



City Council Regular Meeting Minutes

Tuesday, May 12, 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 6:00 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, Seconded by Council Member Van Hees to approve the meeting agenda.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

No presentations we made.

5. OTHER PRESENTATIONS

No presentations we made.

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 submitted prior to the meeting nor were there any comments from those in attendance concerning action items.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

a. STIP - Kyle Schiewe

Mr. Schiewe discussed finalizing the STIP draft incorporating reline changes for council review, stating he will replace the placeholder/filler price numbers with accurate cost estimates for the listed pavement and traffic projects. Mr. Schiewe discussed items removed or deferred from the STIP draft, striking the Argonne widening and turn pockets project and Empire traffic calming for speed bumps and pavement revisions, which could be revisited at a later date. Mr. Schiewe discussed retaining ongoing work for the FDR (full-depth-reclamation)/grind-overlay project from Frederick to Trent and then an FDR type project from Frederick to the bridge. Mr. Schiewe discussed recommendations from Matt Gillis to chip-seal the entire corridor within five years, with maintenance cycles of every 5-7 years to extend the pavement life well beyond the baseline of 25 years.

Mr. Schiewe noted there has been a lot of discussion about traffic calming, double speed humps, however it requires additional data collection to justify implementing. Mr. Schiewe suggested pairing pavement work with lane narrowing, bike lane additions/widening and using chip-seal/restriping as an opportunity to implement lane configuration changes. Mayor Beese emphasized the importance of collecting data from the public to inform decisions regarding traffic calming measures.

b. Resolution 2025-08 Credit Card Policy

Mayor Beese discussed the Credit Card Policy was reviewed by the finance committee noting Council Member Siefert produced tracked edits and raised grammatical points. Mayor Beese discussed reconciliations are currently completed monthly by employees. Mayor Beese explained a fuel card is used when refueling city work vehicles, in case for some reason the card does not work an additional provision was add that they would be permitted to use their own credit card and get a reimbursement.

Council Member Stravens requested replacing brand specific references from "fuel man card" to "fuel card" to be more generic.

The Council discussed and requested edits to reflect reporting of unauthorized transactions to be escalated within 30 days with summary check-ins expected every six months.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) City Council Regular Meeting Minutes, (2) March 2026 Check Register, (3) April 2026 Check Register (4) Treasurers Report March 2026, (5) Treasurers Report April 2026

Motion made by Council Member Stravens, Seconded by Council Member Van Hees to approve the Consent Agenda.

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

b. FDR Bid Tab

Mr. Schiewe discussed the FDR Bid opening has been completed, Welch Comer has reviewed and validated the bid tab with Shamrock Paving coming in at the lowest. Mr. Schiewe announced a small additional TIB funding was secured to include a pedestrian hybrid beacon into the project.

Mr. Werst provided language to Council to award the base bid and add alternative one to the reported lowest responsive bidder, Shamrock Paving for the Phase Two Argonne Project, Motion made by Council Member Van Hees, Seconded by Council Member Stravens.

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

c. HVAC Bid Tab - Kyle Schiewe

Mr. Schiewe discussed the HVAC bid tab with Cline's coming in with the lowest bid. Mr. Schiewe noted that HVAC equipment was replaced in 2018, detailing that units have been inspected on-site with frequent filter changes due to dirt debris from Argonne, highlighting Cline's responsiveness during previous emergency repairs.

Motion made by Council Member Culler to award the Millwood City Hall HVAC service and maintenance contract to the lowest responsible bidder number one Cline's Heating for two years in the amount of \$9,757.44 upon the approval by legal, Seconded by Council Member Seifert.

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

10. REPORTS (no action)

a. Treasurer - Acting Treasurer Aaron Hall

Mr. Hall reported all quarterly filings for the first quarter of 2024, payroll related quarterly filings, have been submitted. Mr. Hall reported submitting the annual report for the State and Local Fiscal Recovery Funds reporting, detailing back in 2020 the City received funds amounting to just over \$500,000.00 in SLFRF funds (State and Local Fiscal Recovery Funds) along with working on the annual State auditor's office submission with an estimated completion in the next few weeks.

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

Ms. Gill reported that two public records requests have been completed, with two more in progress with assistance of Ms. Kotkin. Ms. Gill reported the graffiti on the old Bank of America building has been removed. Ms. Gill reported a new complaint was received on Jackson Avenue for a Camper and multiple Connex containers being parked on street, driveway and front yard, noting a letter have been sent to property owners outlining what is allowed in their zones to allow time for the owner to resolve the issue. Ms. Gill reported an acknowledgement letter has been finalized to help streamline future Citizen Action Requests.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported working with Mr. Erdahl on finishing landscaping around the ADA ramp in front of City Hall and down the west side of the building, along with interviewing people for the lifeguard positions and seasonal park position. Mr. Schiewe reported working on making sure the lifeguards have proper first-aid certifications and background checks to be completed in preparation for the Splash Pad to be open on June 22, 2026.

d. Utilities - Matt Erdahl

Mr. Erdahl reported routine water samples came back good, noting higher water usage currently. Mr. Erdahl reported Lilac City Sprinklers will be completing backflow testing for the City on May 28th, 2026, along with AAA completing cleaning the sewer lines in area two and all lift stations. Mr. Erdahl reported a new panel will be installed at lift station three, noting it is the last station to be updated, with expectations for the panel to be shipped around the 27th of May.

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 no report.

g. Mayor – Shawna Beese

Mayor Beese highlighted three upcoming social events noting "Coffee with the Mayor" on May 13, 2026 at both 8:00am and 10:30am, along with the neighborhood block party honoring first

responders, military and caregiving professionals hosted by the City, Hutton Hope and Scope providing pizza and cookies on May 15th from 4:00pm to 6:30pm. Mayor Beese reported meeting with the executive director of Spokane Regional Transportation who provided beneficial insights on the Argonne corridor including a stormwater puddle that Mr. Schiewe and Mr. Gillis are pursuing to resolve.

Mayor Beese reported Andrew with TIB has been promoted to a state level position and the City will be receiving a new TIB director, with that Mr. Schiewe, Mr. Gillis and Mayor Beese will be going to Coleville on May 27th with the purpose of introducing themselves to the new director and acquaint that person with all of the City's projects. Mayor Beese also reported the back of the June Newsletter will highlight a breakdown explaining where the City's water and sewer bill comes from.

11. COUNCIL INFORMATION (no action or discussion)

No action or discussion was made.

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.

Todd Beese, E 8610 East South Riverway, stated himself and two other households were inquiring for traffic calming purposes on Liberty, if a different material could be used or cut into the asphalt on the pedestrian crosswalks to provide a different texture causing a vibration or rumble to vehicles to bring awareness drivers.

LaDonna Dement, 10306 E Empire, spoke on an incident involving a speeding truck hitting the speed humps explaining the front end of the truck was broken noting maybe the car may have been compromised as she has not seen that type of damage happen to other speeding vehicles. Ms. Dement spoke on another instance where a motorcycle zipped around the speed humps in the part where there are no bumps, noting they have placed rocks and reflectors to prevent vehicles from driving on their yard.

13. COUNCIL REMARKS

Council Member Stravens thanked staff and welcomed Mr. Hall.

Council Member Sander thanked staff and noted all reports are precise and informative.

Council Member Van Hees noted an incident relating to speeding in areas with existing speed humps, explaining how he educated a person who had damaged his vehicle from going too fast over the speed humps, showing them where the signs are located and posted mileage. Council Member Van Hees spoke on street racing happening recommending Officer Ball to patrol the area more, noting he does call Crime check often to report incidents as they arise. Council Member Van Hees discussed his traffic calming ideas proposing a pedestrian curb and 4-foot sidewalks to keep vehicles from dogging speed humps.

Council Member Culler welcomed Mr. Hall and thanked City staff.

Council Member Seifert thanked staff.

14. ANNOUNCEMENTS

No announcements were made.

15. SET NEXT MEETING - June 9, 2026 at 6:00pm

Mayor Beese announced the Planning Commission is holding a Special Meeting Workshop for Council on the periodic update on June 9th, 2026 at 5pm.

16. ADJOURNMENT

Motion made by Council Member Stravens, Seconded by Council Member Van Hees to adjourn the City Council Regular Meeting at 7:04 pm.

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