City Council Regular Meeting Minutes

Tuesday, June 09, 2026 at 6:00 PM
9103 E Frederick Ave.
www.youtube.com/@cityofmillwood
2026 Strategic Theme: "Our Future. Our Water."

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1. CALL TO ORDER & ROLL CALL

Mayor Beese called the Regular City Council Meeting to order at 6:00 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

Motion made by Council Member Stravens to approve the agenda.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

a. Spokane Valley Homeless Program - Eric Robison

Eric Robison, Housing & Homeless Coordinator with the City of Spokane Valley, and Officer Dan Spiewak presented the Spokane Valley Homeless Program presentation.

b. SCOPE - Sandra Hilson

Chris Conway and Sandra Hilson presented the S.C.O.P.E. presentation.

5. OTHER PRESENTATIONS

a. FDR - Matt Gillis

Matt Gillis presented the FDR presentation. Mr. Gillis discussed the Argonne Rehabilitation project is funded by the Transportation Improvement Board (TIB), detailing the scope the project focuses on rehabilitation rather than full reconstruction, explaining they will strip the asphalt off and rotary mix 8-inches of existing material with a cement/water mix to form a concrete base, then pave.

Mr. Gillis discussed several ADA pedestrian ramps will be updated along with a pedestrian hybrid beacon at Buckeye. Mr. Gillis discussed the 4 primary phases and expectations for intense traffic and limited vehicular access during construction. Mr. Gillis discussed construction is expected to start the last week of June with a 50-working day (70-calendar day) contractual completion timeframe. Mr. Gillis explained the contractor will be required to have a dedicated public liaison to provide information to business and the public, along with Welch Comer separately providing a weekly or bi-weekly newsletter to keep residents and business informed.

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.

No public comments were made concerning action items.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

There were no Action Items for first reading.

9. ACTION ITEMS FOR CONSIDERATION

a. (1) City Council Regular Meeting Minutes, (2) May 2026 Check Register, (3) March 2026 Dashboard, (4) April 2026 Dashboard, (5) May 2026 Treasurer's Report, (6) America 250 Proclamation

Mayor Beese stated Acting Treasurer Aaron Hall requested the April 2026 dashboard be pulled from the consent agenda.

Motion made by Council Member Culler to approve the amended agenda with the April 2026 dashboard withdrawn, Seconded by Council Member Sander.

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

b. Resolution 2026-03 - Credit Card Policy

Mayor Beese discussed a modification was made to "reference applicable IRS guidelines" without specifically linking to a particular policy due to the constantly changing nature of those guidelines. Mayor Beese explained all changes proposed by the Council have been made, including removal of the branding fuel man card. The Council did not have further discussion or questions.

Motion made by Council Member Seifert to approve the Credit Card Policy, Seconded by Council Member Stravens.

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

c. PUBLIC HEARING - SIX - Year Transportation Improvement Plan 2026 RESOLUTION 2026-04

Kyle Schiewe presented the Six-Year Transportation Improvement Plan, explaining it almost is identical to last month's presentation with the one exception of line item four being the Liberty chip seal, with the addition of a possible rumble strip due to recent public comments requesting one before the crosswalk. Mr. Schiewe discussed researching the idea and speaking with an engineer with Spokane County, finding the process is fairly expensive and is not recommended for chip sealed roads.

Mayor Beese opened the public hearing for Resolution 2026-04 the Six-Year Transportation Improvement Plan at 6:47 pm. No testimony was given. Mayor Beese closed the public hearing at 6:48 pm.

Motion made by Council Member Sander to approve the Six Year Transportation Improvement Plan, Seconded by Council Member Stravens.

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

d. Spokane County - Urban Consortium Re-Certification

Mayor Beese discussed the Spokane County Urban Consortium is requesting a letter to be sent to confirm continued membership through 2026, asking Council to approve renewal.

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve letter of Re-Certification, Seconded by Council Member Culler.

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

10. REPORTS (no action)

a. Treasurer - Acting Treasurer Aaron Hall

Mr. Hall reported the SAO filing was submitted on time, with a few reclassifications of expenses needed along with a prior funds-transfer entry was adjusted. Mr. Hall reported starting on audit work with a preliminary timeframe for the audit engagement around early August, with expectations to be relatively smooth. Mr. Hall reported the annual PUG grant filling was submitted as well.

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

Ms. Gill reported working on public records requests along with a new code enforcement complaint that was received on a possibly RV being used as a dwelling unit, which is being monitored for the timeframe code allows. Ms. Gill reported coordinating with Ms. Tainio on processing home business licenses and endorsements.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported a car smashed into the fencing on the northeast corner of Argonne and Empire causing significant damage to the fencing, Mr. Werst had recommended reaching out to WCIA.

Mr. Schiewe reported attending a TIB funding workshop in Colville where he met the new project engineer, noting Andrew was very instrumental in all the funding and Argonne project and hopes their good partnership continues on with the new project engineer for future projects. Mr. Schiewe reported having Welch Comer put out application letters for the next few topics on the STIP, which include the grind and overlays on Argonne from Frederick to South Riverway, chip seal and traffic calming on Liberty, and the chip seal on Marguerite would all be what they are hoping to receive funding for in 2027.

Mr. Schiewe reported working on hiring and onboarding seasonal staff, landscape maintenance with the team focusing on fertilizing green spaces and cleaning up debris from recent windstorms and also working on hanging up the America 250 Banners along Argonne. Mr. Schiewe gave an update on the trail light pole stating a new one was received but in the wrong color, he plans to paint it to match the existing poles. Mr. Schiewe reported on the WCIA walkthrough and had discussed with the WCIA subcontractor the property upgrades done since the last review.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that all the routine water sample results came back satisfactory and Lilac Sprinklers came out and got all the backflow devices tested. Mr. Erdahl reported he has created an excel worksheet of all the addresses in town and will be checking all the meters in town this summer with Bryce, they will be looking for any leaks and will replace them as they go.

e. Planning - Amanda Tainio - Upward 7 Consulting

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

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

Mr. Werst had nothing to report.

g. Mayor – Shawna Beese

Mayor Beese reported her goals for the next meeting on July 14th including going over the budget to actuals for this year along with potentially asking for consideration first read request of a potential budget amendment, and plans on presenting her evolving staffing plan.

Mayor Beese discussed adopting the 2027 strategic theme of "Built for the next 100 years", which would cover a continuation of the water discussion, potentially asking for a comprehensive rate study (depending on budget to actuals), and community development. Mayor Beese discussed reflecting on past administration's great work on initiating funding and the sophistication around our STIP and potentially getting all these projects funded long term, with her hope being to treat water the same way.

Mayor Beese reported Deputy Ball will be providing monthly reports, in response of some of the comments from the last meeting, emphasizing the importance of utilizing all of the good law enforcement and public safety services available and continue to fortify our relationships with them.

11. COUNCIL INFORMATION (no action or discussion)

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.

13. COUNCIL REMARKS

Council Member Stravens thanked staff and wished a happy 4th of July.

Council Member Sander thanked staff for keeping up with getting reports out and comprehensive reports from Kyle and Matt.

Council Member Culler thanked staff and requested possibly posting on Next-door when street sweeping is planned to allow residents to move their vehicles off the street and for AAA Sweeping to access the drywells better.

Council Member Seifert thanked staff for their hard work and wished everyone a happy Father's Day.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - July 14, 2026 at 6:00 PM

Mayor Beese gave a reminder to Council for the Joint Special Meeting with the Planning Commission on July 14, 2026 at 5:00pm.

16. ADJOURNMENT

Motion made by Council Member Stravens, Seconded by Council Member Culler to adjourn the City Council meeting at 7:10 pm.

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