duval report that the local library is open with limited hours and is available for contact free book pickup.

Councilmember Garcia had nothing to report.

Councilmember Belton had nothing to report.

Councilmember Ceja had nothing to report.

Councilmember Jiménez reported her attendance at the Yakima Valley Conference of Governments General Membership virtual meeting on September 16, 2020.

Mayor Oaks had nothing to report.

CITY MANAGER REPORT

CM Hoyt updated Council on the following:

- Memorial Proclamation and card to be mailed to the Childress Family
- Census 2020 Update
- Yakama Legend's Casino 2% Committee
- City Small Business Grant Update

Councilmember Jiménez moved, seconded by Councilmember Duval to approve the proposed Yakima County Development Association criteria for scoring the small business grant applications. Motion carried unanimously.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:38 p.m.

MARK OAKS, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

TOPPENISH CITY COUNCIL
Study Session Minutes
October 5, 2020

CALL TO ORDER

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

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 online or by using the call-in phone number.

ROLL CALL

Remote Attendees: Mayor Mark Oaks, Mayor Pro Tem Elpidia Saavedra, and Councilmembers Loren Belton, Juan Ceja, Naila Duval, George Garcia, and Clara Jiménez.

Remote Staff: City Manager Lance Hoyt (CM Hoyt), City Attorney Gary Cuillier, Administrative Services Director Debbie Zabell (ASD Zabell), Fire Chief Tim Smith, Interim Police Tim Bardwell, City Clerk Heidi Riojas (CC Riojas) and Cable Television Manager Judy Devall.

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

CM Hoyt provided a brief update on the City Small Business Grant and the number of applications received by the deadline. He noted that Yakima County Development Association will use the criteria approved by Council in distributing a portion of the City's CARES Act Funds and sending out award notices this week.

BUDGET REVENUE WORKSHOP

ASD Zabell reported on the proposed revenue estimates and their sources for the 2021 Preliminary Budget. She explained in detail the nine categories for Municipal Revenues that consist of the following:

- Fund Balance
- Taxes
- Licenses and Permits
- Intergovernmental
- Charges for Goods and Services
- Fines and Penalties
- Miscellaneous

- Non-Revenues
- Other Financing

In closing, ASD Zabell reminded Council that she is available to answer any questions that they might have concerning revenues and that Municipal Research Center has numerous online publications that provide in-depth information on revenues.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:53 p.m.

MARK OAKS, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period 09/16/2020 - 09/30/2020

Fund Number	Description	Amount
001-000-011	Legislative	\$3,074.69
001-000-013	Executive	\$4,221.82
001-000-014	Finance, Record	\$14,058.56
001-000-018	Central Services, Personnel Services	\$4,600.01
001-000-021	Law Enforcement	\$34,853.64
001-000-022	Fire Services	\$19,985.73
001-000-024	Protective Inspections	\$1,342.40
001-000-058	Planning and Community Development	\$297.27
001-000-076	Pool, Park Facilities	\$3,831.66
030-000-000	Criminal Justice Fund	\$25,909.56
101-000-000	Street Fund	\$3,755.49
108-000-000	Cemetery Fund	\$2,467.71
401-000-000	Water Fund	\$13,646.80
403-000-000	Wastewater Fund	\$27,395.47
405-000-000	Solid Waste Fund	\$9,484.65
457-000-000	Cable TV Fund	<u>\$3,732.31</u>
Grand Total		\$172,657.77

Payroll checks 35067 through 35078 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.



 Debbie Zabell, Administrative Services Director

October 9, 2020
 Date

Accounts Payable Check Register

October 12, 2020

Number	Vendor Name	Account Description	Amount
92625	Shah, Sandra	Travel	\$75.00
92626	911 Supply Inc.	Uniforms & Clothing	\$483.82
92627	ADT Security Services, Inc.	Alarm Monitoring - 50% Rec Bldg & Pool	\$23.75
		Alarm Monitoring - 50% Rec Building	\$23.76
		Check Total:	\$47.51
92628	Amazon Capital Services	Office & Operating Supplies	\$267.72
		Operating/Maintenance Supplies - General	\$33.92
		Small Tools & Minor Equipment	\$125.28
		Check Total:	\$426.92
92629	Aramark Uniform Services Everett Lockbox	Rentals	\$32.38
		Service Repair/Maintenance Police Dept Bldg	\$21.60
		Check Total:	\$53.98
92630	Attorney Messenger Service Inc.	Professional Services	\$50.00
92631	Backflow Management, Inc.	Cross Connection Program	\$2,006.00
92632	Bleyhl Farm Service, Inc.	City Utility Services	\$16.00
		Electricity	\$114.00
		Check Total:	\$130.00
92633	Budget Septic & Drain LLC	Rentals	\$384.48
92634	Cascade Analytical, Inc.	Professional Services	\$1,400.00
92635	Cascade Fire Equipment Corp.	Fire Prevention Supplies	\$428.76
92636	Cascade Natural Gas Corp.	Fuel For Heating	\$104.78
		Fuel for Heating - City Hall	\$21.33
		Fuel for Heating - Fire	\$30.94
		Fuel for Heating - Police	\$89.18
		Fuel for Heating - Recreation	\$18.35
		Fuel for Heating - Swimming Pool	\$32.96
		Memberships & Registrations	\$97.28
		Check Total:	\$394.82
92637	CenturyLink	Telephone	\$1,616.69
92638	CenturyLink 313081835	Telephone	\$829.53
		Telephone - Utility Billing	\$118.62
		Check Total:	\$948.15
92639	Chandler Distributing Co. Inc.	Fuel Vehicles	\$4,901.51
		Fuel Vehicles - WWTP	\$263.80
		Operating/Maint. Supplies - Vehicles	\$53.99
		Operating/Maintenance Supplies - Vehicles	\$386.48
		Check Total:	\$5,605.78
92640	Charter Communications-Collections	Internet - Street	\$89.99
		Rentals	\$29.76
		Check Total:	\$119.75

Number	Vendor Name	Account Description	Amount
92641	Cintas Corporation #605	Rentals	\$51.24
		Uniform Cleaning	\$251.51
		Uniforms	\$98.34
		Check Total:	\$401.09
92642	City of Sunnyside - Finance Dept.	Corrections Services Sunnyside	\$180.20
92643	City of Toppenish	City Utilities - Library	\$414.37
		City Utility Service - Fire	\$447.03
		City Utility Service - Police	\$519.98
		City Utility Services	\$417.67
		City Utility Services - Cemetery	\$85.89
		City Utility Services - City Hall	\$339.47
		City Utility Services - Parks	\$9,619.66
		City Utility Services - Street	\$338.06
		City Utility Services - Swimming Pool	\$104.46
		City Utility Services - Treatment Plant	\$433.31
		Check Total:	\$12,719.90
92644	Coastal Farm and Home Supply	Personal Protective Equipment	\$173.27
92645	Consolidated Electrical Dist.Inc.	Operating/Maint. Supplies - General	\$285.70
92646	D&G Cleaning LLC.	Janitorial Services - City Hall	\$1,200.00
		Janitorial Services - Police Department	\$1,200.00
		Service Repair/Maintenance MVTV Bldg	\$320.00
		Check Total:	\$2,720.00
92647	DeVries Business Records Management, Inc.	Miscellaneous Fees & Charges	\$40.00
92648	Dooley Enterprises, Inc.	Range Supplies	\$3,239.48
92649	Fankhauser, Dean R.	Employee Longevity	\$1,382.89
92650	Federal Express Corporation	Postage	\$62.96
92651	Gray & Osborne, Inc.	Professoional Services - Sump Pump Survey	\$314.20
		Sewer System Imp (Ph#4) - Engineering	\$121,417.57
		Sewer System Imp (Ph#4) - Solids Handling Plan	\$314.20
		Check Total:	\$122,045.97
92652	Guardian Security Systems, Inc.	Alarm Monitoring	\$272.18
92653	H.D. Fowler Company	Operating/Maintenance Supplies - General	\$4,452.34
92654	Hach Company	Operating/Maintenance Supplies - General	\$212.09
92655	Horizon Distribution, Inc.	Personal Protective Equipment	\$439.39
92656	Howards Tire Factory Inc	Repair & Maintenance - Vehicles	\$96.01
		Service Repair/Maintenance Vehicles	\$4,383.51
		Check Total:	\$4,479.52
92657	Humane Society of Cent WA	Professional Services	\$2,918.00
92658	Ideal Lumber & Hardware, Inc.	Office & Operating Supplies	\$38.92
		Operating/Maint. Supplies	\$5.85
		Operating/Maint. Supplies - General	\$58.80
		Operating/Maint. Supplies - Vehicles	\$11.64
		Operating/Maintenance Supplies - General	\$608.06

Number	Vendor Name	Account Description	Amount
		Service Repair/Maintenance - Fire Dept Building	(\$17.69)
		Service Repair/Maintenance Equipment	\$13.70
		Small Tools & Minor Equipment	\$673.75
		Check Total:	\$1,393.03
92659	Intermedia.net Inc.	Telephone	\$141.19
92660	Kenbrio Inc.	Professional Services	\$4,000.00
92661	Law Office of Gary M. Cuillier	Legal Services	\$1,948.00
		Legal Services - City Attorney	\$1,498.00
		Sewer System Imp (Ph#4) - Legal	\$154.00
		Check Total:	\$3,600.00
92662	Les Schwab Tire Center	Service Repair/Maintenance Vehicle	\$169.54
92663	Moon Security Service, Inc.	Alarm Monitoring	\$36.72
92664	Mora, Arthur R	Counsel for Indigents	\$7,500.00
92665	MT. Adams Fence Co.	Repair & Maintenance Equipment	\$2,520.00
		Service Repair/Maintenance Equipment	\$1,260.00
		Check Total:	\$3,780.00
92666	Municipal Emergency Services Inc.	Personal Protective Equipment	\$1,414.59
92667	Northwest Code Professionals	Professional Services	\$5,931.12
92668	O L Luther Co. Inc.	Operating/Maintenance Supplies - General	\$521.24
92669	Office Depot Card Plan	Operating/Maintenance Supplies - General	\$33.07
92670	Office Solutions Northwest	Office & Operating Supplies	\$82.08
92671	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$528.20
		Small Tools & Minor Equipment	\$0.00
		Check Total:	\$528.20
92672	Outlook Growers LLC	Miscellaneous Fees & Charges	\$2,673.00
92673	Owen Equipment	Operating/Maintenance Supplies - Vehicles	\$45.14
92674	Oxarc, Inc.	Chemicals	\$51.90
92675	Pacific Office Automation	Photocopies	\$78.15
92676	Pacific Power & Light Co.	Electricity - Cemetery	\$101.34
		Electricity - City Hall	\$344.28
		Electricity - Fire	\$464.15
		Electricity - Police	\$725.88
		Electricity - Recreation	\$19.81
		Electricity - Swimming Pool	\$140.64
		Check Total:	\$1,796.10
92677	Pac-Van, Inc	Rentals	\$201.16
92678	Rathbun Iron Works Inc.	Operating/Maintenance Supplies - Vehicles	\$148.40
92679	Ruggles Auto Repair, Inc	Service Repair/Maintenance Vehicles	\$1,373.94
92680	Schreiner Title Company	Sewer Sales Residential	\$29.39
		Solid Waste Services	\$7.87
		Water Sales Residential	\$15.22
		Check Total:	\$52.48

Number	Vendor Name	Account Description	Amount
92681	Spectrum	Internet - City Hall	\$159.98
92682	Spectrum	Internet - Sewer	\$126.85
92683	Spectrum	Internet - MVTV	\$104.98
92684	Spectrum	Internet - Fire Department	\$159.98
92685	Sunnyside Community Hospital /Occupational Health	Medical Services	\$299.24
92686	Sunnyside Sun	Advertising	\$123.25
92687	Tacoma Screw Products, Inc.	Operating/Maint. Supplies - General	\$330.45
92688	Tapani, Inc.	Sewer System Imp (Ph#4) - Construction	\$186,263.35
92689	The Janitor's Closet	Service Repair/Maintenance Police Dept Bldg	\$134.19
92690	Thyssenkrupp Elevators Corp.	Service Repair/Maintenance City Hall	\$593.15
92691	Toppenish Volunteer Firefighters	Memberships & Registrations	\$480.00
92692	U.S. Bank Corporate Payment System	Fuel Vehicles	\$42.67
		Memberships & Registrations	\$276.99
		Office & Operating Supplies	\$330.15
		Operating/Maint. Supplies	\$272.55
		Operating/Maint. Supplies - General	\$186.62
		Operating/Maintenance Supplies - General	\$1,083.62
		Operating/Maintenance Supplies - Vehicles	\$340.79
		Professional Services	\$59.38
		Travel	\$16.00
		Wellness Program Supplies	\$109.90
		Check Total:	\$2,718.67
92693	Valley Ford	Service Repair/Maintenance - Vehicles	\$1,052.14
92694	Valley Title Guarantee Inc.	Water Sales Residential	\$17.43
92695	Volunteer Firefighters Board	Volunteer Insurance	\$60.00
92696	WA St Dept of Licensing	Weapon Permit - DOL License	\$21.00
92697	Weeks, Joseph	Sewer Sales Residential	\$66.19
		Solid Waste Services	\$9.84
		Water Sales Residential	\$34.67
		Check Total:	\$110.70
92698	WIN-911	IT Services - Water Operations	\$495.00
92699	Yakima County Department of Corrections	Corrections Services Yakima County	\$4,940.00
		Medical Services	\$193.93
		Check Total:	\$5,133.93
92700	Yakima County Fire Chief's Association	Memberships & Registrations	\$50.00
92701	Yakima County Solid Waste	Dump Fees - Street Sweeping	\$17,763.93
92702	Yakima Herald Republic	Advertising	\$816.25
92703	Yakima Valley Community College	Memberships & Registrations	\$45.00
92704	Yakima Waste Systems, Inc.	Recycling Services	\$109.26
EFTAP10/2020	Invoice Cloud	1/3 On-Line Utility Payment Charges	\$3,403.45
EFTAP249	WA St Dept of Revenue	Excise Taxes	\$24,227.21

Number	Vendor Name	Account Description	Amount
		Sales Tax Collected	\$146.32
			Check Total: <u>\$24,373.53</u>
	Grand Total		\$450,693.40
	Accounts Payable Checks: 92625 - 92704, Electronic Transfers		\$450,693.40

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.


 Debbie Zabell, Finance Director/City Clerk

October 12, 2020