



City Council Regular Meeting Agenda

Tuesday, April 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
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MEETING AGENDA
4. LOCAL AGENCY REPORTS/PRESENTATIONS
 - a. [Spokane Valley Fire Department - Chief Frank Soto](#)

5. OTHER PRESENTATIONS

- a. [Update on FRD Project - Mayor Beese and Kyle Scheiwe](#)

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.

7. EXECUTIVE SESSION (if necessary)
8. ACTION ITEMS FOR FIRST READING / DISCUSSION ITEMS

- a. [STA MOU](#)
 - b. ORDINANCE #555 Exhibit A 2026 Schedule of Compensation Amendment
 - c. [Procurement Policy - RESOLUTION #2026 03 Adopting Purchasing Policy of the City](#)
 - d. [Resolution 2026-02 Interfund Loan Amendment](#)
 - e. [Special Event Permit Application - Millwood Daze 2026](#)

9. ACTION ITEMS FOR CONSIDERATION

- a. [Consent Agenda](#)
[\(1\) March 2026 City Council Regular Meeting Minutes, \(2\) Appointment of Karina Chernioglo to Planning Commission, \(3\) Appointment of Anne Aslin to Historic Preservation Commission, \(4\) Appointment of Cody Rollins to Beautification and Tree Board, \(5\) Appointment of Nick Berger to Beautification and Tree Board, \(6\) Appointment of Bob McMurdo to Beautification and Tree Board, \(7\) Appointment of Bridget Gill to City Clerk \(8\) Arbor Day Proclamation 2026](#)

10. REPORTS (no action)

- a. Treasurer
- b. Clerk/Public Records and Code Enforcement – Bridget Gill
- c. Facilities - Kyle Schiewe
- d. Utilities - Matt Erdahl
- e. [Planning - Amanda Tainio - Upward 7 Consulting](#)
- f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC
- g. Mayor – Shawna Beese

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.

- a. [Ken Bain](#)
- b. [Winston & Theresa Wiggins](#)
- c. [Millwood Neighborhood Advocates Letter - Temp Speed Bumps](#)
- d. [Millwood Neighborhood Advocates Letter - Appeal Fee Charge](#)

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

15. SET NEXT MEETING

16. ADJOURNMENT

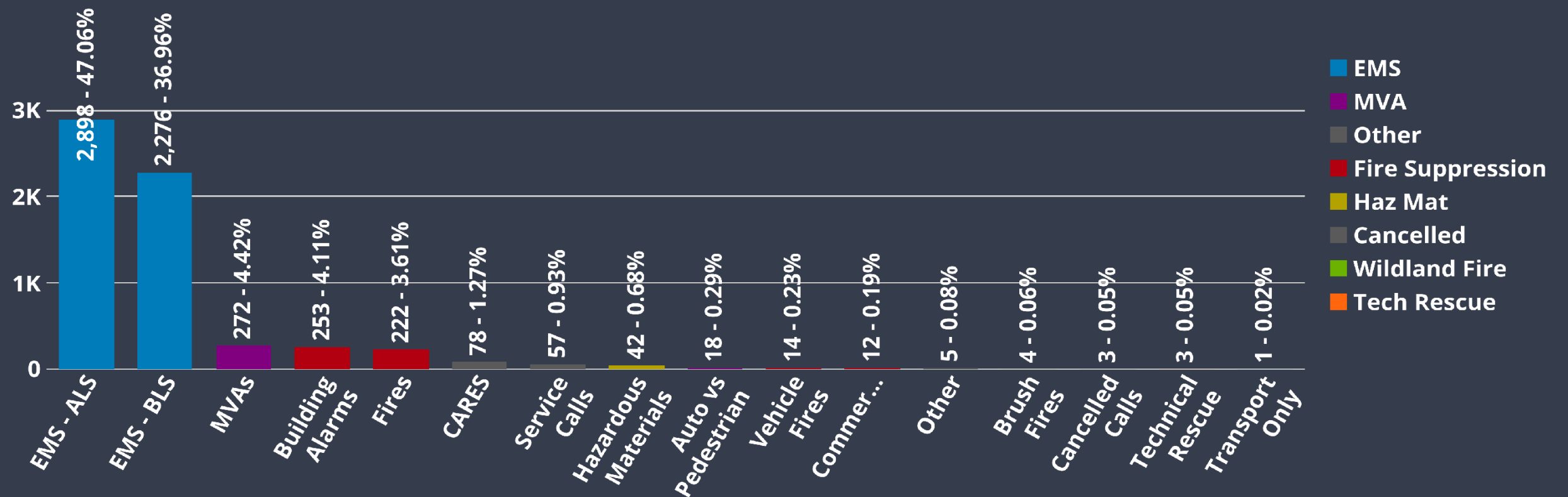


SVFD Run Report 1st Quarter Report - 2026 All Response Areas

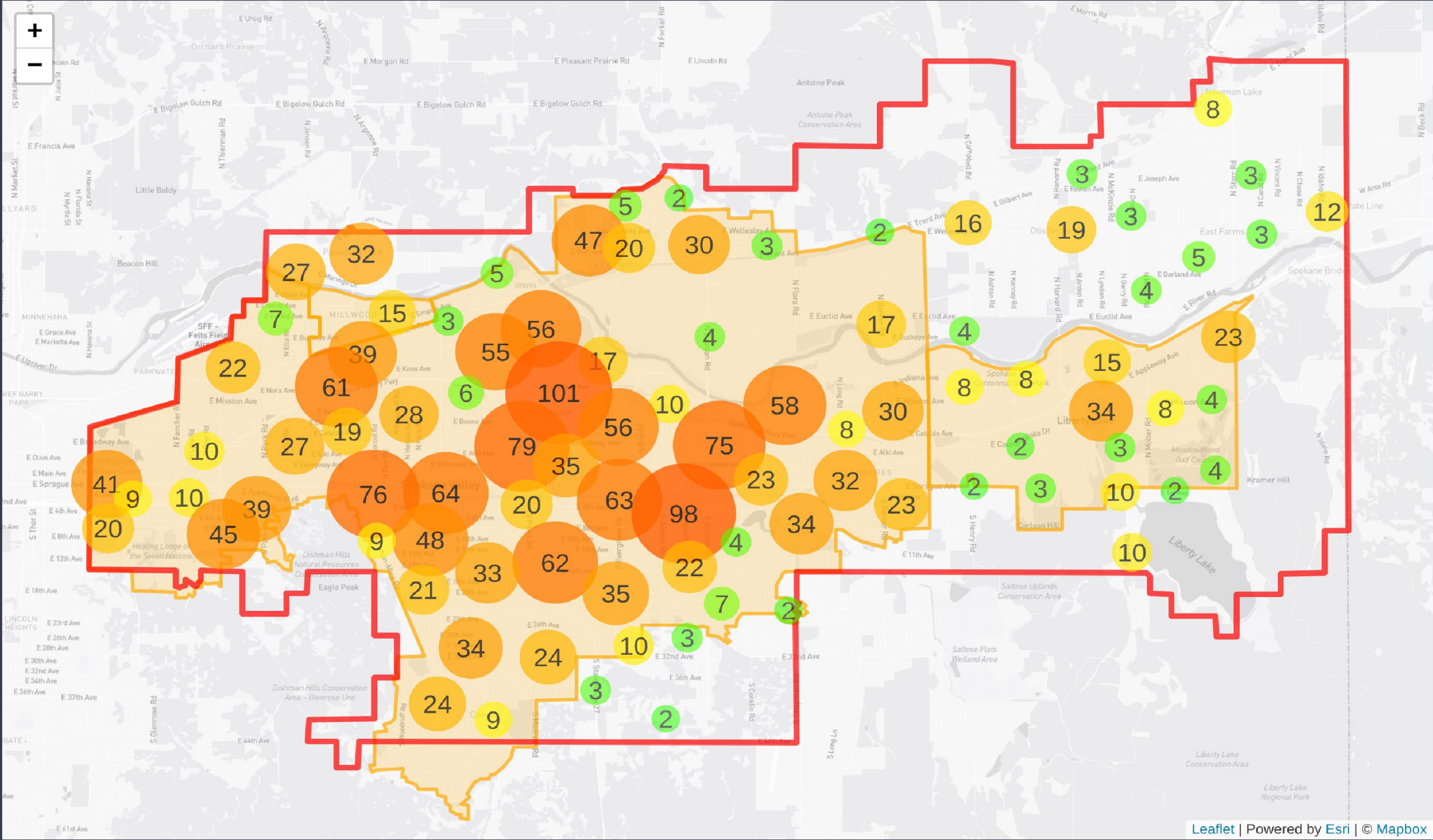
Total In-District Incidents - Last Quarter

