City Council Regular Meeting Minutes

Tuesday, December 09, 2025 at 6:00 PM
9103 E Frederick Ave.
www.youtube.com/@cityofmillwood

1. **CALL TO ORDER & ROLL CALL**

   Mayor Freeman called the Regular City Council Meeting to order at 6:12 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 Sander 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**

   a. Interlocal MOU Regarding Homelessness Services - Chud Wendle

      Chud Wendle with Hutton Settlement gave a presentation on the Memorandum of Understanding regarding a shared response approach to homelessness and asked Council to consider having Millwood join.

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 OR CONTINUED DISCUSSION**

   a. Interlocal MOU Regarding Homelessness Services

      Mayor Freeman explained that the document provided to Council, along with Mr. Wendle's presentation, is intended to show other elected officials in the area that emphasizing the importance of focusing on treatment is as important as addressing housing for the homeless community.

      The Council agreed that this is something they want to pursue further.

   b. 2026 Water and Sewer Rates

Mayor Freeman discussed possible adjustments that could be made, such as treatment charges or capital contribution charges for sewer.

Council Member Beese suggested they make necessary adjustments under the current pricing philosophy for 2026, then collect data throughout the year to decide on rate changes after that.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) November 2025 City Council Special Meeting Minutes, (2) Re-appointment of Kris Major to Historic Preservation Commission, (3) Appointment of Mackenzi Roderick to City Clerk and Public Records Official, (4) Appointment of Kyle Schiewe to Public Works Director, (5) Appointment of Lynn Scharff to City Treasurer, (6) Change to Banner Bank Authorized Account Signers – adding Lynn Scharff (7) Mayor Pro Tem Rotation Schedule, (8) November 2025 Treasurer's Report, (9) November 2025 Claims, and (10) November 2025 Payroll.

Motion made by Council Member Culler, 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. PUBLIC HEARING

ORDINANCE #553 - Telecommunications Franchise Agreement with Forged Fiber 37 LLC

Mr. Werst explained that the Ordinance presented to Council is the same as the previous month and similar to the other franchise agreements.

Mayor Freeman opened the public hearing at 6:29 pm. There were no public comments and the public hearing was closed at 6:30 pm.

Motion made by Council Member Stravens, Seconded by Council Member Sander to approve ORDINANCE #553 - Telecommunications Franchise Agreement with Forged Fiber 37 LLC.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

c. ORDINANCE #555 - 2026 City Budget

Mr. Armstrong gave a presentation on the 2025 budget amendment and the 2026 City budget.

Council Member Beese requested clarification on why the City was projected to be over budget during the budget update that was provided during the summer, but is now projected to be below the budget. Mr. Armstrong explained that with the Argonne Congestion Relief Project underway, it would have been difficult to give an accurate estimation.

May Freeman requested that the Ordinance be amended to change the Street & Facilities Manager position to Public Works Director.

Motion made by Council Member Culler, Seconded by Council Member Stravens to approve Ordinance #555 as amended to change the Street & Facilities Manager position to Public Works Director.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

d. Telecommunications Interlocal Agreement with Broadlinc LLC (Spokane Regional Broadband Development Authority)

Motion made by Council Member Culler, Seconded by Council Member Sander to approve the Telecommunications Interlocal Agreement with Broadlinc LLC.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

e. Interlocal Agreement for Wholesale of Municipal Water to Irvin Water District #6

Mayor Freeman discussed the adjustments made to the agreement presented to the Council members, he also explained that there was no expectation for the Council to take action on the agreement but to continue the discussion.

The Council discussed Article 5 Duration and putting in provisions that will allow the City to discuss termination if the City is at a loss for a year, rate structures, and designated funds for Capital Improvements.

10. REPORTS (no action)

a. 2024 SAO Audit Report - Councilmembers Beese and Culler

Councilmembers Beese and Culler discussed the work the Finance Committee had done over the past several months regarding the audit, the Committee decided on a monthly meeting time and hired a new treasurer.

b. Treasurer - Dave Armstrong, DTA Diversified

Mr. Armstrong discussed the dashboard included in the Treasurer's report.

c. Clerk, Public Records, and Code Enforcement – Lisa Cassels & Kenzi Roderick

Ms. Cassels explained she had been working on getting everything switched over to the incoming Clerk, working on public record requests, and expressed her appreciation to Council. Ms. Roderick discussed the new administrative assistant Bridget has been doing trainings and done well with the tasks she's been given.

d. Facilities - Kyle Schiewe

Mr. Schiewe reported that leaf season has ended, getting new door seals installed on all rollup doors, getting new gutters installed, ordered a new solar-powered radar sign for Argonne, prepping vehicles for deicing and snow remover, and discussed final phase of the Argonne Congestion Relief Project.

Council member Sander requested reflective markers be put on Argonne until the additional lighting comes in.

e. Utilities - Matt Erdahl

Mr. Erdahl reported the routine water sample results came back satisfactory and blew out all irrigation lines.

f. Planning - Amanda Tainio, Upward 7 Consulting

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

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

Mr. Werst discussed that he and Mayor-elect Beese have time set aside to debrief.

h. Mayor - Kevin Freeman

Mayor Freeman reported he had been working on the Irvin water wholesaling, met with Mayor-elect Beese, and expressed his gratitude for the time he has had as Mayor.

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

There were no public remarks.

13. COUNCIL REMARKS

Council Members Stravens, Sander, Culler and Van Hees wished everyone a Merry Christmas and thanked Kevin and Lisa for their service.

Council Member Beese thanked Kevin and Lisa for their service and congratulated Ms. Roderick, Mr. Schiewe, and Ms. Scharff on their new roles.

14. ANNOUNCEMENTS

Ms. Cassels updated Council on the office's holiday hours.

15. SET NEXT MEETING - City Council Regular Meeting - January 13th, 2026 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Beese, Seconded by Council Member Van Hees to adjourn the City Council meeting at 7:49 pm.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees