

Televised Live and Streamed at the link below:

<https://reflect-midvalley.cablecast.tv/CablecastPublicSite/?channel=2>

1. Regular Session Call to Order

Pledge of Allegiance, Roll Call, and 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. RCW 42.17A.555 prohibits government agencies from allowing the use of public facilities, directly or indirectly, for campaign purposes. 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 and state your name 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 February 24, 2025, Regular Meeting](#)
- b. [Approve Minutes of the March 3, 2025, Study Session](#)
- c. [Approve Payroll Check Numbers 36936 through 36942, and Electronic Transfers EFTPR3454 through EFTPR3463 in the total amount of \\$208,927.36 dated March 7, 2025](#)
- d. [Approve Claims Checks Numbers 100332 through 100418 and Bank Drafts DFT24 through DFT30 in the total amount of \\$1,110,923.14 dated March 10, 2025 and void checks NR100241, and NR100353](#)

5. New Business - NONE

6. Council Meeting Reports and Community Announcements

7. Adjournment

Next Regular Council Meeting Will Be Held on March 24, 2025

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
February 24, 2025

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

ROLL CALL

Attendees: Mayor Elpidia Saavedra and Councilmembers Naila Prieto Duval, George Garcia, Josh Garza, Ezequiel Morfin, and Cristian Sanchez
Absent: Mayor Pro Tem Loren Belton
Staff: City Manager Dan Ford, City Attorney Daniel B. Heid, Public Safety Director Joseph Mehline, Interim Public Works Supervisor Dan Musgraves, Community Economic Development Director Andrew Hattori, IT Services Manager Van Donley, Finance Technician Yeni Salcedo, City Clerk Heidi Riojas, and Communications Manager Sean Davido

City Clerk Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, and Councilmembers Prieto Duval, Garcia, Garza, Morfin, and Sanchez responded their attendance during roll call. Mayor Pro Tem Belton was not present at the meeting.

Councilmember Garcia moved, seconded by Councilmember Sanchez to excuse Mayor Pro Tem Belton from the February 24, 2025, Regular Meeting. Motion carried unanimously.

APPROVE AGENDA

Councilmember Garza moved, seconded by Councilmember Garcia to approve the February 24, 2025, Agenda. Motion carried. Councilmembers Prieto Duval and Morfin voted no.

Councilmember Prieto Duval moved, seconded by Councilmember Morfin to remove item 5d from the agenda. Motion failed. Mayor Saavedra and Councilmembers Garcia, Garza, and Sanchez voted no.

PUBLIC COMMENT

The City Council received comments from the public during the meeting.

CONSENT AGENDA

Councilmember Garza moved, seconded by Councilmember Sanchez to approve Consent Agenda items a through c:
a. Approve Minutes of the February 10, 2025, Regular Meeting

- b. Approve Payroll Check Numbers 36928 through 36935 and Electronic Transfers EFTPR3444 through EFTPR3453 in the total amount of \$301,977.23 dated February 21, 2025
- c. Approve Claims Checks Numbers 100282 through 100331 and Bank Draft DFT23 in the total amount of \$385,756.11 dated February 24, 2025 and void checks NR100050, NR100082, NR100113, and NR100324

Motion carried unanimously.

NEW BUSINESS

Report a Pothole

Communications Manager Davido updated Council on the new Report a Pothole program for the public to participate in reporting potholes needing to be filled.

Resolution 2025-07: A Resolution Approving the City Manager to Purchase a 2025 Mack Heil Durapack Body and Rail Collection Arm.

Councilmember Garza moved, seconded by Councilmember Sanchez to approve Resolution 2025-07. Motion carried unanimously.

Resolution 2025-08: A Resolution Amending Contract 090329-TTI Between Tyler Technologies, Inc. and the City of Toppenish, Washington, for Financial and Other City Software.

Councilmember Garza moved, seconded by Councilmember Garcia to approve Resolution 2025-08. Motion carried unanimously.