6,158

Total In-District Incidents by Incident Category - Last Quarter



Incidents within the SVFD Boundary - Last Month



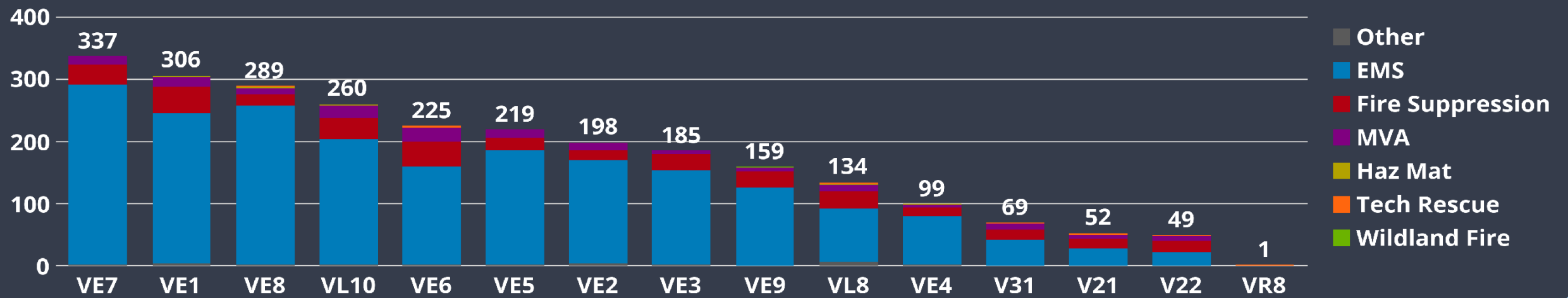
Response Summary

**A response is counted when an apparatus activates the responding button and an en route time is recorded*

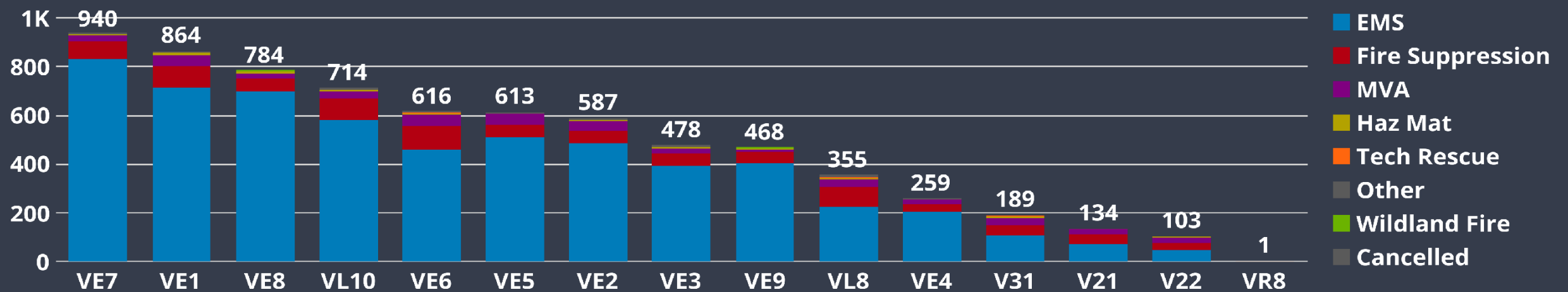
Total Responses - Last Quarter

7,250

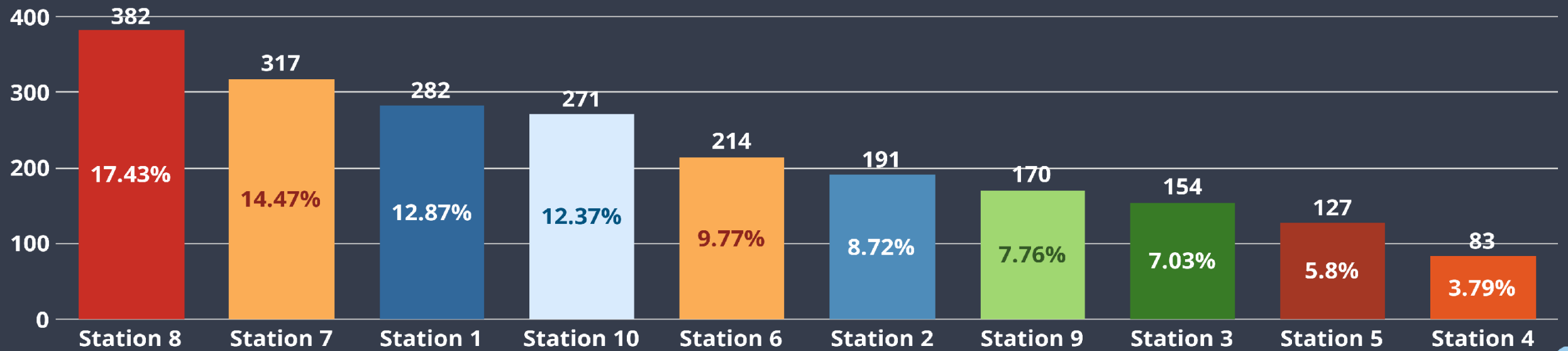
Total Responses by Frontline Apparatus - Last Month



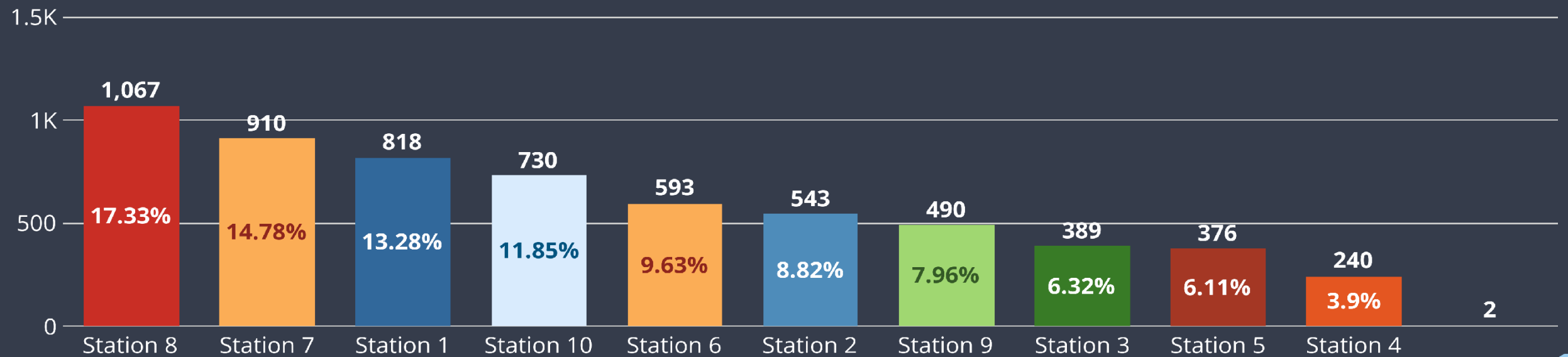
Total Responses by Frontline Apparatus - Last Quarter



Incident Locations by Station Area - Last Month

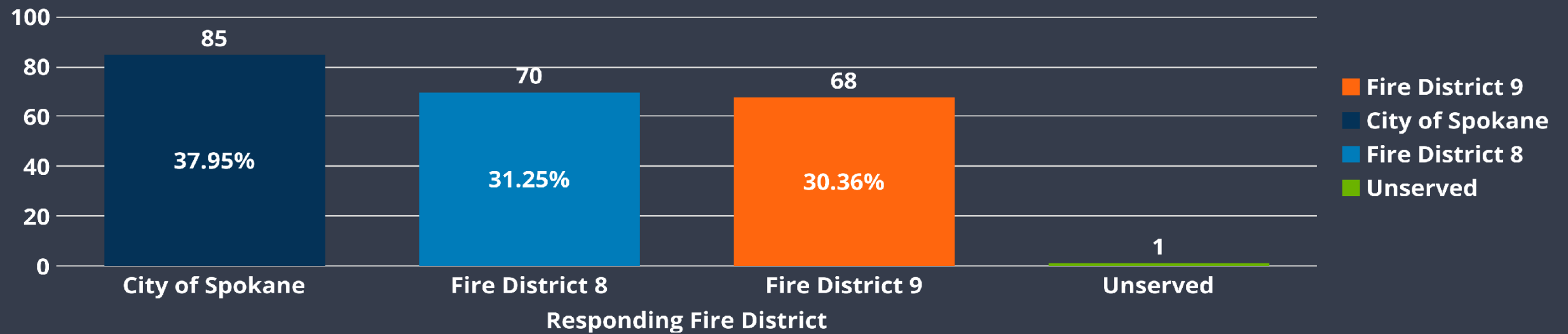


Incident Locations by Station Area - Last Quarter



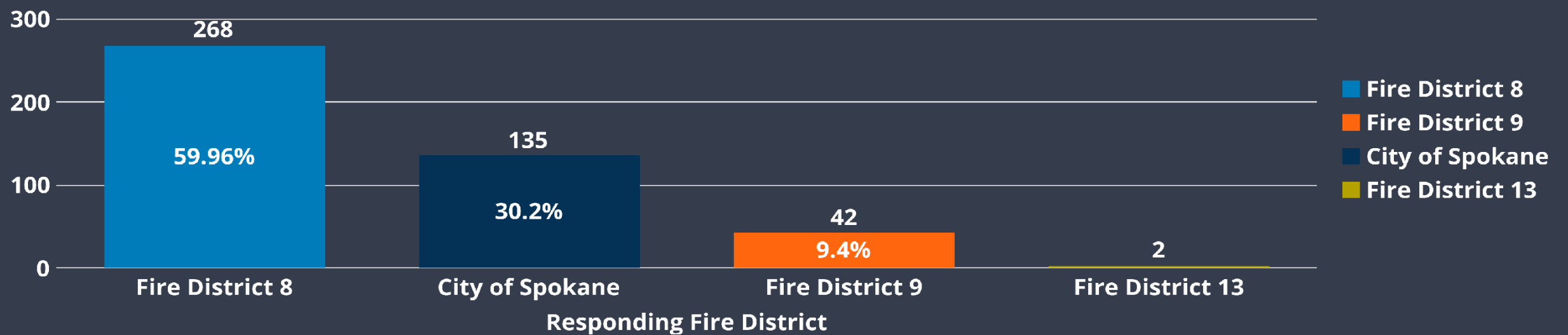
Total Responses from SVFD Into Another District - Last Quarter

224 Total Responses

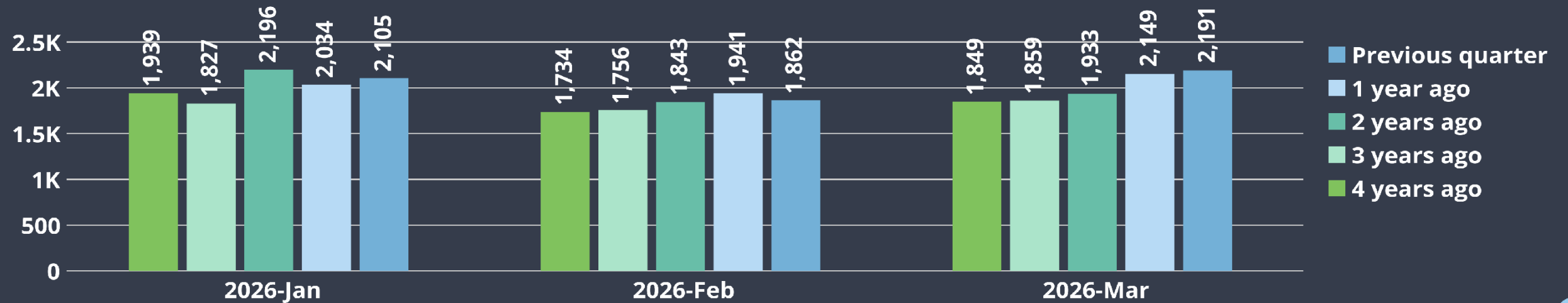


Total Responses from Other District Apparatus Into SVFD - Last Quarter

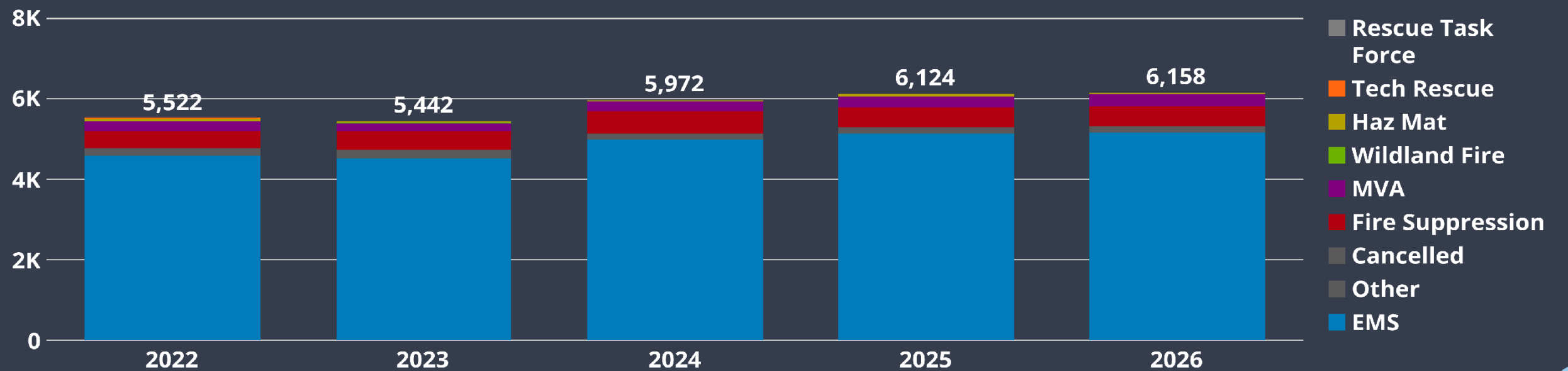
447 Total Responses



Total In-District Incidents Year over Year Comparison - Last Quarter
by Month



Total In-District Annual Incidents Year-to-Date
by Year



Busiest 1st Quarter on record – Busiest March
SVFD is 0.6% ahead of last year's call volume

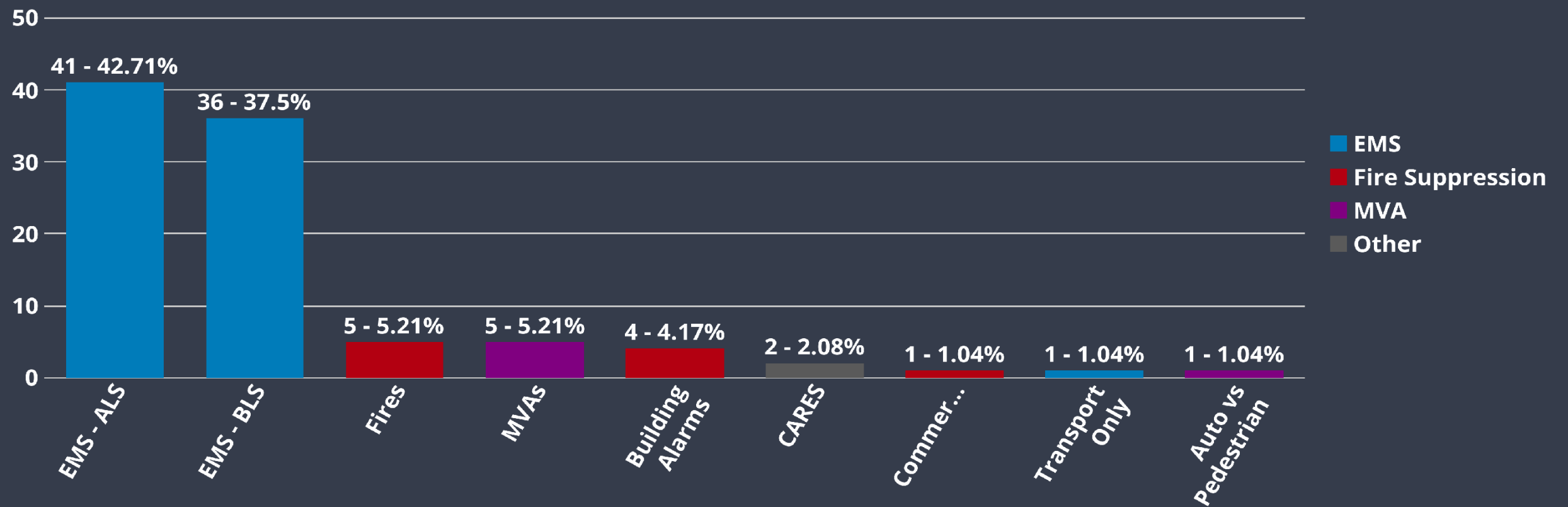


Millwood CC Run Report

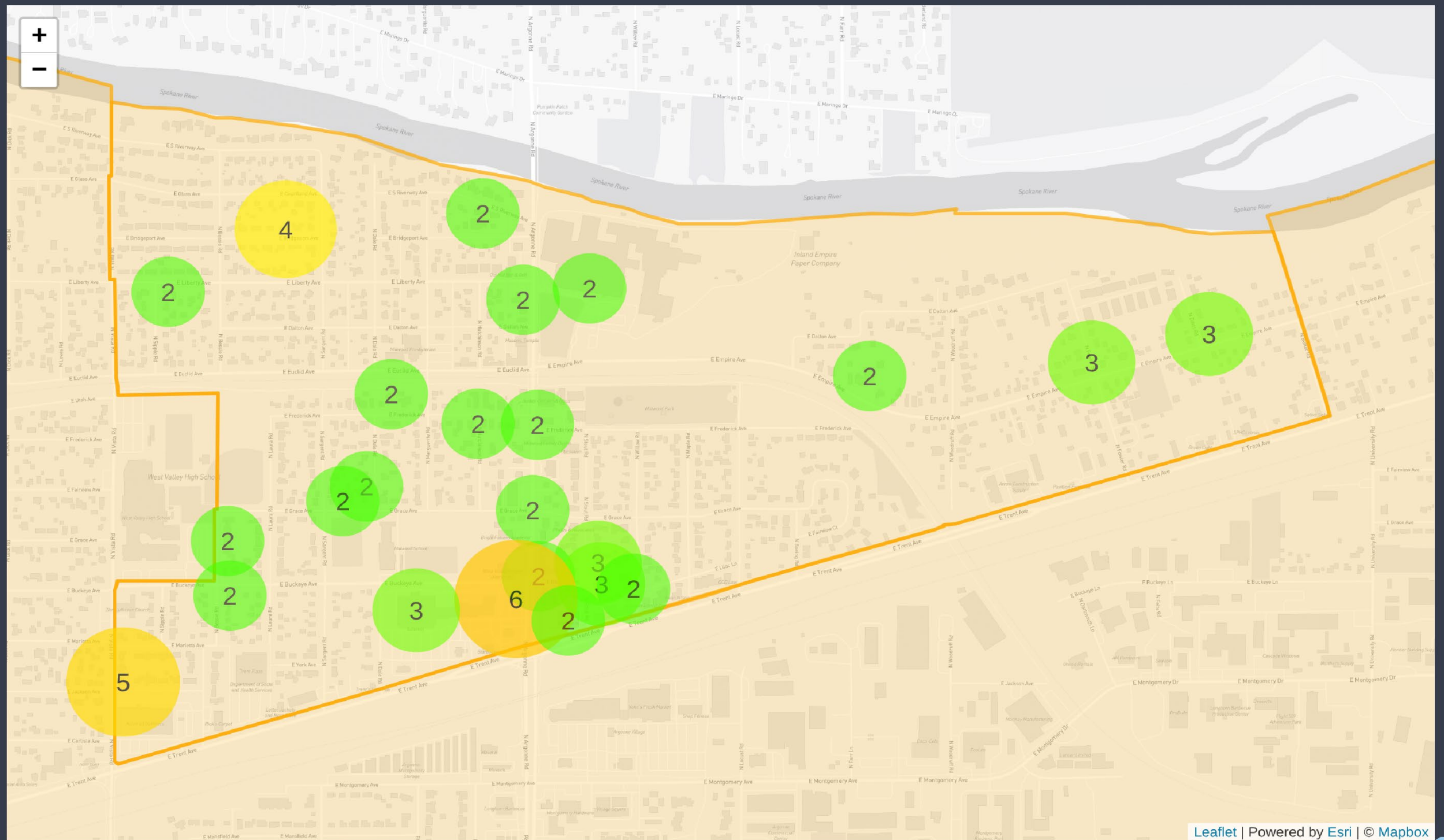
Total In-District Incidents - This Year

96

Total In-District Incidents by Incident Category - This Year



Incidents within the SVFD Boundary - This Year



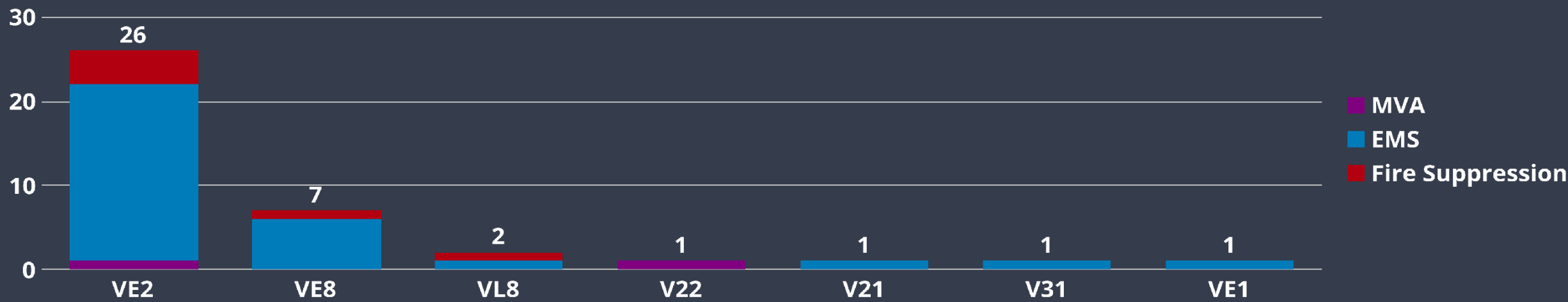
Response Summary

**A response is counted when an apparatus activates the responding button and an en route time is recorded*

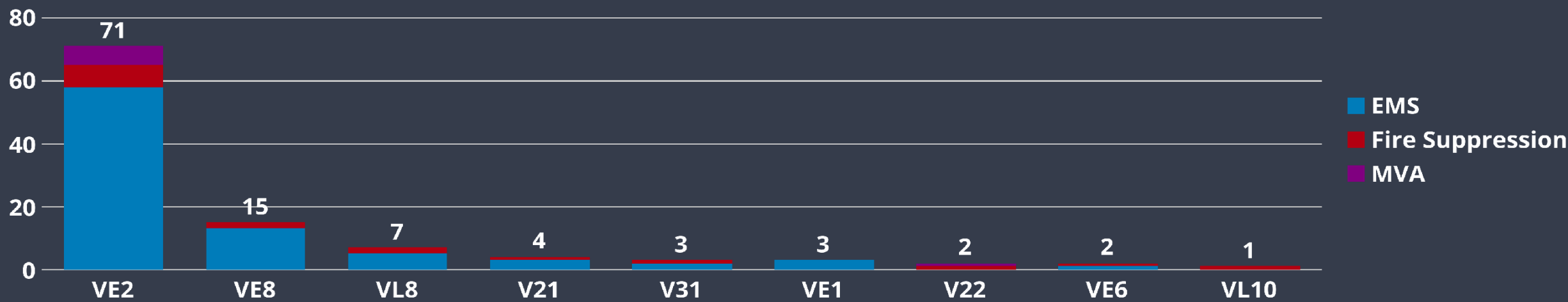
Total Responses - This Year

108

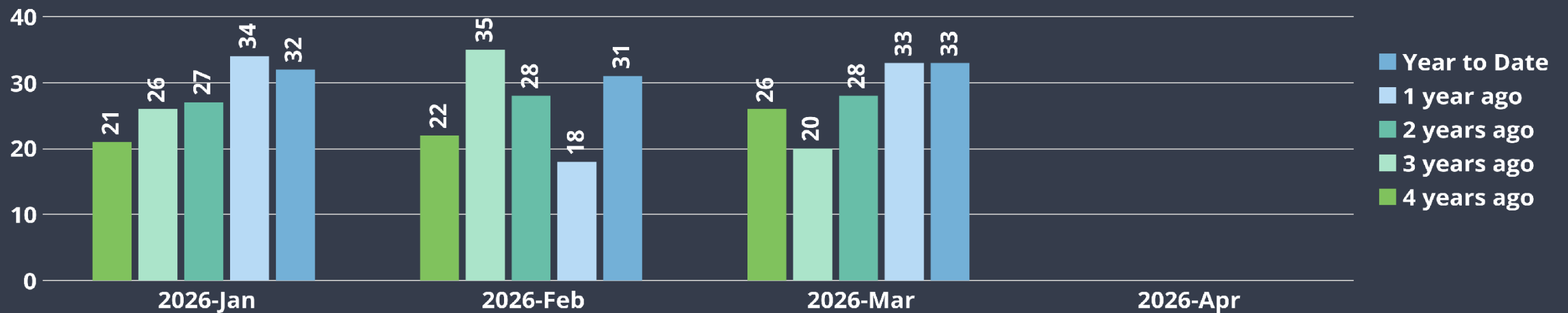
Total Responses by Frontline Apparatus - Last Month



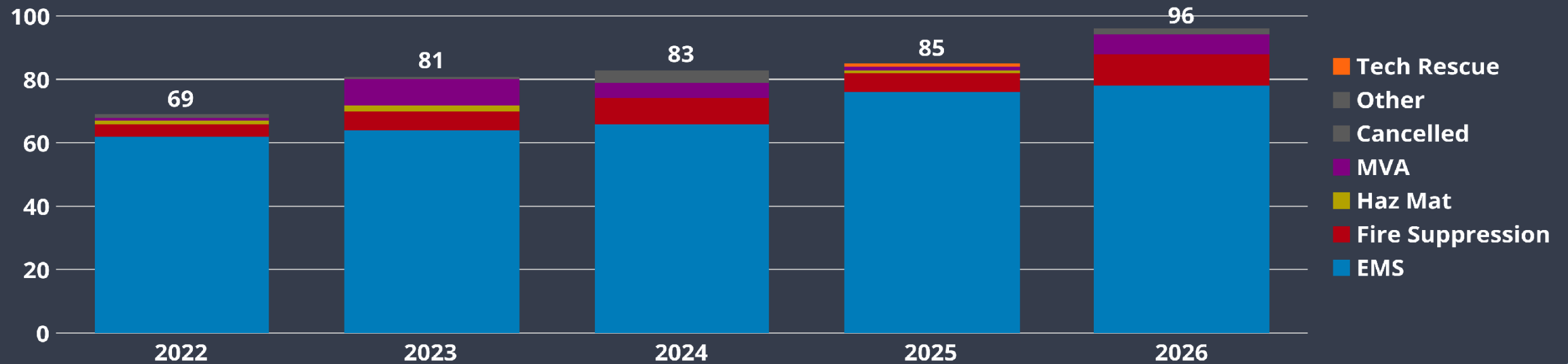
Total Responses by Frontline Apparatus - This Year



Total In-District Incidents Year over Year Comparison - Year to Date
by Month



Total In-District Annual Incidents Year-to-Date
by Year



Busiest 1st Quarter on record – Busiest March (tied)
Millwood is 13% ahead of last year's call volume



Small City Arterial Program (SCAP) Bid Authorization Form

TIB Project Number
6-E-166(003)-1

INSTRUCTIONS: Enter or update all information on the form. Email the signed Bid Authorization Form and ALL required documentation to your TIB engineer.

505 Union Avenue SE, Suite 350 ❖ Post Office Box 40901 ❖ Olympia, WA 98504-0901

For assistance with your project, contact Andrew Beagle, TIB Project Engineer at (360) 586-1151

GENERAL INFORMATION

Lead
Agency

MILLWOOD

Project Name

**Argonne Road Reconstruction - Phase 2
E Trent Ave to 150 ft s/o S Frederick Ave**

Project Length

0.22 miles

Agency
Contact

Kyle Schiewe

Phone **(509) 924-0960**

Email

kschiewe@millwoodwa.us

REQUIRED DOCUMENTATION

Include the following items with your signed Bid Authorization Form

- ▶ Completed Plans and Specifications
- ▶ Final Engineer's Estimate
- ▶ Include verification of WSDOT review & approval of construction documents for projects on or adjacent to state highways

PROJECT DESCRIPTION

Describe the project as defined in the bid documents

HMA, full-depth reclamation, cement concrete curb and sidewalk, pavement markings, signing, traffic signal system, traffic control and fiber communications.

CHANGES IN PROJECT SINCE APPLICATION

Describe any changes that have been made to the proposed project since application

Changes in the Project include updating the Grace signal push buttons and push button locations to alongside the ADA pedestrian ramp updates to ensure the pedestrian crossings conform to new PROWAG and ADA requirements; adding in ITS Fiber Interconnect to coordinate with the Spokane Valley - Argonne corridor, and removal of organic subbase and replacement was added to the project.

Project Name **MILLWOOD**
Argonne Road Reconstruction - Phase 2 - E Trent Ave to 150 ft s/o S
Frederick Ave

TIB Project Number
6-E-166(003)-1

PROJECT SCHEDULE

Indicate only changes in project target dates (Month/Year) in the spaces below:

	Previous Schedule	Current Schedule
Bid Opening	December 2025	April 2026
Contract Completion	December 2026	December 2026

PROJECT COST ESTIMATE

Update the costs to indicate the current estimated totals

DESIGN PHASE		CONSTRUCTION PHASE		
Design Engineering	Right of Way	Construction Engineering	Construction Other	Contract Amount
191,000		260,609	1,387,000	
Phase Total	191,000	Phase Total		1,647,609
Total Project Cost				1,838,609

Include a cost breakdown of **construction other** items:

DETERMINATION OF ELIGIBLE COST

Enter the current estimated totals for Landscaping and Other Noneligible Cost

Noneligible Engineering	Other Noneligible Cost	Total Landscaping Cost	Allowable Landscaping	Noneligible Landscaping	Total Noneligible Cost
35,509	0				35,509
Total Eligible Project Cost					1,803,100

Include a cost breakdown of **noneligible** items

PROJECT COST CHANGE SINCE SELECTION

\$355,209

Include explanation of Cost Change

23.9% Increase

Additional costs include requested ITS Fiber Signal coordination for Spokane Valley and WSDOT Traffic Signals at and south of Trent and traffic control requirements for traffic control devices outside of the City of Millwood. Additionally, the project includes updating the Grace signal push button locations to conform to new PROWAG and ADA requirements. Other additional costs include soft spot removal of organics and replacement of material per the findings in the geotechnical report and generally increase in unit price were also observed based the Argonne Rd project bid results from 2025 in Millwood.

Project Name **MILLWOOD**
Argonne Road Reconstruction - Phase 2 - E Trent Ave to 150 ft s/o S
Frederick Ave

TIB Project Number
6-E-166(003)-1

FUNDING PARTNERS

Update funding amounts to indicate current funding **based on the engineer's estimate**

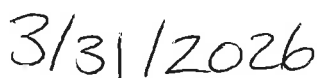
Funding Partner	Previous Funding	Anticipated Funding
MILLWOOD	74,170	120,000
TIB Funds	1,409,230	1,718,609
TOTAL	\$1,483,400	\$1,838,609
Funding Partner Total is Correct		
Contact your TIB engineer about TIB increase Policy		

AGENCY CERTIFICATION

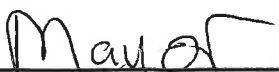
- ▶ Certification is hereby given that all Local Funds and Other Funds associated with the **Construction Phase** of the project are secured.
- ▶ This project has been reviewed by the Legislative Body of the Administering Agency or agencies or its designee and is consistent with the agency's comprehensive plan for community development.
- ▶ Design work is complete for this project and is ready to be advertised.
- ▶ All applicable state laws and requirements have been met and incorporated into the contract documents.
- ▶ If the project is within a non-attainment area, the Lead Agency certifies compliance with all requirements of the State and Federal Clean Air Act.
- ▶ All right of way for this project has been acquired, or if right of way remains to be acquired a Possession and Use Agreement has been obtained for the parcels in question. All right of way required for this project has been acquired in accordance with state laws.
- ▶ For projects on or adjacent to state highways, WSDOT has reviewed and approved construction documents.
- ▶ All tribal consultation is complete and satisfied.
- ▶ All required permits for construction have been acquired.



