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**1. Regular Session Call to Order**

Pledge of Allegiance, Roll Call, and Welcome

**2. Approve Agenda**

**3. Presentation**

a. AB 26-29: Toppenish Royalty.

**4. Public Comment**

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. With very few exceptions, 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.

**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 March 9, 2026, Regular Meeting.

b. Approve Payroll Checks and Bank Drafts as listed in the attached register in the total amount of \$286,309.29 dated March 20, 2026.

c. Approve Claims Checks and Bank Drafts as listed in the attached register in the total amount of \$419,919.60 dated March 23, 2026.

**6. New Business**

a. AB 26-30: [Proposed] Ordinance No. 2026-07 Amending TMC 2.30.090 Parks and Recreation Board Advisory Membership.

**7. Council Meeting Reports and Community Announcements**

**8. Executive Session**

a. Purpose: To review the performance of a public employee [RCW 42.30.110(1)(g)]  
Time: 10 minutes  
Action: Anticipated Action

## **9. Adjournment**

### **Next Council Meeting Will Be Held on April 6, 2026.**

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.

**Meeting Date:** March 23, 2026  
**Subject:** AB 26-29: Toppenish Royalty.  
**Attachments:** None  
**Presented By:** Heidi Riojas, City Clerk  
**Approved for  
Agenda By:** Dan Ford, City Manager

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**Discussion:**

Receive updates from Christy Troy, Toppenish Royalty Director, and meet the outgoing 2025-2026 Miss Toppenish Karla Guizarand and the incoming Toppenish Royalty.

**Fiscal Impact:**

n/a

**Recommendation:**

n/a

**Alternatives:**

n/a

**TOPPENISH CITY COUNCIL**  
**Regular Meeting Minutes**  
**March 9, 2026**

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

**ROLL CALL**

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Laura Canfield, Naila Prieto Duval, George Garcia, Josh Garza, and Cristian Sanchez.

Staff: City Manager Dan Ford, City Attorney Daniel B. Heid, ACM/Finance Director Adam Vaughn, Public Safety Director Joseph Mehline, Interim Director of Community Infrastructure and Development Andrew Hattori, Information Technologies Services Manager Van Donley, City Clerk Heidi Riojas (CC Riojas), and Communications Manager Sean Davido.

CC Riojas conducted roll call for each City Councilmember to respond to their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmembers Canfield, Prieto Duval, Garcia, Garza, and Sanchez responded during roll call.

**APPROVE AGENDA**

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve the March 9, 2026, Agenda. Motion carried unanimously.

**PROCLAMATION**

**Honoring Top-Hi Wildcats Wrestlers and their Coaches.**

Mayor Saavedra recited a proclamation recognizing the Toppenish High School Girls Wrestling Team for achieving a historic milestone by winning the 2026 State Girls Wrestling Team Championship Title for the fifth consecutive year and setting both state and school records. Four members of the girls wrestling team and one member of the boys wrestling team also earned individual Championship Titles. The Mayor proclaimed March 9, 2026 through March 13, 2026 as Top Hi Wildcats Wrestlers Week and encouraged the Toppenish community to congratulate the wrestlers and their coaches for their success and for bringing these honors home.

**PUBLIC COMMENT**

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

**CONSENT AGENDA**

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

- a. Approve Minutes of the February 23, 2026, Regular Meeting.
- b. Approve Minutes of the March 2, 2026, Study Session.
- c. Approve Payroll Checks and Bank Drafts as listed in the attached register in the total amount of \$178,987.04 dated March 6, 2026.

d. Approve Claims Checks and Bank Drafts as listed in the attached register in the total amount of \$235,653.21 dated March 9, 2026.  
Motion carried unanimously.

## **PUBLIC HEARING**

**Public Hearing for Proposed Amendment to the Toppenish Municipal Code to Create Provisions for the Allowance of Accessory Dwelling Units. Receive Staff Presentation and Public Comments on Proposed Code Updates.**

Mayor Saavedra opened the public hearing at 7:13 p.m.

Director Hattori reported that this is a public hearing to receive public comments on the proposed Amendment to the Toppenish Municipal Code to create provisions for the allowance of accessory dwelling units.

There being no comments from the public, Mayor Saavedra closed the public hearing at 7:16 p.m.

## **NEW BUSINESS**

**Mayor Pro Tem Belton Read Ordinance No. 2026-06: An Ordinance of the City of Toppenish, Washington Enacting a New Chapter 17.94 of the Toppenish Municipal Code and Amend Existing Sections 17.28.020, 17.32.020, 17.32.030 And 17.40.020, Establishing Accessory Dwelling Unit Regulations in the Toppenish Municipal Code.**

Councilmember Garza moved, seconded by Councilmember Garcia to adopt Ordinance No. 2026-06. Motion carried unanimously.

**Resolution No. 2026-09: A Resolution of the City Council of the City of Toppenish, Washington, Approving the Acceptance of the Public Safety Building Remodel Project as Complete With Tri-Ply Construction, LLC and Establish an Effective Date.**

Councilmember Prieto Duval moved, seconded by Councilmember Garcia to approve Resolution No. 2026-09. Motion carried unanimously.

**Resolution No. 2026-10: A Resolution of the City Council of the City of Toppenish, Washington, Approving the Acceptance of the Rentschler Lane Improvements Project as Complete With Interwest Construction Inc. and Establish an Effective Date.**

Councilmember Prieto Duval moved, seconded by Councilmember Canfield to approve Resolution No. 2026-10. Motion carried unanimously.

**Resolution No. 2026-11: A Resolution of the City Council of the City of Toppenish, Washington, Authorizing the City Manager to Execute an Amended Local Agency Agreement With the Washington State Department of Transportation to Include a State Service Fee Related to the Yakima Valley Conference of Governments Carbon Reduction Program Grant.**

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve Resolution No. 2026-11. 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 7:34 p.m., Mayor Saavedra called for the Council to go into Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). The approximate time for the Executive Session is 45 minutes with potential action.

At 7:36 p.m., Council started its Executive Session after all the members of the public left the chambers.

At 8:21 p.m., Mayor Saavedra extended the Executive Session an additional 15 minutes.

At 8:36 p.m., Mayor Saavedra extended the Executive Session an additional 5 minutes.

At 8:41 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 8:41 p.m.

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ELPIDIA SAAVEDRA, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

**Payroll Check Register**  
 Payroll for Period: 3/1-3/15, 2026

Description	Payment Type	Payment Number	Amount
ACH Payroll 3/1-3/15, 2026	Bank Draft	ACH Payroll	\$115,887.60
Benefits only	Regular	38675-38676	\$0.00
City of Toppenish - Longevity	Regular	38677	\$405.00
IAFF-MERP Trust Office	Regular	38678	\$300.00
Teamsters Local 760	Regular	38679	\$940.00
Toppenish Police Officer Association	Regular	38680	\$955.50
Treasurer IAFF #2328	Regular	38681	\$244.50
United Way of Yakima Co.	Regular	38682	\$3.00
Vimly Benefit Solutions, Inc.	Regular	38683	\$97,529.44
Washington Teamsters Welfare Trust	Regular	38684	\$2,201.60
Aflac (EFT)	Bank Draft	DFT0000321	\$64.29
Aflac (EFT)	Bank Draft	DFT0000322	\$131.72
MissionSquare (EFT)	Bank Draft	DFT0000323	\$5,004.01
Nationwide Retirement Solutions (EFT)	Bank Draft	DFT0000324	\$1,909.87
Dept of Retirement Systems (EFT)	Bank Draft	DFT0000325	\$20,642.97
Internal Revenue Service	Bank Draft	DFT0000326	\$38,055.94
WCIF - PD Dental & Vision (EFT)	Bank Draft	DFT0000327	\$2,033.85
<b>Grand Total</b>			<b>\$286,309.29</b>

**Payroll Checks**

Payroll Checks 38675-38684 and Electronic Transfers DFT0000321-DFT0000327.