Resolution 2025-09: A Resolution of the City Council of the City of Toppenish, Washington, Censuring Councilmembers Morfin and Prieto Duval for Action Related to the Toppenish City Council Meeting of January 27, 2025.

Mayor Saavedra moved, seconded by Councilmember Garcia to approve Resolution 2025-09. Motion failed. Councilmembers Prieto Duval, Morfin, and Garza voted no.

Resolution 2025-10: A Resolution Approving CKJT Architects PLLC Contract Amendments – 220 West 1st Avenue, Police Facility Design and Remodel Project for the City of Toppenish, Washington.

Councilmember Prieto Duval moved, seconded by Councilmember Morfin to approve Resolution 2025-10. Motion carried unanimously.

Resolution 2025-11: A Resolution of the City Council of the City of Toppenish, Washington, Declaring a State of Emergency to Make Immediate Repairs for the Wastewater Treatment Plant.

Councilmember Garza moved, seconded by Councilmember Sanchez to approve Resolution 2025-11. Motion carried unanimously.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

The City Councilmembers provided reports of their activities since the last meeting and community announcements.

EXECUTIVE SESSION

At 8:46 p.m., Mayor Saavedra called for the room to clear for Council to go into Executive Session to discuss litigation pursuant to RCW 42.30.110(1)(i). The Executive Session started at 8:47 p.m. The approximate time for the Executive Session is 5 minutes with no action anticipated.

At 8:52 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 8:52 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL
Study Session Minutes
March 3, 2025**

CALL TO ORDER

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

ROLL CALL

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Naila Prieto Duval, George Garcia, Ezequiel Morfin, and Cristian Sanchez
Absent: Councilmember Josh Garza
Staff: City Manager Dan Ford (CM Ford), City Attorney Daniel Heid, Budget and Finance Director Adam Vaughn, Public Safety Director Joseph Mehline, Community and Economic Development Director Andrew Hattori, Deputy Police Chief Jonathan Schwarzer, Information Technology Services Manager Van Donley, and City Clerk Heidi Riojas

City Clerk Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmembers Prieto Duval, Garcia, Morfin and Sanchez responded their attendance during roll call. Councilmember Garza was not present at the meeting.

APPROVE AGENDA

Councilmember Sanchez moved, seconded by Councilmember Garcia to approve the March 3, 2025, Agenda. Motion carried unanimously.

PUBLIC COMMENT

The City Council received no comments from the public during the meeting.

PUBLIC COMMENTS UPDATE

CM Ford noted there were no public comments for staff in February 2025.

DISCUSSION

Resolution 2025-12: A Resolution Relating to the Toppenish City Council, Replacing The Governance Manual - Rules Of Procedures for the Toppenish City Council, and Repealing Resolution No. 2019-29

Councilmember Prieto Duval moved, seconded by Councilmember Morfin to continue this discussion to the April 7, 2025, Study Session. Motion failed. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmembers Garcia and Sanchez voted no.

Mayor Saavedra moved, seconded by Councilmember Sanchez to approve Resolution 2025-12. Motion carried. Councilmembers Prieto Duval and Morfin voted no.

Mayor Saavedra Read Ordinance 2025-03 Into the Records: An Ordinance of the City Council of the City of Toppenish, Washington, Amending Section 2.05.050 of the Toppenish Municipal Code Relating to Procedural Rules.

Mayor Saavedra moved, seconded by Mayor Pro Tem Belton to adopt Ordinance 2025-03. Motion carried. Councilmembers Prieto Duval and Morfin voted no.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:45 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period: 2/16-2/28, 2025

Fund Number	Description	Amount
001-000-011	Legislative	\$2,790.48
001-000-013	Executive	\$10,073.37
001-000-014	Finance, Record	\$12,995.37
001-000-018	Central Services, Personnel Services	\$9,451.94
001-000-021	Law Enforcement	\$48,403.61
001-000-022	Fire Services	\$31,493.91
001-000-024	Protective Inspections	\$7,049.13
001-000-058	Planning and Community Development	\$3,103.86
001-000-076	Pool, Park Facilities	\$418.29
030-000-021	Criminal Justice Fund	\$25,144.89
050-000-000	Special Projects Fund	\$1,163.65
101-000-000	Street Fund	\$6,852.06
108-000-000	Cemetery Fund	\$2,922.27
157-000-000	Cable TV Fund	\$5,087.22
401-000-000	Water Fund	\$13,072.30
403-000-000	Wastewater Fund	\$17,385.82
405-000-000	Solid Waste Fund	\$11,519.19
Grand Total		\$208,927.36

Payroll Checks

Payroll Checks 36936-36942 and Electronic Transfers EFTPR3454-EFTPR3463

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.

Adam Vaughn, Finance Director

March 6, 2025
Date



City of Toppenish, WA

Date Range: 02/14/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Claims and Payroll-Claims and Payroll						
10744	Elpidia Saavedra	03/06/2025	Regular	0.00	223.00	100332
10005	3B Apparel and Design	03/10/2025	Regular	0.00	280.80	100333
13099	Abadan Tri Cities	03/10/2025	Regular	0.00	267.84	100334
13113	Adam Vaughn	03/10/2025	Regular	0.00	284.90	100335
10067	Alba Enterprises	03/10/2025	Regular	0.00	320.00	100336
10080	All-Phase Electric, Inc.	03/10/2025	Regular	0.00	2,582.49	100337
10099	Amazon Capital Services	03/10/2025	Regular	0.00	1,109.93	100338
10113	American Water Works Association	03/10/2025	Regular	0.00	276.00	100339
13114	Ascent Foundation & More, LLC	03/10/2025	Regular	0.00	228,226.03	100340
10173	Association Of Washington Cities	03/10/2025	Regular	0.00	1,800.00	100341
10194	Axon Enterprise, Inc.	03/10/2025	Regular	0.00	28,600.11	100342
10324	Bud Clary Ford Hyundai	03/10/2025	Regular	0.00	55,178.85	100343
10330	Bureau of Indian Affairs	03/10/2025	Regular	0.00	1,911.46	100344
10390	Cascade Natural Gas Corp.	03/10/2025	Regular	0.00	6,065.70	100345
10412	Central Machinery Sales, Inc.	03/10/2025	Regular	0.00	679.99	100346
313081835	CenturyLink	03/10/2025	Regular	0.00	974.95	100347
314273475	CenturyLink	03/10/2025	Regular	0.00	2,296.08	100348