 Signature of Mayor



 Date Signed



 Typed or Printed Name & Title

Kyle Schiewe

From: Beagle, Andrew (TIB) <AndrewB@tib.wa.gov>
Sent: Tuesday, March 31, 2026 8:49 AM
To: Cody Hodgson; Kyle Schiewe; Shawna Beese
Cc: Matt Gillis; Lina Turner
Subject: RE: 51061.30 - Argonne Rehab; Bid Authorization

Mayor Beese and Kyle,

On the form, last table "funding partners table" you can show the following:

- Millwood = \$120,000
- TIB = 1,718,609

This is not an approval of those funds, but it is showing that the city intends to ask TIB for additional funding.

As we discussed previously we do have a game plan for high bids:

- 1.) We are trying to go to Ad quickly and open bids by May 1
- 2.) If bids come in high, either
 - a. We go to the TIB Board (May 14-15 is the board meeting) and request an adjustment (this adjustment can exceed our administrative maximum above).
 - b. Or, we pull the Add Alternative with the Hawk Signal at Buckeye,
 - c. Or, a bit of both.
- 3.) If bids come in low, either
 - a. The lower the bid the higher the non-eligible engineering costs, so we may still need to go to the TIB Board for an adjustment,
 - b. Or, the non-eligible engineering is sufficiently covered with our Admin Increase Authority and we approve based on that.

The key is getting the bids so we know what numbers we are actually dealing with. The goal is to not exceed 5% + Strata Engineering Costs for the city share that I previously discussed with Kyle and Matt (I think this was around \$120k). However, we can't take that action until bids come in and we understand if we need the TIB Board to take action.

I just wanted to make clear that we are **not expecting** the city to come up with a half million dollars for your share of this project. The worst case scenario is that bids come in high, TIB Board does not approve the increase, and we withdrawal the project grant. We then have time to reapply for a construction ready project under this year's call for projects (May 16 to July 31 – for TIB applications this year).

Please return the signed form as soon as possible, so we can process this and get the project on Ad and see what contractors prices are.

Thanks,

Andrew Beagle, P.E.
 NE Region Engineer
www.tib.wa.gov

E: andrewb@tib.wa.gov

MEMORANDUM OF UNDERSTANDING
By and Between
THE CITIES OF AIRWAY HEIGHTS, CHENEY, LIBERTY LAKE,
MEDICAL LAKE, and MILLWOOD

This **Memorandum of Understanding (“MOU”)** is made and entered into by and between the **City of Airway Heights**, whose address is 13120 W. 13th AVE, Airway Heights, Washington, (“Airway Heights”), the **City of Cheney**, whose address is 609 2nd Street, Cheney, Washington (“Cheney”), the **City of Liberty Lake**, whose address is 22710 East Country Vista Drive, Liberty Lake, Washington (“Liberty Lake”), the **City of Medical Lake**, whose address is 124 S. Lefevre Street, Medical Lake, Washington (“Medical Lake”), and the **City of Millwood**, whose address is 9103 E. Frederick Avenue, Spokane, Washington (“Millwood”), each individually referred to as “Party”, and collectively referred to as “Parties”.

WHEREAS, the Spokane Transit Authority, a municipal corporation (“STA”), exists to provide public transportation throughout the County of Spokane, including each city which is Party to this MOU; and

WHEREAS, Section 2.1(a) of the STA Bylaws provide that the Parties are collectively entitled to select one (1) member of the Board of Directors of STA (said director, the “Representative Director”) based on the rotation set forth in the Bylaws, who serves on behalf of the Parties for a two (2) year term; and

WHEREAS, the Parties desire to enter into this MOU to formalize the communications policies and expectations of the Parties with respect to the Representative Director so as to support each of the Parties;

NOW, THEREFORE, based on the foregoing, the parties enter into the following agreement:

1. **Definition of Action Item.** For purposes of this MOU, the scope of an “Action Item” only includes those actions taken pursuant to a vote of the STA Board of Directors, and does not include those actions taken by a committee authorized by the STA Board of Directors.
2. **Duties of Each Party.** Each Party has a duty to review any agenda and other materials to be considered by the STA Board of Directors at any meeting, and to communicate the Party’s position, concerns, and comments, with respect to all Action Items to the Representative Director prior to or during a meeting of the STA Board.
3. **Duty of the Representative Director.**
 - a. The Representative Director shall consider communications in person, via telephone, electronic mail or other electronic means, from each Party regarding the Party’s position on each Action Item to be considered by the Board of Directors STA prior to or during a meeting of the Board.
 - b. With respect to any Action Item of the STA Board of Directors the Representative Director shall vote for, against, or take other action only on behalf of the Consensus of the Parties with respect to said action item.

- c. For purposes of this MOU, a “Consensus” constitutes the majority of the Parties who have given input.
4. **Term.** This MOU shall continue in perpetuity and not expire unless or until (i) the Parties hereto agree to amend, modify, or supplement the same by a written instrument signed by all Parties.

ELECTRONIC SIGNATURES

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A signed copy of this MOU or any other ancillary agreement transmitted by email or other means of electronic transmission or electronically or digitally executed shall be deemed to have the same legal effect as delivery of any original executed copy of this MOU or such other ancillary agreement for all purposes.

[Signature Page Follows]

The Parties affirm the individuals signing this MOU have been granted the authority to do so and by their signature affirm the Parties will comply with the terms and conditions of this MOU.

City of Airway Heights

City of Cheney

By: Larry Bowman
Title: Chair

Date:_____

By: Elsa Martin
Title: Mayor

Date:_____

City of Liberty Lake

City of Medical Lake

By: Cris Kaminskas
Title: Mayor

Date:_____

By: Terri Cooper
Title: Mayor

Date:_____

City of Millwood

By: Shawna Beese
Title: Mayor

Date:_____

CITY OF MILLWOOD

RESOLUTION #26-03

XXXXXX, 2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING PURCHASING POLICIES, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

WHEREAS, the City of Millwood (the “City”), Spokane County, Washington is a non-charter code city, by virtue of the Constitution and laws of the State of Washington; and

WHEREAS, the Council of the City (the “Council”) may adopt and enforce resolutions of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, over time the Washington State Legislature has enacted and revised procurement laws; and

WHEREAS, the City Council deems it to be in the best interests of the City to adopt a purchasing policy consistent with the procurement laws to promote fiscal responsibility and the efficient transaction of City business;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Incorporation of Recitals: The recitals set forth herein are hereby incorporated as a part of this Resolution.

Section 2. Adoption of Policy: The City hereby adopts the policies attached hereto as Attachment A and incorporated herein by reference as the Purchasing Policies of the City of Millwood which replaces and supersedes all previously adopted purchasing policies.

Section 3. Severability: If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 4. Repealer: All resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

CITY OF MILLWOOD

RESOLUTION #26-03

XXXXXX, 2026

Section 5. Effect: This Resolution shall be in full force and effect from and after its adoption by the Council.

SHAWNA BEESE, MAYOR

Attest:

CITY CLERK

Attachments:
Attachment “A” – Purchasing Policy

CITY OF MILLWOOD

RESOLUTION 2026-_____, 2026

**ATTACHMENT “A”
General Requirements**

1. All City officials and employees shall ensure that appropriations are sufficient to acquire goods or services.
2. City of Millwood officials and employees shall strive to obtain the most cost-effective prices for the City and shall consider all aspects of purchasing in acquisition decisions.
3. A requisition is required if the procurement meets any of the following criteria:
 - 3.1 At least 3 quotes were obtained, or it was competitively bid
 - 3.2 An Architecture and Engineering (A&E) Service agreement
 - 3.3 A Purchased or Personal Service agreement that is over \$5,000

There may be procurements that do not meet these criteria, but it makes practical or business sense to create the requisition. In such cases in which there is a question, consult with the Treasurer or Mayor.

The Treasurer has the discretion to waive the requirement of a requisition, provided that in their judgement it does not circumvent controls and/or meets the business needs of the City. Purchases with a vendor or company in which the City has an active line of credit account do not require requisitions.

4. Any purchase that exceeds \$25,000, requires Council's approval to award (except as otherwise defined within this Policy).
 - 4.1 If the City Council approves a contingency, change orders and amendments may be approved by the Mayor, or their designee, up to the contingency amount approved by Council. Any expenditure over the approved contingency amount must have City Council approval.
 - 4.2 Once the City Council has approved a purchase, change orders and/or amendments to that purchase require approvals using the following thresholds:
 - Accumulated change orders and/or amendments up to \$20,000 must be approved by the Department Director.
 - Accumulated change orders and/or amendments from \$20,000 to \$50,000 must be approved by the Mayor.
 - Accumulated change orders and/or amendments that exceed \$50,000 must be approved by the City Council.

CITY OF MILLWOOD

RESOLUTION 2026-_____, 2026

4.3 Once the City Council has approved a change order and/or amendment, the above thresholds starts over.

5. Employees must use professional judgement as to the cost/benefit of obtaining multiple quotes.

6. All purchases that involve multiple departments shall have the approval of all participating departments.

7. With prior approval of the Mayor, an employee may personally pay for an approved purchase, and be reimbursed through an expense voucher.

8. All invoices received pursuant to this policy shall be approved for payment by the appropriate department director(s), or their designee, on either the invoice itself or on the City voucher.

9. The Treasurer shall review the requisition of major purchases for reasonableness. Questions about the purchase may be directed to the Mayor. The Mayor may choose to take any proposed purchase for goods or services to Council for discussion and/or approval.

10. Purchases that would result in line-item cost overruns will be allowed if a line item within the same department has funds available to cover the expense. Expenditures requested in excess of a department's adopted budget must be approved by the Mayor. Expenditures in excess of the adopted fund amount must be approved by the City Council by an amending Ordinance.

11. A Petty Cash fund may be maintained for the control and use of petty cash for minor purchases for the City. Purchases that are within the limits established by code may be reimbursed by petty cash. The preferred method of minor purchase is to use a City-authorized credit or purchasing card.

12. For purchases of technology related equipment or services, the Mayor and the City's IT provider must review and make recommendations for the purchase. Technology related equipment or services include but are not limited to:

- Cloud hosted and/or hybrid services.
- Anything that will connect to the City IT infrastructure (wired network, wireless network, servers, desktops, laptops, tablets, smartphones) or extend the City's IT infrastructure to the cloud, hosted and/or hybrid services.
- Potentially impact wired and/or wireless network and internet bandwidth.
- Potentially impact email flow, email delivery, email addresses and domain validity.

