



City Council Special Meeting Minutes

Wednesday, November 12, 2025 at 6:00 PM

9103 E Frederick Ave.

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1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Special City Council Meeting to order at 6:00 pm. A quorum was present.

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Dan Sander

Council Member Kelly Stravens

Council Member Andy Van Hees attended remotely

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Culler, Seconded by Council Member Beese to approve the agenda as presented.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

4. LOCAL AGENCY REPORTS/PRESENTATIONS

5. OTHER PRESENTATIONS

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no comments concerning action items.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

a. RESOLUTION 2025-13 VEBA

Ms. Cassels explained that the VEBA Resolution allowed City Employees to contribute to the Voluntary Employee Benefit Association Plan and a yearly resolution was required.

b. ORDINANCE #553 Forged Fiber Franchise Agreement

Savannah Kotkin with Witherspoon Brajcich McPhee law firm explained that this ordinance would grant a non-exclusive franchise agreement with Forged Fiber 37, LLC.

Council discussed the commonality and purpose of franchise agreements in Millwood.

c. ORDINANCE #554 Amending MMC 5.02.010 Business Licenses and Regulations

Mr. Werst explained that this ordinance is to update the verbiage in section 5.02.010 to keep Millwood compliant with the Department of Revenue's requirements with regard to business license requirements and fees.

d. PUBLIC HEARING

i. ORDINANCE #555 2026 Preliminary Budget

Mr. Armstrong presented the 2026 preliminary budget discussing the General fund revenues and expenses, Utility fund balances, Real Estate Excise Tax funds and Capital Projects.

Council discussed the staff and public safety operating expenses.

Mayor Freeman opened the public hearing on the 2026 Preliminary Budget at 6:40 pm, there were no public comments and the Public Hearing was closed at 6:41 pm.

e. ORDINANCE #556 Amending MMC 15.16.040 and 17.38.005 - Dangerous or Unfit Dwellings

Mayor Freeman explained that he discussed section 17.38.005 with Ms. Tainio prior to the City Council meeting and that section will be removed from the ordinance due to the revisions the Planning Commission will be making during the update of the develop regulations, during the December meeting this ordinance will be revised to only include 15.16.040.

Council discussed the vague wording in section F and proposed amending from "light" to "lighting" to be more specific.

f. Broadlinc Interlocal Agreement

Mr. Werst explained that what was presented to Council was similar to what Broadlinc had proposed in October with minimal adjustments.

g. Millwood ILA for Aquifer Protection Area Allocations

Mr. Werst explained that in order to receive and use the revenues related to the Aquifer Protection Area Council must approve the Interlocal agreement submitted by Spokane County.

h. Irvin Water District #6 Interlocal Agreement

i. Proposed Agreement Between Millwood and Irvin's Legal Council - Rates To Be Discussed

Mr. Werst explained the revisions that were made to the interlocal agreement, wholesale water rates and billing structure, maintenance and obligations.

Ashley with Welch-Comer gave a presentation regarding the current proposed agreement, capital improvement contributions, and estimated water rates.

Council member Stravens requested the verbiage in section 2.1.1 be changed, the Council members agreed with the proposal to change the use of "may" to "shall". Council also discussed concerns about maintenance and rate increases.

i. Water and Sewer Rates

Ashley with Welch-Comer gave a presentation on the current capital improvement funding method, potential options for funding, and estimated impact to existing ratepayers.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) September 2025 City Council Special Meeting Minutes, (2) October 2025 City Council Regular Meeting Minutes, (3) October 2025 Treasurer's Report, (5) October 2025 Claims, and (6) October 2025 Payroll

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to approve the consent agenda as presented..