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 20, 2026

Date

**AP Check Register**

March 2nd Council Period

Description	Payment Type	Payment Number	Amount
Colley, Tamara	Regular	38672	\$ 86.00
Colley, Tamara	Regular	NR38672	\$ (86.00)
Colley, Tamara	Regular	38673	\$ 577.45
Yakima County Clerk	Regular	38674	\$ 4,000.00
Abadan Tri Cities	Regular	38685	\$ 294.62
Adams View Glass and Screen, LLC	Regular	38686	\$ 227.22
ADT Security Services, Inc.	Regular	38687	\$ 47.69
Amazon Capital Services	Regular	38688	\$ 4,893.96
**Void**Continued Invoice List Amazon	Regular	38689	\$ -
Anaconda Networks, Inc.	Regular	38690	\$ 1,663.04
Anatek Labs, Inc.	Regular	38691	\$ 924.00
Blaze Plan Review	Regular	38692	\$ 250.00
Capitol Path Consulting LLC	Regular	38693	\$ 10,000.00
Cascade Columbia Distribution	Regular	38694	\$ 8,321.66
Cascade Natural Gas Corp.	Regular	38695	\$ 24.31
CenturyLink	Regular	38696	\$ 22.70
Cintas Corporation #605	Regular	38697	\$ 561.99
City of Sunnyside - Finance Dept.	Regular	38698	\$ 10,492.90
Columbia Cleaners	Regular	38699	\$ 36.12
Dell Marketing L.P.	Regular	38700	\$ 2,518.57
Department of Licensing	Regular	38701	\$ 18.00
Dept. Of Transportation	Regular	38702	\$ 277.61
DeVries Business Records Management, Inc.	Regular	38703	\$ 32.00
EarthCam, Inc.	Regular	38704	\$ 375.00
Fastsigns	Regular	38705	\$ 2,017.52
Federal Express Corporation	Regular	38706	\$ 86.64
First Responder Outfitters, Inc.	Regular	38707	\$ 4,755.95
George Garcia	Regular	38708	\$ 30.00
GMP Consultants LLC	Regular	38709	\$ 2,875.00
Guardian Security Systems, Inc.	Regular	38710	\$ 190.90
H.D. Fowler Co., Inc.	Regular	38711	\$ 1,430.58
HLA Engineering and Land Surveying, Inc.	Regular	38712	\$ 71,639.45
Howard's Tire Factory Inc	Regular	38713	\$ 662.33
Ideal Lumber & Hardware, Inc.	Regular	38714	\$ 889.83
IIA Lifting Services, Inc.	Regular	38715	\$ 1,355.85
Intermountain Cleaning Service, Inc.	Regular	38716	\$ 5,034.01
James Andrews	Regular	38717	\$ 3,000.00
Lab Test	Regular	38718	\$ 300.00
Melissa Gonzalez	Regular	38719	\$ 67.50
Miguel Rangel	Regular	38720	\$ 176.00
N C Machinery	Regular	38721	\$ 787.97
N-able Technologies LTD	Regular	38722	\$ 47.24
Northwest Code Professionals	Regular	38723	\$ 4,786.56
ODP Business Solutions, LLC	Regular	38724	\$ 67.94
O'Reilly Auto Parts	Regular	38725	\$ 38.93
Orkin Pest Control	Regular	38726	\$ 130.37
Oxarc, Inc.	Regular	38727	\$ 66.94
Pacific Power & Light Co.	Regular	38728	\$ 37,871.87
Padilla Villafan, Jesus	Regular	38729	\$ 68.00
Pitney Bowes Inc.	Regular	38730	\$ 174.21

Price Ford of Yakima Valley, LLC	Regular	38731	\$	2,826.57
Randall Danskin P.S.	Regular	38732	\$	2,581.50
Rathbun Iron Works, Inc.	Regular	38733	\$	143.88
Ringolde	Regular	38734	\$	56.80
SHC Medical Center Toppenish	Regular	38735	\$	298.20
Sunnyside Sun Media LLC	Regular	38736	\$	577.00
TK Elevator Corporation	Regular	38737	\$	7,284.02
U.S. Bank Corporate Payment Systems	Regular	38738	\$	6,354.32
U.S. Bank Safekeeping	Regular	38739	\$	22.00
VESTIS	Regular	38740	\$	32.46
Walker Car Wash Inc.	Regular	38741	\$	175.00
Washington Cities Insurance Authority	Regular	38742	\$	25.00
Washington State Auditor's Office	Regular	38743	\$	141.10
Weinmann, Gene E.	Regular	38744	\$	1,946.99
Workhub Software Inc.	Regular	38745	\$	42.00
Yakima County Financial Services	Regular	38746	\$	148,515.00
Yakima County GIS	Regular	38747	\$	100.00
Yakima Herald Republic	Regular	38748	\$	239.70
Yakima Waste Systems, Inc.	Regular	38749	\$	53,334.00
Internal Revenue Service	Bank Draft	DFT0000318	\$	3,925.01
Wex Bank (EFT)	Bank Draft	DFT0000319	\$	6,852.62
Heritage Bank	Bank Draft	DFT0000320	\$	336.00
<b>Grand Total</b>			<b>\$</b>	<b>419,919.60</b>

**Account Payable Checks**

Accounts Payable Checks 38672-38674 and 38685-38749, Voided Check NR38672 and Electronic Transfers DFT0000318-DFT0000320.

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

3/20/2026

Date

**Meeting Date:** March 23, 2026

**Subject:** AB 26-30: [Proposed] Ordinance No. 2026-07 Amending TMC 2.30.090 Parks and Recreation Board Advisory Membership.

**Attachments:** 1. Ordinance No. 2026-07 Amending TMC 2.30.090 Parks and Rec Board Membership

**Presented By:** Andrew Hattori, CED Director

**Approved for** Dan Ford, City Manager

**Agenda By:**

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**Discussion:**

The City of Toppenish (City) utilizes various commission and boards to make recommendations to City Council at the Council's request, such as the Planning Commission and the Parks and Recreation Board. Both of these advisory committees have set lengths that members can serve and set limit on maximum or minimum membership. Both of these requirements may cause vacancies of membership that need to be filled, the City is currently without any members on the Parks and Recreation Board as they have not met within the six year time period that membership is retained, and Planning Commission recently had a member step away due to moving away from the City. The City is taking efforts to fill these vacancies which will include advertisements, applications, and reviews by the City Council.

The City also amended the membership maximum for the Planning Commission from seven members to five in 2025, this has been a successful step taken for engagement and management for the Commission. As we hope to refill the Parks and Recreation Board vacancies soon, staff wishes to present an amendment to Toppenish Municipal Code (TMC) section 2.30.090 "Parks and recreation board advisory membership". This amendment would change the required membership from seven to five with a minimum of three members to provide direction during a time where volunteerism is down, similar to what was previously done for Planning Commission's membership, but with increased flexibility to what total membership may be.

**Fiscal Impact:**

None.

**Recommendation:**

Adopt Ordinance No. 2026-07, amending TMC section 2.30.090 changing the Parks and Recreation Board total membership from seven to five with a minimum of three.

**Alternatives:**

**ORDINANCE NO. 2026-07**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON, AMENDING SECTION 2.30.090 OF THE TOPPENISH MUNICIPAL CODE TO AMEND THE NUMBER OF MEMBERS OF THE PARKS AND RECREATION BOARD, PROVIDING FOR SEVERABILITY AND ESTABLISH AN EFFECTIVE DATE**

**WHEREAS** the City of Toppenish has provisions for the allowance of a parks and recreation board to meet and make recommendations to City Council on the development, operation, and use of parks at the City Council's request; and

**WHEREAS** the parks and recreation board has not met within the last six years and all membership is expired under TMC 2.30.030(A); and

**WHEREAS** the City of Toppenish wishes to solicit membership to the parks and recreation board for potential City Council requests; and

**WHEREAS** modifying the requirement for a board membership of three or five members provides flexibility and lenient quorum thresholds.

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1:** Section 2.30.090 of the Toppenish Municipal Code is hereby amended to read as follows:

**2.30.090 Membership of the parks and recreation advisory board.**

The parks and recreation advisory board shall consist of ~~seven members~~ either three or five members.

**Section 2. Severability:** If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 3. Corrections:** The city clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the corrections of scriveners/clerical errors, and any references thereto references.

**Section 4. Effective Date:** This ordinance shall be effective five days after publication of a summary thereof.

**ADOPTED** by the Toppenish City Council at its regular meeting held on March 23, 2026.

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ELPIDIA SAAVEDRA, Mayor

ATTEST:

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HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

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DANIEL B. HEID, City Attorney

Date of Publication: \_\_\_\_\_