13. All interlocal agreements must be approved by the City Council.

CITY OF MILLWOOD

RESOLUTION 2026-_____, 2026

14. Splitting orders into smaller orders or purchases to avoid exceeding approval or procurement thresholds is prohibited.

15. If the statute establishing any dollar threshold in this policy is amended, then the dollar threshold in this policy shall be automatically amended to be coextensive with the applicable statute, without the need for the City Council to amend this policy.

Sole Source/Cooperative Purchases

16. Competitive bidding requirements may be waived by the City Council for:

- Purchases that are clearly and legitimately limited to a single source of supply;
- Purchases involving special facilities or market conditions;
- Purchases in the event of an emergency;
- Purchases of insurance or bonds; or
- Emergency public works.

16.1. In the event the material, equipment, supplies, or services are available from only one supplier, written documentation demonstrating the appropriateness of sole source procurement shall be submitted to and approved by the Mayor. Except in the event of an emergency, the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after its award.

16.2. If an emergency exists, the person or persons designated by the City Council to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

16.3. For purposes of this section, "emergency" means any unforeseen circumstances beyond the control of the municipality that either present a real, immediate danger to the proper performance of essential functions, or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken, or as otherwise defined in RCW 39.04.280(3), as may be amended.

17. Cooperative Purchases / Piggybacking

17.1. Pursuant to chapter 39.34 RCW, the City is authorized to take cooperative action including joint purchases by different government agencies. The City may make purchases

CITY OF MILLWOOD

RESOLUTION 2026-_____, 2026

using another (the "host") government agency's purchasing contract, a process known as "piggybacking." To piggyback on another government agency's contract:

- 17.1.1. The host agency and the City must enter into an interlocal agreement (ILA) and file it with the county auditor or post it online by subject;
- 17.1.2. The host agency must comply with its statutory contract requirements and post the solicitation online; and
- 17.1.3. The vendor must agree to the arrangement through the initial solicitation documents.

17.2. It is the responsibility of the Mayor to verify that the host government agency is in compliance with its own purchasing statutes to the piggyback award.

17.3. In addition to the foregoing, the City is authorized to purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United States government (i.e. U.S. General Services Administration or GSA) without calling for bids pursuant to RCW 39.32.090, as may be amended.

Federal or State Funded Procurements

18. Projects funded in all or in part by a federal or state grant, loan, or appropriation may have specific procurement requirements, in addition to or above-and-beyond the requirements of this policy. For projects funded in all or in part by a federal or state grant, loan or appropriation, the City shall follow the procurement requirements of the federal or state grant, loan or appropriation.

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II. Special Requirements: Public Works**Approval Authority – Public Works**

Amount	Approval Authority
\$0 to \$50,000	Mayor
> \$50,000	City Council

Bid Requirements – Public Works

Amount*	Purchase Type	Bid Requirements
\$0 to \$50,000	Public Works	Minimal Competition Process - Multiple quotes are not required, however professional judgment should be used as to the value of multiple Quotes.
\$50,001 to \$75,500	Public Works (Single craft or trade)	Minimal Competition Process - Seek quotes. Requirement may be waived by the Mayor
> \$50,001 to \$150,000	Public Works (Multiple Crafts or Trades)	Minimal Competition Process - Seek quotes. Requirement may be waived by the Mayor
> \$75,501 to \$350,000	Public Works RCW 39.04.152	Small Works Roster Process- invitations to bid to all contractors on applicable roster categories
\$350,001+	Public Works	Formal Competitive Bid Process (sealed)

*excludes state sales tax.

Definitions

- **Public Works Capital Improvement Project ("PW CIP"):** A project that has been included on the City's capital improvement project ("CIP") plan and/or in the capital improvement portion of the budget, or as otherwise approved by the City Council.
- **Public Works Contracts ("PW Contracts"):** CIP contracts (excluding A&E, professional services, and purchases), Unit-Price Contracts (e.g. on-call guardrail repair, etc.), and contracts for all other projects that are required by statute to include Public Works bidding requirements.
- **Discretionary Services:** A service that is not explicitly called out as a deliverable in an agreement, or a service that is provided upon request according to an agreement. Typically, these services are part of ILAs.
- **Minimal Competition:** When competitive bidding is not required for any PW Contract up to \$75,500 (single craft) or up to \$150,000 (multiple craft) pursuant to RCW 35.23.352, as may be amended.

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Approval Requirements

1. The Mayor may waive competitive bidding for any PW Contracts that allow for Minimal Competition.
2. All PW Contracts, except those performed under an interlocal agreement (“ILA”), require a requisition and a contract.
3. All PW Contracts that exceed \$25,000 require City Council to award the contract.
4. PW CIP's frequently include contingency amounts when presented to City Council for award. If the City Council approves a project with a contingency, change orders and amendments may be approved by the Mayor or their designee up to the contingency amount approved by the City Council. Any expenditure over the City Council contingency approved amount must have City Council approval. Where a PW CIP's budget does not include a contingency, the Mayor may approve change orders and amendments in total not to exceed \$50,000.
5. PW Contracts performed pursuant to an ILA pursuant to chapter 39.34 RCW for on-call, unit-priced services require a separate contract but are subject to the limits established by the agreement. Requests for Discretionary Services, which exceed \$500, must be executed by the Mayor, but are subject to the limits established by the agreement.
6. Pursuant to RCW 35.23.352, as may be amended, PW Contracts may be performed using a unit priced "on-call" contract when appropriate. A unit-priced PW contract is a contract for an unknown number of small public works tasks over a fixed period of time. Unit-priced contracts are not associated with a single identified project, do not guarantee any amount of work, and do not establish a total dollar value for work but should state a total non-to-exceed amount of \$350,000. Under a unit-priced PW contract, the City agrees to pay a defined "unit price" for certain types of anticipated (but unplanned) work or trades over a certain time period.
 - 6.1. A unit-priced contract must still be competitively bid using the Small Works Roster pursuant to RCW 35.23.352, as may be amended. The invitation to bid must include the following:
 - 6.1.1. Specify how the City will issue or release work assignments or work orders that authorize work based upon either a "not-to-exceed" time and materials basis or a negotiated lump sum amount using the previously established unit prices.
 - 6.1.2. Estimated quantities of the anticipated types of work or trades.
 - 6.1.3. At least one minority or woman contractor who shall otherwise qualify must be invited whenever possible.

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6.1.4. The initial term may not exceed three (3) years with the option to extend or renew for one (1) additional year.

6.2. Prevailing wage rates must be paid and updated annually using the rates in effect at the beginning of each contract year (not calendar year), and intents and affidavits for prevailing wages paid must be submitted annually for all work completed during the previous 12 months.

6.3. Unit-priced contracts will be awarded to the lowest responsible bidder pursuant to RCW 39.04.350, as may be amended.

Completion of PW Contracts

7. Pursuant to RCW 60.28.051, as may be amended, all PW projects/contracts, \$35,000 or more, require a final acceptance process that documents that the project/contract scope of work has been deemed complete. Upon final acceptance the City must file a Notice of Completion to three (3) state agencies: the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries. After receiving confirmation for each agency, the retainage and/or performance bonds may be released.

7.1. For PW contracts \$25,000 or more, final acceptance is authorized by the City Council.

7.2. For Contracts under \$50,000, final acceptance may be authorized by the Mayor. Acceptance will be documented via memorandum and issued to the Mayor for final acceptance signature.

Bidding Requirements

8. PW Contracts shall be awarded using the competitive process, if any, specified in the Bid Requirements table at the top of this Section II.

8.1 City employees are allowed to perform work without contracting or calling for bids if such work is an accepted industry practice under prudent utility management. "Prudent utility management" means performing work with City employees utilizing material of a worth not exceeding \$300,000 in value without a contract.

9. For the Minimal Competition Process, regardless of whether one quote is solicited or multiple, documentation of the quoting process will be maintained to demonstrate compliance with this policy.

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Determining Lowest Responsible Bidder

10. The City shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the City may call for new bids. Additionally, pursuant to RCW 35.23.352(2), as may be amended, the City may issue a written finding that the lowest bidder has delivered a project to the City within the last 3 years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications then the City may choose the second lowest bidder whose bid is within 5% of the lowest bid and meets the same criteria as the lowest bidder.

10.1. In addition to price, the City shall take into account the following:

- The criteria established in RCW 39.04.350, as may be amended, for responsible bidders;
- The ability, capacity, and skill of the bidder to perform the contract;
- Whether the bidder can perform the contract within the time specified by the City;
- The quality of the bidder's performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services.

Award

11. The Mayor or their designee shall have the authority to award Public Works Contracts up to \$25,000. The City Council shall award all Public Works Contracts over \$50,000. The Mayor or their designee shall present all quotations/bids for projects over \$50,000 and recommend to the City Council the lowest responsible bidder for award of the contract.

Small Works Roster

12. The following small works roster ("SWR") procedures are established for use by the City pursuant to RCW 35.23.352, as may be amended, and RCW 39.04.151 through 39.04.152, as may be amended.

- 12.1. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement

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of real property where the estimated cost does not exceed Three Hundred Fifty Thousand Dollars (\$350,000), which includes the costs of labor, material, equipment but not sales and/or use taxes as applicable. Instead, the City may use the small works roster procedures for PW Contracts as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

- 12.2.

Number of Rosters. The City may create a single general small works roster or may create a small works roster for different specialties or categories of anticipated work. Said small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.
- 12.3.

Contractors on Small Works Roster(s). The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, including if they are a state certified women and minority-owned business, veteran-owned business, or small business or other appropriate matters on file with the City as a condition of being placed on a roster or rosters. The small works roster used by the City will be established and maintained by the Treasurer, or their designee. The City may use a roster service in lieu of maintaining its own rosters. An interlocal contract or agreement between the City and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.
- 12.4.

Publication. At least once a year, the City shall publish in a newspaper of general circulation within the jurisdiction and provide the office of minority and women's business enterprises' directory of certified firms a notice of the existence of the roster or rosters and solicit the contractors/consultants/service providers/vendors for such roster or rosters.

12.4.1.

Responsible contractors must be added to an appropriate roster or rosters at any time that they submit a written request and necessary records.

12.4.2.

The contractors must agree and be able to receive notifications and other communications via email.

12.4.3.

Contractors that meet the definitions of women and minority-owned business (RCW 39.19.030(7)(b), as may be amended),

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veteran-owned business (RCW 43.60A.0101, as may be amended), or small business (RCW 39.04.010, as may be amended) are required to indicate such and keep current records of any applicable licenses, certifications, registration, bonding, or insurance on file.

12.4.4. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

12.4.5. A PW Contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

12.4.6. Bids shall be invited from all appropriate contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being requested, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

12.5. For PW Contracts awarded under \$5,000, retainage or bonds are not required. PW Contracts awarded between \$5,001 and \$350,000, are subject to bonds but may reduce or waive the retainage requirements of RCW 60.28.011(1)(a), as may be amended, thereby assuming the liability for contractor's nonpayment of: (i) laborers, mechanics, subcontractors, material, person, and suppliers; and (ii) taxes, increases, and penalties under Titles 50, 51, and 82 RCW that may be due from the contractor for the project. However, the City has the right of recovery against the contractor for any payments made on the contractor's behalf. Recovery of unpaid wages and benefits are the first priority for actions filed against the contract.

12.6. Once a year, the City must publish on the City's website a list of small works contracts awarded pursuant to RCW 39.04.200, as may be amended. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed under contract, and the date it was awarded. The list shall also state the location where the bid quotes for the contracts are available for public inspection.

12.7. In lieu of the requirements of this Section 12, the City may contract with the MRSC Rosters for the City's small works roster.

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III. Special Requirements: Purchases of Supplies, Materials, and Equipment (not related to a Public Works)**Approval Authority – Purchase of Supplies, Materials, and Equipment (not related to a Public Works)**

Amount	Approval Authority	Requisition Needed?
\$0 to \$1,000	Authorized employees	Yes
> \$1,000 to \$50,000	Mayor	Yes
> \$50,000	City Council	Yes

Bid Requirements – Purchase of Supplies, Materials, and Equipment (not related to a Public Works)

Amount*	Purchase Type	Bid Requirements
\$0 to \$40,000	Supplies Materials, & Equipment (RCW 35.23.352)	Vendor List Minimal Competition Process - Multiple quotes are not required, however professional judgment should be used to ensure quoted price is in the best interests of the City.
\$40,001 to \$50,000	Supplies Materials, & Equipment RCW 39.04.190	Vendor List - three quotes needed
Alternatives		
Any Amount	Supplies Materials, & Equipment	Piggyback on contract with DES, GSA, or other approved cooperative purchasing arrangement
Any Amount	Telecommunication and data processing (computer) equipment	Competitive negotiation (RCW 39.04.270)

*includes state sales tax

Approval Requirements

1. Purchases of supplies, materials and equipment, which do not exceed \$1,000, may be made by authorized employees as designated by the Mayor.
2. Purchases that exceed \$1,000 but are less than \$50,000 require a contract approved by the City Council.

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3. Purchases that exceed \$50,000 require a contract approved by the City Council.
4. The Finance Department issues open purchase orders on a periodic basis. Such purchase orders must specify the valid length of time, the single purchase limit, and cumulative amount.

Bidding Requirements

5. The City will attempt to obtain the lowest practical price for such goods and services.
6. Purchases between \$0 and \$20,000 do not require multiple quotes; however, staff are to use professional judgment to weigh the cost/benefits of obtaining multiple quotes.
7. Multiple quotes are also not required if items are from a sole source vendor pursuant to RCW 35.23.352(10), as may be amended, and RCW 39.04.280, as may be amended, or the vendor has a contract with a City Council approved cooperative organization or the Department of Enterprise Services pursuant to RCW 39.34.030, as may be amended. Approval of the Department Director, and a properly executed requisition approved by the Treasurer or their designee is required.
8. Telecommunication and data processing (computer) equipment may, pursuant to RCW 39.04.270, as may be amended, follow a "competitive negotiation" process as an alternative to the bid process.
9. The City is not required to use informal or formal sealed bidding procedures, or the procedures set forth in these policies for the purchase of any materials, supplies of equipment if purchased from vendors under contract with the Department of Enterprise Services, U.S. General Services Administration (GSA), or through other City Council approved cooperative purchasing organizations.

Vendor List Procedures

10. Purchases between \$20,001 and \$50,000 require the use of a Vendor List pursuant to RCW 39.04.190, as may be amended. When a vendor list is used, a minimum of three (3) quotes and a requisition approved by the Department Director is required.

10.1.1. The following purchasing procedures are established for the purchase of materials, supplies or equipment not connected to a Public Works Project pursuant to RCW 39.04.190, as may be amended:

10.1.2. The vendor list shall consist of all responsible vendors who have requested to be on the list(s). The vendor roster used by the City will be established and maintained by the Treasurer, or their designee. Alternatively, the City may use a roster service in lieu of maintaining its own vendor list. An interlocal contract or

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agreement between the City and other local governments establishing a vendor list to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the vendor list provisions.

10.1.3. If the City uses a vendor list, at least twice a year, the City shall publish, in the City's official newspaper, notice of the existence of a roster(s) of vendors for materials, supplies, and equipment, and shall solicit names of vendors for the roster.

10.1.4. The City shall use the process outlined to obtain telephone or written quotations, including electronic means such as email, from vendors for the purchase of materials, supplies, or equipment.

10.1.4.1. The City shall use the following process to obtain telephone, facsimile, or email quotations from vendors for the purchase of materials, supplies, or equipment:

10.1.4.1.1. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

10.1.4.1.2. A City representative shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone facsimile, or email solicitation quotations from the vendors for the required materials, supplies, or equipment;

10.1.4.1.3. The City representative shall not share telephone facsimile, or email quotations from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;

10.1.4.1.4. A written record shall be made by the City representative of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

10.1.4.1.5. The City representative shall present to the Department Director and Treasurer all telephone facsimile, or email quotations and a recommendation for award of the contract to the lowest responsible bidder.

10.1.5. City shall purchase the materials, supplies or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable quote is not the best price obtainable, all quotes may be rejected, and the City may call for new quotes. The City shall determine the lowest

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responsible bidder in accordance with the criteria established in RCW 39.26.160, as may be amended.

10.1.6. The Mayor shall review the quotations and the recommendation by City staff and award the contract to the lowest responsible bidder. A written record of each vendor's quotation shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

10.1.7. If change orders and/or amendments cause the total to exceed \$50,000, the change order and/or amendment must be approved by the City Council.

10.1.8. A list of all the contracts awarded under RCW 39.04.190, as may be amended, must be posted at least once every two months. The list shall contain the name of the vendor awarded the contract, amount of the contract, brief description of the purchase, and the date awarded. The list shall also state the location where the bid quotes are available for public inspection.

10.1.9. In lieu of the requirements of this Section 9.1, the City may contract with the MRSC Rosters for the City's vendor roster.

11. Purchases of materials, supplies, and equipment, which exceed \$50,001, must be bid competitively per RCW 35.23.352, as may be amended. The purchase must be approved by the Mayor. If change orders and/or amendments cause the accumulated total to exceed \$25,000, the change order and/or amendment must be approved by the City Council.

12. Pursuant to RCW 35.23.352(7), as may be amended, competitive bidding is not required if the estimated cost does not exceed \$740,000, subject to debt limits.

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IV. Special Requirements: Purchase of Services other than Architecture and Engineering.

Approval Authority – Purchase of Services other than Architect and Engineering

Amount	Approval Authority	Requisition and Contract Needed?
\$0 to \$1,000	Authorized employees	No
> \$1,000 to \$50,000	Mayor	Yes
> \$50,000	City Council	Yes

Bid Requirements – Purchase of Services other than Architect and Engineering

Amount	Purchase Type	Bid Requirements
All	Non-A&E Service	Not required to seek competitive bids

There are two specific types of professional services other than Architectural and Engineering services:

Personal Services: technical expertise provided by a consultant to accomplish a specific study, project, task or other work statement. These types of services may or may not reasonably be required in connection with a Public Works Project, activity or product is mostly intellectual in nature, and license or certifications may or may not be required depending on the type of personal service. Some examples include:

- Legal services
- Geotech review (if asking for testing and raw data reports analyzed by city staff)
- Meeting facilitation
- Public outreach coordination
- Strategic or Economic type planning or development
- Rate setting studies

Purchased Services: these are provided by vendors for routine, necessary and continuing functions of the City that do not constitute public works, mostly relating to physical activities that are repetitive, routine, or mechanical in nature. Some examples include:

- Delivery/courier services
- Landscaping and building maintenance and janitorial
- Herbicide application service
- Vehicle inspections and repair services

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- Security monitoring
- Computer hardware and software maintenance

Prevailing wage may still be required for the purchases services.

Approval Requirements

1. Purchases of services that do not exceed \$1,000 may be made by authorized employees as designated by the Mayor.
2. Purchases between \$1,000 and \$25,000 require a requisition approved by the Treasurer and a contract signed by the Mayor.
3. Purchase of services that exceed \$50,000 require a requisition approved by the Treasurer and a contract approved by the City Council.

Bidding Requirements

1. While the purchase of services may not require a competitive solicitation process, a competitive process is encouraged; provided, state or federally funded services may require a competitive solicitation.
2. Contracts for services should not exceed three (3) years.

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V. Special Requirements for Architecture and Engineering Services

Approval Authority – Architect and Engineering Services

Amount	Approval Authority	Requisition and Contract Needed?
\$0 to \$1,000	Authorized employees	Yes
> \$1,000 to \$50,000	Mayor	Yes
> \$50,000	City Council	Yes

Bid Requirements – Architect and Engineering Services

Amount	Bid Requirements
All	Request for proposals or statement of qualifications; selection based on pre-determined criteria and negotiated price for services

Architectural & Engineering (“A&E”) services are professional services rendered by a consultant or any person, other than an employee of the City, contracting to perform activities with the scope of general definition of professional practice in chapters 18.08 (Architects), 18.43 (Engineers and Land Surveyors), or 18.96 (Landscape Architects) RCW. Some examples include:

- Architectural design
- Road design
- Server and water system design
- Geotech review (if asking for analysis of testing for compliance with specs or asking for professional judgement)

Approval Requirements

1. Purchases of A&E services that do not exceed \$1,000 may be made by authorized employees as designated by the Mayor.
2. Purchases of A&E services between \$1,000 and \$25,000 require a requisition approved by the Treasurer and a contract signed by the Mayor.
4. Purchases of A&E services that exceed \$50,000, require a requisition approved by the Treasurer and a contract approved by the City Council.

