



City Council Regular Meeting Minutes

Tuesday, September 09, 2025 at 6:00 PM

9103 E Frederick Ave.

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1. CALL TO ORDER & ROLL CALL

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

Motion made by Council Member Culler, Seconded by Council Member Beese to excuse Council Member Van Hees from the meeting.

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

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Dan Sander

Council Member Kelly Stravens attended remotely

Council Member Sander departed at 7:43 pm.

ABSENT

Council Member Andy Van Hees

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Beese, Seconded by Council Member Sander to add the SCRAPS Interlocal agreement to agenda as item 8b.

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

Motion made by Council Member Culler, Seconded by Council Member Sander approve the agenda as amended.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

5. OTHER PRESENTATIONS

a. Argonne Congestion Relief Project Update - Welch Comer Engineers

Cody Hodgson from Welch-Comer gave an update on the Argonne Congestion Relief Project providing the updated construction schedule, estimated delivery for new traffic signals and how the asphalt/concrete strike was affecting the project.

b. 2026 Periodic Update Status - Amanda Tainio

Amanda Tainio provided an update on the Comprehensive Plan.

6. EXECUTIVE SESSION

Mr. Werst announced that the Millwood City Council would convene to executive session pursuant to RCW 42.30.110(1)(b)(c)(g)(i) for 20 minutes upon commencement of the executive session and unless otherwise extended by further announcement for the following purposes, to consider the selection of a site or the acquisition of real estate by lease or purchase, to consider the minimum price at which real estate will be offered for sale or lease, to review the performance of a public employee and discuss with legal counsel potential litigation or legal risk of a proposed action of the City. The City Council may be asked to take action upon conclusion of the executive session later in the meeting.

The executive session began at 6:40 pm and ended at 7:16 pm. There was one 10-minute extension followed by one 5-minute extension and no action was taken.

7. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no comments concerning action items.

8. ITEMS FOR FIRST READING

- a. Intertie Water Easement - City of Millwood and Irvin Water District #6 (Council action requested at this meeting)

Mr. Werst explained that the City had an emergency intertie with Irvin Water District but Irvin had expressed a desire to relocate the existing intertie for easier access. This easement would grant Irvin Water District the right to exercise its emergency intertie contractual rights. It would not otherwise affect the rights or the ability of the City or Irvin to use water on an emergency basis.

Council Members discussed having a special meeting to allow for additional time to review the Irvin Intertie Water Easement.

- b. SCRAPS Interlocal Agreement - Mayor Freeman explained that the SCRAPS Interlocal Agreement was a complete update to the agreement with numerous changes and cost increases. He asked that if after reviewing the Council wished to have a presentation from Spokane County to reach out and he would schedule it.

9. ACTION ITEMS FOR CONSIDERATION

- a. Consent Agenda

(1) August 2025 City Council Regular Meeting Minutes, (2) August 2025 Treasurer's Report, (3) August 2025 Claims (4) August 2025 Payroll, and (5) 2025 Good Neighbor Day Proclamation.

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

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

- b. Ordinance #547 Amend Ch. 12.05.070 Permit Fees

Mr. Werst explained that Ordinance #547 replaced the dollar amount of a right of way permit and referenced the adopted fee schedule instead, reducing the need to update the ordinance so frequently.

Motion made by Council Member Sander, Seconded by Council Member Culler to approve Ordinance #547 Amendment to Chapter 12.05.070 as presented.

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

- c. Ordinance #548 Amend Ch. 2.04 Finance Committee

Mr. Werst explained that this amendment to Chapter 2.04 would create a finance committee, defining the committees' duties and responsibilities.

Motion made by Council Member Sander, Seconded by Council Member Beese to approve the Ordinance #548 Amendment to Chapter 2.04 creating a Millwood Finance Committee as presented.

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

10. REPORTS (no action)

a. Treasurer - Consultant Dave Armstrong - DTA Diversified

Mr. Armstrong reported that he attended MRSC Financial bootcamp with administrative assistant Kenzi Roderick, reconciled the bank accounts and provided Council with a monthly treasurer's report as well as a year-to-date report.

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

Ms. Cassels reported that her and Ms. Roderick attended Millwood Daze along with several members of the Planning Commission to engage the public and promote the 2026 periodic update, sent out 40 final Backflow Letters, processed multiple permits, and continued to communicate with Larry Garvin on code enforcement open cases.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported that he had been keeping up on the Argonne Congestion Relief Project construction, the wading pool closed for the year, the merry-go-round was installed, he also stated that he had been working with electrical distributors to locate the components needed for a trail light that was struck by a vendor at the Farmer's Market.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the water samples came back good, Pacific Power completed the six-year cooling service for the generator at Old Park, Aqua Drone completed the interior inspection of the water tower, the results for the Radium 228 and PFAS samples from New Park well were good, and was waiting for the results of the VOC, IOC, herbicide, pesticide and PFAS samples at Old Park and Butler wells.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio Presented her August Planning Report, Ms. Tainio also wanted it to be known that Shirene Young has submitted the application for the Washington Main Street Community affiliation.

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

Mr. Werst reported that the firm had a new associate that he hoped would begin to work more with the City and attend some City Council meetings to see how the City conducts those meetings.

g. Mayor - Mayor Kevin Freeman

Mayor Freeman reported that budget call letters were sent out to Department Heads, City Council, Planning Commission and Historic Preservation Commission chairs asking them to prepare a budget for 2026, he confirmed that staff has been attending training and he was working with a recruiter to get the full-time Treasurer position posted.

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

There were no public remarks.

13. COUNCIL REMARKS

Council Member Stravens would like to have 2 council meetings per months.

Council Member Culler thanked staff.

Council Member Beese thanked staff, commented on the Good Neighbor Day newsletter and activities, asked that Council to revisit the \$50,000.00 Mayoral discretionary spending approval amount, and stated that she and Deputy Ball would be in the Central Business District Friday afternoon for a meet and greet.

Council Members Beese and Stravens asked to have an Ordinance prepared changing the City Council Regular Meetings from once a month to twice a month and prepare a Resolution changing the Mayoral discretionary spending amount to be presented at the next meeting.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting - October 14, 2025 at 6:00 pm.

City Council will hold a Special Meetings on September 22nd, 2025 at 5:00 pm. The November 11, 2025 Regular Meeting falls on Veterans Day and will be rescheduled for November 12, 2025 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Culler, Seconded by Council Member Beese to adjourn the City Council meeting at 8:30 pm.

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