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

b. RESOLUTION 2025-11 Certifying the 2026 Property Tax Levy per RCW 84.55.120

Motion made by Council Member Sander, Seconded by Council Member Culler to approve Resolution 2025-11 Certifying the 2026 Property Tax Levy per RCW 84.55.120.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

c. RESOLUTION 2025-12 - 2026 Property Tax Levy Certification per RCW 84.52.020

Motion made by Council Member Sander, Seconded by Council Member Culler to approve Resolution 2025-12 2026 Property Tax Levy Certification per RCW 84.52.020.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

d. ORDINANCE #549 Reduction of Speed Limit on Argonne Road

Motion made by Council Member Culler, Seconded by Council Member Sander to approve Ordinance #549 reducing the speed limit on Argonne Road.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

e. ORDINANCE #550 Amending City Council Monthly Meetings

Motion made by Council Member Stravens, Seconded by Council Member Culler to postpone voting on Ordinance #550 until January 2026.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

f. PUBLIC HEARING

i. ORDINANCE #551 Amending MMC Section 14.04.010 (Periodic Update)

Ms. Tainio discussed the proposed Comprehensive Plan modifications provided by WA State Department of Fish and Wildlife, Department of Commerce as well as the Millwood City Attorney.

Mayor Freeman opened the public hearing at 8:19 pm. There were no public comments and the public hearing was closed at 8:20 pm.

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve Ordinance #551 Amending MMC Section 14.04.010 with the modifications presented.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

g. ORDINANCE #552 Regulating Public Camping

Motion made by Council Member Culler, Seconded by Council Member Beese to approve Ordinance #552 regulating public camping.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

h. Winterfest Special Event Permit 2025

Motion made by Council Member Sander, Seconded by Council Member Culler to approve the 2025 Winterfest special event permit.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

10. REPORTS (no action)

a. Treasurer - Consultant Dave Armstrong - DTA Diversified

Mr. Armstrong reported there was a finance committee meeting where he presented the treasurer's report, he has been putting together a year to date for the City in relation to the budget, the finance manager position was posted and the top candidates were interviewed.

b. Clerk/Public Records and Code Enforcement – Lisa Cassels

Ms. Cassels reported her and Ms. Roderick have been working on a public records request, working on code enforcement, preparing packets for meetings. Ms. Cassels also reported that she will be retiring at the end of the year, they also hired an administrative assistant.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported on the updated schedule for the Argonne Congestion Relief project signals and lights, the turn pocket at Frederick was redone, an ADA ramp to get into City Hall was installed and ordered temporary lighting for Winterfest.

d. Utilities - Matt Erdahl

Mr. Erdahl reported he finished the level 1 assessment on the water system, switched over to Butler for the lead pump, the intertie at Irvin was completed, did updates to the generator at Old Park and he and Mr. Schiewe completed harassment training.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio's planning report was included in the packet.

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

Mr. Werst had nothing to report.

g. Mayor - Mayor Kevin Freeman

Mayor Freeman discussed the letter received from the Department of Ecology requiring cities with water rights and points of extraction to begin monitoring their production per water right. He also discussed he was contacted to see if Millwood would want to sign on to a MOU regarding homelessness services, further documentation will be provided to Council at the next meeting.

11. COUNCIL INFORMATION (no action or discussion)

Mayor Freeman asked Mayor-elect Beese and council member-elect Tina Seifert if they wanted to be sworn in at the December meeting.

12. PUBLIC REMARKS

LaDonna Dement, 10306 E Empire, discussed her concerns for the wholesale water agreement, and wanted to encourage Council to not approve the agreement with Irvin Water District #6 until the beginning of 2026, she also mentioned that water pools right before the bridge when it rains.

13. COUNCIL REMARKS

Council Member Stravens congratulated Ms. Cassels on her retirement, congratulated Mayor-elect Beese and thanked staff.

Council Member Sander commended Ms. Tainio on completing the comprehensive plan.

Council Member Culler thanked staff, congratulated Mayor-elect Beese and Council Member-elect Seifert, thanked Kyle for taking care of the lighting issue near IEP.

Council Member Beese requested council remarks be on the Agenda for the November 24th meeting, thanked staff, and congratulated Ms. Tainio on the comprehensive plan, Ms. Cassels on her retirement and Council Member-elect Seifert.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Special Meeting - November 24, 2025 at 5:00 pm

- **City Council Planning Commission Special Meeting - December 9, 2025 at 5:00 pm**
- **City Council Regular Meeting - December 9, 2025 at 6:00 pm**

16. ADJOURNMENT

Motion made by Council Member Culler, Seconded by Council Member Stravens to adjourn the City Council meeting at 8:48 pm.

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