



City Council Regular Meeting Minutes

Tuesday, April 14, 2026 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

2026 Strategic Theme: "Our Future. Our Water."

1. CALL TO ORDER & ROLL CALL

Mayor Beese called the Regular City Council Meeting to order at 6:05 pm. A quorum was present.

PRESENT

Mayor Shawna Beese
Council Member Shaun Culler
Council Member Dan Sander
Council Member Kelly Stravens
Council Member Tina Seifert

ABSENT

Council Member Andy Van Hees

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Mayor Beese gave an update that Action Item 8.b (Ordinance #555 Exhibit A) was pulled from agenda and will be handled with a budget amendment, a special permit for Millwood Daze was received and added to the agenda, along with adding the Arbor Day Proclamation. Mayor Beese discussed updating the consent agenda to reflect requested appointment of Bridget Gill to City Clerk/Public Records Officer including listing bank check signatories to: Mayor Shawna Beese, Finance Committee Sean Culler, Finance Committee Tina Seifert, Acting Treasurer Aaron Hall.

Mayor Beese suggested moving the Executive Session to the end of the meeting agenda. Motion made by Council Member Seifert to approve the amended agenda, Seconded by Council Member Stravens.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens

4. LOCAL AGENCY REPORTS/PRESENTATIONS

- a. Spokane Valley Fire Department - Chief Frank Soto

Chief Frank Soto presented the SVFD Quarterly Report.

5. OTHER PRESENTATIONS

- a. Update on FDR Project - Mayor Beese and Kyle Scheiwe

Mr. Schiwe gave Update on the FDR Project explaining the Phase Two project budget rose from \$1.4M (TIB award) to an engineer estimate of \$1.8M, informing Council that the geoenvironmental engineers discovered questionable spots with organic material at 3 ft requiring deeper

subgrade work. Mr. Schiewe explained a stabilization approach where contractors grind asphalt, till the subgrade, inject a wet concrete layer and let it harden for a week, then repave to increase life expectancy while keeping costs reasonable. Mr. Schiewe explained bidding timeline set for the pre-bid meeting on April 6th at 2:00pm and bid opening on April 23rd at 2:00pm.

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

In compliance with the requirements of the Washington State Open Public Meetings Act (OPMA) the City accepts public comments concerning agenda items proposed for final action by the City Council ("Action Items"). Written public comments are accepted up to 24 hours prior to this meeting by (1) USPS mail to: City of Millwood, 9103 E Frederick Avenue, Millwood, WA 99206; (2) electronic mail to comments@millwoodwa.us, or; (3) direct at City Hall. All received comments are distributed to the City Council, Mayor, and City Staff prior to this meeting for review and consideration before action.

There were no public comments concerning action items submitted prior to the meeting nor were there any comments from those in attendance concerning action items.

7. EXECUTIVE SESSION (if necessary)

Moved to after Council Remarks.

Mr. Werst announced that City Council will convene to executive session pursuant to RCW 42.30.110(1)(i) to discuss pending litigation, protentional litigation, and/or legal risks and financial risks for proposed action of the city. Executive session will last 10 minutes unless otherwise extended and will commence upon announcement of the start of the executive session by the council. No action will be asked to be taken of the council upon conclusion of the executive session.

The executive session began at 7:15 pm and ended at 7:27 pm. There were no extensions and no action was taken.

8. ACTION ITEMS FOR FIRST READING / DISCUSSION ITEMS

a. STA MOU

Mayor Beese discussed the STA MOU, explaining the MOU outlines the procedures and consensus for the voting process among the small-town entities that are represented on the STA board, ensuring that one designated member votes on behalf the small-town, reflecting the consensus of their respective councils.

Motion made by Council Member Stravens, Seconded by Council Member Culler to approve the STA MOU.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens

b. ORDINANCE #555 Exhibit A 2026 Schedule of Compensation Amendment

Removed from the agenda.

c. Procurement Policy - RESOLUTION #2026_03 Adopting Purchasing Policy of the City

Mayor Beese discussed working with the finance committee and staff to reconcile the procurement policy draft over the last month explaining the key decision point is the dollar threshold for mayor authority (\$25k vs \$50k), asking the Council if they want the mayor to be able to move unilaterally on a set dollar amount.

Mr. Werst discussed the draft intends to repeal prior fragmented purchasing resolutions and create one consolidated policy, recommending considering whether thresholds should auto-adjust with legislative changes or be reviewed by council when the state thresholds change.

Council Member Stravens recommended finance committee reviewing the resolution and provide clarity within to be internally consistent to the public. Council Member Culler agreed reorganizing the resolution to provide clarity on how different projects work and adding tables when appropriate.

d. Resolution 2026-02 Interfund Loan Amendment

Mr. Werst explained the Interfund Loan Amendment was presented at a previous meeting, the resolution authorizes the transfer or interfund loan (not to exceed \$400,000), after it was adopted the Treasurer at the time reviewed it and the transfer from one fund to another was juxtaposed. Mr. Werst explained the amendment seeks to correct this by specifying the correct special capital projects funds as the source, transferring to the general fund, ensuring everything aligns correctly with the City's financial records.

Motion made by Council Member Sanders to amend Resolution 2026-02, Seconded by Council Member Culler

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens

e. Special Event Permit Application - Millwood Daze 2026

Mayor Beese discussed the Special Event Permit Application for Millwood Daze 2026 was received, submitted by Shereen Young, requesting for a fee waiver which has to be submitted 90 days in advance.

Motion made by Council Member Culler, Seconded by Council Member Sander to approve the Special Event Permit Application for the Millwood Daze 2026 with fee waived.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) March 2026 City Council Regular Meeting Minutes, (2) Appointment of Karina Chernioglo to Planning Commission, (3) Appointment of Anne Aslin to Historic Preservation Commission, (4) Appointment of Cody Rollins to Beautification and Tree Board, (5) Appointment of Nick Berger to Beautification and Tree Board, (6) Appointment of Bob McMurdo to Beautification and Tree Board, (7) Appointment of Bridget Gill to City Clerk (8) Arbor Day Proclamation 2026

Mayor Beese discussed action items listed in consent agenda.

Council Member Culler requested the appointments to be discussed separately, asking for clarity on if appointments are Millwood residents or non-residents. Council discussed holding Consent agenda items 2,3,4,5 and 6 for further discussion.

Motion was made Council Member Culler, Seconded by Council Member Stravens to approve the Consent Agenda items 1,7,8 and 9, and withhold items 2,3,4,5 and 6. Mayor Beese stated the vote is for the consent and affirmation of the consent agenda minus 2,3,4,5 and 6, and include all other elements.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens

Mayor Beese explained the Historic Preservation appointee Annie Aslin is a non-resident but did grow up in Millwood and is part of the community, detailing the rules allow up two non-resident members on a five-person commission (all other board members are residents). Mayor Beese discussed appointee Karina Chernioglo's background is in commercial real estate and a resident of Millwood, noting Planning Commission Chair Mike Ankney's recommendation during the selection process. Mayor Beese discussed the Tree Board

recruitment has been ongoing for about one year, all three appointments have confirmed residency checks.

Motion was made by Council Member Sander to approve items 2-6 of the Consent agenda, Seconded by Council Member Seifert. Council Member Stravens abstained from item 2.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander

Abstain: Council Member Stravens

10. REPORTS (no action)

a. Treasurer

Mayor Beese discussed the treasurers report will brought to Council at next month's meeting by Assistant Treasurer Aaron Hall to present both March and April's report.

b. Clerk/Public Records and Code Enforcement – Bridget Gill

Ms. Gill reported that two public records requests have been completed with two more in progress. Ms. Gill reported code enforcement complaints received for roosters/hens causing a nuisance to neighbors on Empire, and second complaint at the old Bank of America building reporting graffiti and a tent. Mayor Beese stated it was confirmed with Deputy Ball there is no encampment only a property issue. Ms. Gill discussed coordinating with Mr. Werst on implementing an acknowledgement letter once Citizen Action Requests are received and creating an incoming request log to standardize tracking.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported removing all de-icing and plow equipment from the vehicles, AAA contracted to sweep streets and clear sidewalks after winter storms, new hire Sam Bachman obtained his CDL and cleared to operate plowing equipment, pothole repairs completed around town, HVAC estimates received and is reviewing to create a bid tab for Council next month, and updating the six-year street plan with Welch Comer with hopes to bring a presentation at next Council. Mrs. Schiewe reported the park restrooms are open and receiving applications, and for Arbor Day celebration Mr. Bachman donated an ornamental dogwood tree for planting set to be April 24 at 2:00pm.

d. Utilities - Matt Erdahl

Mr. Erdahl reported all samples came back good this month, a new water service location was inspected for 2708 North Laura. Mr. Erdahl reported attending the SRC conference at Whitworth with Mr. Noack, a coil was replaced at lift station three, noting the contacts were bad creating the breaker to trip. Mr. Erdahl reported AAA has been cleaning the sewer lines along with all the lift stations.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio was absent.

f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC

Mr. Werst had nothing further to add, other than what had already been addressed on the agenda.

g. Mayor – Shawna Beese

Mayor Beese reported the last "Coffee with the Mayor" created a robust conversation with citizens around traffic that initiated a follow-up meeting with Mr. Schiewe to research which neighborhoods actually want speed bumps installed, finding that some neighborhoods wanted them and historic downtown was a firm no. Mayor Beese discussed after meeting with Mr. Schiewe, she spoke with Council Member Seifert who went out and spoke with citizens which generated public remarks in which Mayor Beese sent out thank you letters to everyone for

their civic engagement, expressing appreciation for productive conversations within the community between council meetings.

Mayor Beese reported conversations with Deputy Ball regarding the bank property and identified no encampment at the location and should be treated as a property issue.

Mayor Beese highlighted updates on the homelessness coordinator from the City of Spokane Valley who will be attending an upcoming meeting to share resources available to Millwood citizens regarding homelessness.

Mayor Beese noted an incident concerning the city's network, a Comcast-related network outage affected city-wide network access for several hours, reporting someone had filed a request that resulted in the network being shut down on behalf of the city. Comcast did not provide direct debriefs to council/staff, prompting review of internal protocols and potential exploration of alternative services.

Mayor Beese gave invitation to all council members to attend the upcoming AWC conference in June, emphasizing the importance of ongoing education and engagement.

11. COUNCIL INFORMATION (no action or discussion)

No action or discussion was made.

12. PUBLIC REMARKS

Public Remarks are an opportunity for citizens to address the Council, either in-person or by submitting their remarks to remarks@millwoodwa.us. We ask that in-person speakers limit themselves to two minutes and follow the Citizen Participation Guidelines Policy as posted on the City of Millwood website www.millwoodwa.us/government#CityCouncil or available at City Hall prior to this meeting.

Public remarks were received via email and included in packet for council review; there was no discussion.

a. Ken Bain

Name: Ken Bain

Email: klb2001@mybluelight.com

The speed bumps were removed for winter snow plowing at Empire and Fowler. Please have them reinstalled due the increase in vehicles not stopping at the 4 way stop sign.

b. Winston & Theresa Wiggins

Name: Winston & Theresa Wiggins

Email: wiggwi@msn.com

Message: Theresa and I are very much in favor of re-installing the temporary speed bumps at the intersection of Fowler and Empire. Additionally, we strongly recommend adding a permanent speed bump between Fowler and Woodruff, and one at the City limits at Butler. We have noticed that some people try to negate the impact of the speed bumps by running partly on the shoulder, so the bumps should extend to the edge of the pavement, similar to the one between Boeing and Argonne.

Thank you, Winston & Theresa Wiggins

c. Millwood Neighborhood Advocates Letter - Temp Speed Bumps

Hello!

The Millwood Neighborhood Advocates have talked to some of the citizens who live on East Empire close to Fowler & Empire where the temporary speed bumps were placed last year. Out of the twelve residences in that area that were asked, ten of them replied that they would like those speed bumps reinstalled for Spring through Fall to stop people from running the stop signs. We had one citizen who lives between Davis and Butler express their interest to have a

set of temporary speed bumps put in between Davis and Butler. Unless another set of double humps can be installed. When the cars head East, many of them will hit the gas once they are over that last set of double humps in front of 10306 E. Empire Avenue. Some vehicles are able to fly over the double humps at 10306 E. Empire well over 25 mph. Just must be the way their suspension is set up. The DeMent's, who live at this address, have witnessed it numerous times. We request that the Sheriff come down this way a little more often to see the vehicles speeding between all the double humps. Also, once they get the roundabout open off Trent and the Pines Rd area, we will have more traffic down Empire. We need as much traffic calming in place as possible. If you want signatures and addresses of the neighbors asked, we are happy to get those for you.

Respectfully, Millwood Neighborhood Advocates
Contact Number: 509-928-4677

d. Millwood Neighborhood Advocates Letter - Appeal Fee Charge

Dear City Council:

The Millwood Neighborhood Advocates would like you to revisit the fee charge for filing an appeal. We believe that the fee is an over charge for something that doesn't seem to happen very often. We shared a comparison with you a couple years ago of other small communities fee charges. See that attached spreadsheet. When filing an Administrative Appeal with Spokane County Superior Court, that fee is \$290. District court is \$280. We ask that you will reconsider lowering this fee and we appreciate your consideration in this matter.

Respectfully, Millwood Neighborhood Advocates

13. COUNCIL REMARKS

Council Member Seifert thanked staff.

Council Member Culler thanked Ms. Roderick and congratulated Ms. Gill on the promotion.

Council Member Sander seconded Council Member Culler.

Council Member Stravens thank Ms. Roderick for her time and congratulated staff.

14. ANNOUNCEMENTS

No announcements were made.

15. SET NEXT MEETING

16. ADJOURNMENT

Motion made by Council Member Stravens, Seconded by Council Member to adjourn the City Council Regular Meeting at 7:27 pm.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens