



City Council Regular Meeting Minutes

Tuesday, July 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 6:01 pm. A quorum was present.

PRESENT

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Mayor Beese announced the Daughters of the American Revolution requested the America 250 Proclamation be read out loud as the first item of the meeting.

Motion made by Council Member Stravens, Seconded by Council Member Stravens to approve the amended agenda to include reading of the America 250 Proclamation.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

Mayor Beese read aloud the American 250 Proclamation. Cindy Lundberg, Regent of the May Hutton Chapter of the Daughters of the American Revolution, thanked Millwood for the proclamation and extended an invitation to attend the Washington America 250 day at the Spokane Valley Heritage Museum on August 8, 2026.

a. Congressional Gold Medal Recipient - Scarlett Kinville

The presentation was rescheduled to the next Council Meeting.

b. STA - Proposition 1

Carly Cortright, Chief Communications & Customer Service Officer with STA, presented the STA Proposition 1 presentation.

Mayor Beese asked the Council if they had any questions for Ms. Cortright.

Council Member Sander noted the importance of buses for people who do not have a cars readily available to them, along with STA doing a good job working and paying attention to various developments happening locally.

Mayor Beese opened the room for any public comments. No comments were made or received. Mayor Beese announced she is obligated to ask if there were any public comments to speak against STA Proposition 1 and opened the room for any public comments. No comments were made or received.

c. **SVFD Quarterly Report - Cheif Frank Sotto**

Cheif Soto presented the second quarter Spokane Valley Fire Department Report.

5. OTHER PRESENTATIONS

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 received prior to the meeting and there no comments from those in attendance.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

- a. Resolution 2026-05 - Supporting Spokane Transit Authority Proposition No. 1 regarding maintenance and enhancement of public transportation services on the ballot for the August 2026 Primary Election

Mr. Werst explained when there is a local ballot measure, local governments are allowed to adopt a resolution either in support or in opposition to it. Mr. Werst explained that Council Member Sander requested that we present a resolution, similar to the one passed 10 years ago, for Council's consideration and approval. Stating the resolution would essentially support Proposition Number 1 for the STA to collect up to two tenths of 1% sales tax.

Council Member Seifert brought to attention two scrivener's errors being, the date of the resolution and second adding in effective date to be January 1, 2029 instead of just the year of 2029.

Council Member Stravens voiced his support for the STA Proposition Number 1.

Mayor Beese called for any public comments one last time, no comments were made.

Motion made by Council Member Sander to approve the Resolution-2026-05 supporting the Spokane Transit Authority Proposition Number 1 with modification of two scrivener's corrections, Seconded by Council Member Stravens.

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

- b. Resolution 2026-06 - Purchasing Policies

Mayor Beese explained the procurement policy had been reviewed by the finance committee, noting that it could not be streamlined more than it is, as each item speaks to a different code.

Mr. Werst discussed edits added, being there has been new legislation that adjusted the \$350,000 thresholds effective January 1 that increase up to \$530,000 which will allow additional flexibility for the City to procure in a more streamlined fashion.

Council Member Stravens requested clarification change orders numbers. Mr. Werst explained the change order numbers are really for unexpected expenditures in the field, noting if there was a change order above the threshold, a special meeting would need to be held. Council Member Stravens clarified any purchases over \$25,000 would require council approval, noting concern if there is a change order it will not come back to council until it reaches \$50,000 which would be double the amount of initial approval. Council Member Culler recommended specifying public work projects. Mayor Beese expressed the importance of Public Works having the ability to respond to unexpected issues in the field, noting the council would already have knowledge of those projects.

The Council discussed and agreed to refer back to the purchasing policy to the finance committee for review.

c. Mayor Budget Memo 2027

Mayor Beese discussed her Mayor Budget Memo for 2027. Highlighting recommendations for adding two essential roles for the remainder of 2026 and the 2027 budgets. One being a part-time, full-time or contract Administrator, who if the right person is found would be able to provide support for first-time newly appointed city officials. Second, being a part-time, full-time or contract Utilities Data Specialist to assist with establishing our own in-house data. Noting both these positions would extend for 18-24 months. Mayor Beese expressed the importance of having the ability to utilize an experienced municipal consult to advise and use as a resource for the Administrative Team.

Mayor Beese and the Council thoroughly discussed the details and duties expected of each position, with Mayor Beese asking for approval to move forward with onboarding and or searching for a potential Data Specialist. Mr. Werst provided clarification the budget amendment approval would be required first prior to moving forward with hiring. The Council came to a consensus to permit forward progression in the search for a Utilities Data Specialist, if moving forward a special meeting would be called.

9. ACTION ITEMS FOR CONSIDERATION

- a. (1) City Council Regular Meeting Minutes, (2) April 2026 Dashboard, (3) May 2026 Dashboard, (4) June 2026 Dashboard, (5) May 2026 Check Register, (6) May 2026 Treasurer's Report, (7) June 2026 Check Register, (8) June 2026 Treasurer Report, (9) YTD Budget-to-Actual through 06-30-2026 (10) City Council Special Meeting Workshop Minutes June 9, 2026

Motion made by Council Member Sander, Seconded by Council Member Seifert to approve the consent agenda with modifications provided by Council Member Seifert, being minor scrivener's errors on Meeting Minutes.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Van Hees, Council Member Sander, Council Member Stravens.

- b. ORDINANCE No. 559 - Moratorium Data Centers

Ms. Tainio explained the City is currently in the process of a periodic update, noting the topic of Data Centers were not included. Ms. Tainio discussed the reason a Moratorium was brought forward is to allow the City time to research, analyze and see what best fits for Millwood. Ms. Tainio explained the comprehensive plan requires the City to protect the environment to the best extent possible, to address development prior to it occurring and to plan for it. Noting the purpose of a moratorium allows time for this particular use, that is currently not addressed in the development regulations, to figure out the use and if can fit or cannot fit within the City of Millwood.

Council Member Stravens stated from a commercial real estate standpoint, there are data centers looking, explaining there are substantial issues with many however there are good data centers. He agreed setting rules and regulations due to having a larger commercial property within Millwood that would be an ideal site. Council Member Stravens stated he will abstain from voting.

Ms. Tainio explained part of the ordinance would include a special meeting on August 25, 2026, for a public hearing, noting a work plan would be presented at that time.

Motion made by Council Member Sander to adopt Ordinance 559 the Data Center Moratorium, Seconded by Council Member Seifert who provided one scrivener error.

Voting Yea: Council Member Siefert, Council Member Sander, Council Member Van Hees

ABSTAIN: Council Member Culler, Council Member Stravens

10. REPORTS (no action)

a. Treasurer - Acting Treasurer Aaron Hall

Mr. Hall reported all 2026 quarterly fillings have been submitted and shared the pre-audit meeting with the SAO is scheduled for the day after council and expects to get a timeline of what will be needed for review.

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

Ms. Gill reported that she had attended the annual AWC conference with Council Member Seifert and Council Member Sander and provided an update the code enforcement complaint on E Courtland has been resolved, along with working on public records with Ms. Kotkin. Ms. Gill reported that Admin Assistant, Josh Simmons, has been working on entering backflow tests.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported the new banners have been put up on the light poles and the wading pool is fully staffed with lifeguards and open 7 days. Mr. Schiewe gave an update on the Argonne FDR project stating they are currently grinding down the northbound lanes, lowering all the sewer manholes, gas and electrical down a foot lower then where they are at now. Mr. Schiewe stated they hope to start the concrete treated base process by end of week.

d. Utilities - Matt Erdahl

Mr. Erdahl reported all water samples came back good, with warmer weather the lead pump has been switched to New Park, and consumer confidence report was sent to the Department of Health. Mr. Erdahl reported minor maintenance fixes were completed for the Old Park generator and Prestige Pump. Mr. Erdahl reported for sewer RCW came out and installed a new control panel at lift station 3.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio's presented her report that was included in the packet.

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

Mr. Werst had nothing to report and stated he is always happy to answer any questions.

g. Mayor – Shawna Beese

Mayor Beese reported coordinating with Mr. Schiewe on traffic control in a systematical way, encouraging comments and information about the Argonne FDR project to be submitted through the City's website. Mayor Beese discussed her and Ms. Tainio will be featuring on the next newsletter an educational graphic of how citizens can propose an ordinance review, with hopes to promote positive civic engagement within the community.

11. COUNCIL INFORMATION (no action or discussion)

- a. SVFD - City of Millwood Burn Restriction Notice and Order

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.

No public remarks were made or submitted.

13. COUNCIL REMARKS

Council Member Stravens stated coffee with Mayor has been very popular and thanked staff.

Council Member Sander commented on flyers on the back of the newsletter suggesting one for building permits.

Council Member Culler noted a cut through from Argonne traffic on Dale.

Council Member Seifert thanked staff, informing of another cut through from Argonne Traffic on Stout.

Mayor Beese reminded to route traffic complaints to Crime Check.

Council Member Van Hees thanked everyone.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - August 11th, 2026 at 6:00 PM

16. ADJOURNMENT

Motion made by Council Member Stravens, Seconded by Council Member Van Heese to adjourn the City Council Regular Meeting at 8:26 pm.

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