13104	CenturyLink - Lumen	03/10/2025	Regular	0.00	2,299.06	100349
10443	Chandler Distributing Co. Inc.	03/10/2025	Regular	0.00	349.79	100350
10445	Charter Communications	03/10/2025	Regular	0.00	1,482.18	100351
10456	Cintas Corporation #605	03/10/2025	Regular	0.00	351.71	100352
10467	City of Sunnyside - Finance Dept.	03/10/2025	Regular	0.00	119,034.10	100353
10467	City of Sunnyside - Finance Dept.	03/10/2025	Regular	0.00	-119,034.10	NR100353
10468	City of Toppenish	03/10/2025	Regular	0.00	2,730.86	100354
13100	CKJT Architects, pllc	03/10/2025	Regular	0.00	45,829.00	100355
10487	Coastal Farm and Home Supply	03/10/2025	Regular	0.00	155.94	100356
10610	Dale Northrup	03/10/2025	Regular	0.00	20.00	100357
13083	Daniel B. Heid	03/10/2025	Regular	0.00	8,234.00	100358
10663	DeVries Business Records Management, Inc.	03/10/2025	Regular	0.00	87.01	100359
10813	FBI-LEEDA Inc	03/10/2025	Regular	0.00	50.00	100360
10817	Federal Express Corporation	03/10/2025	Regular	0.00	93.22	100361
10829	Fidelity Title Co.	03/10/2025	Regular	0.00	375.00	100362
10886	Galls, Inc.	03/10/2025	Regular	0.00	479.41	100363
10624	Gordon Thomas Honeywell Government	03/10/2025	Regular	0.00	3,000.00	100364
11007	Gray & Osborne, Inc.	03/10/2025	Regular	0.00	2,062.46	100365
11039	H.D. Fowler Co., Inc.	03/10/2025	Regular	0.00	17,111.16	100366
11040	Hach Company	03/10/2025	Regular	0.00	267.20	100367
11087	HLA Engineering and Land Surveying, Inc.	03/10/2025	Regular	0.00	23,289.63	100368
11108	Howard's Tire Factory Inc	03/10/2025	Regular	0.00	344.41	100369
11116	HSI Emergency Care Solutions, Inc	03/10/2025	Regular	0.00	183.60	100370
13109	Ideal Option PLLC	03/10/2025	Regular	0.00	450.00	100371
11156	Intermedia.net Inc.	03/10/2025	Regular	0.00	157.64	100372
11157	Intermountain Cleaning Service, Inc.	03/10/2025	Regular	0.00	425.62	100373
11206	James Andrews	03/10/2025	Regular	0.00	3,000.00	100374
13106	Jossue Perez	03/10/2025	Regular	0.00	1,469.50	100375
11291	Kerr Ferguson Law, PLLC	03/10/2025	Regular	0.00	330.00	100376
11336	Lab Test	03/10/2025	Regular	0.00	300.00	100377
11368	LEAF Capital Funding LLC	03/10/2025	Regular	0.00	4,290.54	100378
11386	Lexipol, LLC	03/10/2025	Regular	0.00	7,978.81	100379
13107	LS Networks	03/10/2025	Regular	0.00	900.00	100380
13105	Mavy Manzano	03/10/2025	Regular	0.00	40.00	100381
11574	Mobile Modular	03/10/2025	Regular	0.00	14,870.70	100382
11586	Moon Security Service, Inc.	03/10/2025	Regular	0.00	146.24	100383
11607	Morton's Supply Inc.	03/10/2025	Regular	0.00	372.49	100384

Check Report

Date Range: Section 4, Item d. 5

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11619	Municipal Emergency Services Inc.	03/10/2025	Regular	0.00	3,241.68	100385
11629	N-able Technologies LTD	03/10/2025	Regular	0.00	85.84	100386
11643	NATOA	03/10/2025	Regular	0.00	200.00	100387
11726	One Call Concepts, Inc.	03/10/2025	Regular	0.00	39.78	100388
11699	O'Reilly Auto Parts	03/10/2025	Regular	0.00	606.69	100389
11749	OVS - Orchard & Vineyard Supply, LLC	03/10/2025	Regular	0.00	1.24	100390
11753	Oxarc, Inc.	03/10/2025	Regular	0.00	50.18	100391
13108	Pacific Office Automation Inc.	03/10/2025	Regular	0.00	2,329.09	100392
Finance/All Other De	Pacific Power & Light Co.	03/10/2025	Regular	0.00	31,183.94	100393
11838	Pitney Bowes Global Financial Services	03/10/2025	Regular	0.00	505.98	100394
11842	Platt Electric Supply	03/10/2025	Regular	0.00	612.83	100395
11934	Rathbun Iron Works, Inc.	03/10/2025	Regular	0.00	582.12	100396
12284	RWC Group	03/10/2025	Regular	0.00	326.35	100397
13110	Seekins Precision, Inc.	03/10/2025	Regular	0.00	5,756.40	100398
12376	SHC Medical Center Toppenish	03/10/2025	Regular	0.00	945.09	100399
12549	The Bunker Tri-Cities LLC	03/10/2025	Regular	0.00	686.98	100400
12639	TransUnion Risk and Alternative Data Solutions,	03/10/2025	Regular	0.00	135.01	100401
12664	Tyler Technologies Inc.	03/10/2025	Regular	0.00	4,060.00	100402
12668	U.S. Bank Corporate Payment Systems	03/10/2025	Regular	0.00	13,377.89	100403
12748	Verizon Wireless	03/10/2025	Regular	0.00	3,250.30	100404
12751	VESTIS	03/10/2025	Regular	0.00	68.51	100405
12774	Vision Municipal Solutions, LLC	03/10/2025	Regular	0.00	2,046.46	100406
12782	WA Department of Health	03/10/2025	Regular	0.00	3,392.70	100407
12817	Washington Cities Insurance Authority	03/10/2025	Regular	0.00	50.00	100408
12840	Washington State Patrol	03/10/2025	Regular	0.00	24.00	100409
12841	Washington State Treasurer	03/10/2025	Regular	0.00	2,679.76	100410
FD	Wells Fargo Vendor Fin Serv	03/10/2025	Regular	0.00	501.36	100411
12931	Workhub Software Inc.	03/10/2025	Regular	0.00	47.10	100412
12974	Yakima County Department of Corrections	03/10/2025	Regular	0.00	25,939.44	100413
Vendor 541	Yakima County Treasurer	03/10/2025	Regular	0.00	60.72	100414
13002	Yakima Humane Society	03/10/2025	Regular	0.00	1,000.00	100415
13014	Yakima Valley Fire & Injury Prevention Assoc.	03/10/2025	Regular	0.00	50.00	100416
13029	Yakima Waste Systems, Inc.	03/10/2025	Regular	0.00	75.42	100417
10467	City of Sunnyside - Finance Dept.	03/10/2025	Regular	0.00	79,324.90	100418
11177	Invoice Cloud (EFT)	03/10/2025	Bank Draft	0.00	500.80	DFT0000024
11069	Heritage Bank	03/06/2025	Bank Draft	0.00	-225.86	DFT0000025
11069	Heritage Bank	02/14/2025	Bank Draft	0.00	225.86	DFT0000025
11839	Pitney Bowes Inc.	03/19/2025	Bank Draft	0.00	1,000.00	DFT0000027
11839	Pitney Bowes Inc.	03/19/2025	Bank Draft	0.00	-1,000.00	DFT0000027
11839	Pitney Bowes Inc.	02/19/2025	Bank Draft	0.00	1,000.00	DFT0000029
10763	Enviro-Clean Equip, Inc.	03/07/2025	Bank Draft	0.00	441,720.00	DFT0000030
-	HLA Engineering and Land Surveying, Inc.	03/05/2025	Regular	0.00	-2,218.59	NR100241

Bank Code Claims and Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	168	87	0.00	776,877.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-121,252.69
Bank Drafts	5	7	0.00	443,220.80
EFT's	0	0	0.00	0.00
	173	95	0.00	1,098,845.28

Check Report

Date Range: 02/14/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General -General						
12699	USDA RD DCFO Loan Payment (EFT)	03/08/2025	Bank Draft	0.00	11,852.00	DFT0000026
11069	Heritage Bank	02/14/2025	Bank Draft	0.00	225.86	DFT0000028

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	12,077.86
EFT's	0	0	0.00	0.00
	2	2	0.00	12,077.86

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	168	87	0.00	776,877.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-121,252.69
Bank Drafts	7	9	0.00	455,298.66
EFT's	0	0	0.00	0.00
	175	97	0.00	1,110,923.14

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	3/2025	1,110,923.14
			1,110,923.14

Grand Total

\$1,110,923.14

Accounts Payable Checks 100332-100418, DFT24-30 and voided checks NR100353 & NR100241

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.

Adam Vaughn, Finance Director

March 07, 2025