Bidding Requirements

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5. Procurement of A&E services shall be in accordance with chapter 39.80 RCW. RCW 39.80.030, as may be amended, requires advance publication of the requirement for A&E services, which may be met by publishing an announcement each time such services are required or by announcing generally to the public the City's projected needs for any category or type of services.

5.1 The City shall evaluate the Statement of Qualifications (SOQ) received or on file with the City and shall conduct discussions with one or more firms regarding the project (interviews are not required but encouraged).

5.2 The City shall establish selection criteria and based on the criteria select the firm "most highly qualified" to provide the service. After the most qualified firm has been chosen, the City may negotiate a contract for the service at a price which the City determines is fair and reasonable, considering the estimated value of the services, as well as the scope and complexity of the project.

5.3 Pursuant to RCW 39.08.050(2), as may be amended, if a satisfactory contract cannot be negotiated, the City shall formally terminate the negotiations with that firm and attempt to negotiate a contract with the next most qualified firm.

5.4 If the City chooses to negotiate with only one firm off the roster list, a memo outlining the selection criteria and reasons for only considering one firm shall be forwarded to the Mayor and placed in the project file.

6. Pursuant to RCW 39.80.040, as may be amended, the City shall ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain City contract for A&E services. When calling for SOQs for architectural and engineering services, the City shall encourage minority and women-owned firms and veteran-owned firms to submit SOQs.

7. If the City declares an emergency, the requirements of chapter 39.80 RCW may be waived.

8. The City may also enter into a contract for A&E services with another public agency for the joint utilization of services if the agency contracting with the architectural or engineering firm complies with the requirements for contracting for such services under chapter 39.80 RCW; and the services to be provided to the other agency or agencies are related to, and within the general scope of, the services the architectural or engineering firm was selected to perform. An ILA specific to the A&E scope of work must be executed between the City and public agency prior to the procurement of A&E services. Pursuant to RCW 39.34.030(6), as may be amended, the procurement documents for A&E services under an ILA must clearly identify that the final negotiated contract of services will be utilized by multiple public agencies.

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9. The process for all on-call A&E services (i.e.: engineering and geotech firms that are used on an as-needed basis) requires the following:

9.1 Advance publication for the Request for Qualifications (“RFQ”)

9.2 The following is required for the RFQ:

9.2.1 A scope of work.

9.2.2. Clear details if the City intends to award to more than one firm.

9.2.3. The release of work via the task order process must be defined.

9.2.4. Description of how SOQs will be reviewed and scored including details of the evaluation criteria.

9.3 The RFQ will be posted on the City's roster system.

9.4 All submitted SOQs will be reviewed, evaluated, and scored based on the defined evaluation criteria in the RFQ.

9.5 The City may conduct interviews if it determines interviews will be helpful for the review and evaluation process.

9.6 If it is determined that the City intends to award on-call contracts to more than one firm, negotiations will begin with those selected firms.

10 Contracts for services should not exceed five (5) years.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, AUTHORIZING AN INTERFUND LOAN IN AN AMOUNT NOT TO EXCEED \$400,000 FROM THE ~~GENERAL FUND (FUND-001)~~ Special Capital Projects Fund #302 TO THE ~~SPEICAL CAPITAL PROJECTS FUND (FUND-302)~~ General Fund #001), WITH INTEREST, AND REQUIRNG REPAYMENT OF THE LOAN IN ACCORDANCE WITH THE CITY'S RECEIPT OF CERTAIN FUNDS AND REIMBURSEMENTS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, the City of Millwood, Washington (the "City") is a code city duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington (the "State"); and

WHEREAS, the Council of the City (the "Council") may adopt and enforce resolutions of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, the City engaged in the Argonne Road Corridor Improvement Project (the "Project"), with payment for Project costs and expenses to be made from the ~~Special Capital Projects Fund (Fund No. 302)~~ General Fund #001 based on the City's receipt of funds or reimbursements from the Washington State Department of Transportation and Transportation Improvement Board related to the Project to be deposited into the ~~Special Capital Projects Fund (Fund No. 302)~~ General Fund #001; and

WHEREAS, due to the processing and timing of reimbursements from the Washington State Department of Transportation and Transportation Improvement Board related to the Project, the amount otherwise budgeted by the Council for the Project from the ~~Special Capital Projects Fund (Fund No. 302)~~ General Fund #001 is insufficient to currently pay for costs related to the Project; and

WHEREAS, the ~~General Fund (Fund No. 001)~~ Special Capital Projects Fund (Fund No. 302) may make an interfund loan to the ~~Special Capital Projects Fund (Fund No. 302)~~ General Fund (Fund No. 001) to pay for Project costs and expense, with repayment of such interfund loan to be made with the City's receipt of funds or reimbursements related Project from the Washington State Department of Transportation and Transportation Improvement Board; and

WHEREAS, the Council finds it is in the best interest of the City to make an interfund loan from the ~~Special Capital Projects Fund (Fund No. 302)~~ General Fund (Fund No. 001) to the ~~Special Capital Projects Fund (Fund No. 302)~~ General Fund (Fund No. 001) based on the terms set forth in this resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Millwood that:

Section 1. Interfund Loan Authorized: The Council authorizes an interfund loan in an amount of not to exceed \$400,000 from the Special Capital Projects Fund (Fund No 302). ~~General Fund (Fund No. 001)~~ to the ~~Special Capital Projects Fund (Fund No. 302).~~ General Fund (Fund No. 001). The planned schedule of repayment of the interfund loan shall be until such time as the interfund loan principal is repaid in full to the ~~General Fund (Fund No. 001)~~ Special Capital Projects Fund (Fund No. 302) with the City's receipt of funds or reimbursements related Project from the Washington State Department of Transportation and Transportation Improvement Board, **but in no event shall the term of the interfund loan extend beyond _____, 2026.** Interest on the interfund loan shall be at the rate of 3.3% per annum.

Section 2. Severability: If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 3. Repealer: All ordinances and resolutions, laws, regulations, guidelines, or policies, or parts thereof in conflict with this Resolution are, to the extent of said conflict, hereby repealed.

Section 4. Effect: This Resolution shall be in full force and effect from upon adoption by the Council.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 10TH DAY OF FEBRUARY .

SHAWNA BEESE, MAYOR

Attest:

_____,
CITY CLERK



APPLICATION FOR

Section 8, Item e.

SPECIAL EVENT

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
PLANNING@MILLWOODWA.US

A SPECIAL EVENT PERMIT IS REQUIRED FOR ANY PARADE, RUN, STREET DANCE, DEMONSTRATION OR EXHIBITION ON PUBLIC PROPERTY. "SPECIAL EVENT" SHALL NOT MEAN ANY WEDDING OR FUNERAL PROCESSION, ANY EVENT SOLELY INVOLVING A GROUP REQUIRED BY LAW TO BE SO ASSEMBLED, A PEDESTRIAN PROCESSION ALONG A ROUTE THAT IS RESTRICTED TO SIDEWALKS AND CROSSING STREETS USING ONLY A PEDESTRIAN CROSSWALKS IN ACCORDANCE WITH TRAFFIC REGULATIONS AND CONTROLS, ANY ACTIVITY OR EVEN SPONSORED OR HOSTED BY THE CITY, OR ANY ACTIVITY OR EVENT DEEMED BY THE CITY'S APPOINTED DESIGNEE TO NOT REQUIRE A SPECIAL EVENT PERMIT

FILE NO:

APPLICANT NAME: Millwood Community Assoc.		ORGANIZATION/EVENT: Millwood Daze	
ADDRESS: 8903 E Liberty	CITY Millwood	STATE WA	ZIP 99212
PHONE: 509-891-9173 or 509-939-1083		EMAIL: info@millwoodnow.org (alt: youngps2@comcast.net)	
TYPE OF EVENT: ☐ PARADE ☐ RUN ☐ DEMONSTRATION ☐ EXHIBITION ☒ OTHER <u>Festival</u>			
LOCATION (STARTING POINT, ROUTE, ASSEMBLY AREAS, ACCESS TO PUBLIC PROPERTY): Dalton Ave from Argonne Rd west to Dale Rd;			
DESCRIPTION OF EVENT: Annual Millwood Celebration with car show, pancake breakfast, Fun Run, Valve Cover Races, Street booth free family activities			
DATE/TIME OF EVENT: Sat Aug 22, 2026 setup 7AM takedown starts at 3PM		NUMBER OF PARTICIPANTS EXPECTED: vendors - 10-25 booths; 50-100 cars; 200 runners 300-500 visitors (over 4 hour period)	

REQUIRED ATTACHMENTS:

- ☒ SITE PLAN
- ☒ RESTROOM ACCESS AGREEMENT
- ☒ SECURITY & EMERGENCY MEDICAL PLAN
- ☒ CLEAN UP PLAN
- ☐ REQUIRED PERMITS FROM OUTSIDE AGENCIES

APPLICANT SIGNATURE: Shirley Young DATE: 3/19/2026

APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

APPROVED BY: _____ DATE: _____



SPECIAL EVENT PERMITS

APPLICATION FEE: AN APPLICATION FEE OF \$100.00 SHALL BE SUBMITTED WITH THE APPLICATION UNLESS WAIVED. THE FEE MAY BE WAIVED FOR CONSTITUTIONALLY PROTECTED EVENTS, FOR APPLICATIONS BY GOVERNMENTAL UNITS, OR FOR NONPROFIT ORGANIZATIONS WHERE THE EVENT IS OPEN TO THE PUBLIC AT NO COST AND ALL PROCEEDS FROM THE SPECIAL EVENT ARE RECEIVED BY SUCH NONPROFIT ORGANIZATION. ALL FEE WAIVER REQUESTS MUST BE SUBMITTED IN WRITING TO THE CITY CLERK AT LEAST 90 DAYS BEFORE THE DATE OF THE SPECIAL EVENT.

TRAFFIC CONTROL PLAN: THE APPLICANT SHALL SUBMIT A TRAFFIC CONTROL PLAN WHICH MAY BE AMENDED BY THE PUBLIC WORKS DEPARTMENT TO PROTECT THE HEALTH, SAFETY AND GENERAL WELFARE OF THE PUBLIC. ALL REQUIRED TRAFFIC CONTROL SHALL BE ARRANGED BY THE APPLICANT AND SHALL BE AT THE EXPENSE OF THE APPLICANT.

INSURANCE: THE APPLICANT SHALL PROVIDE THE CITY A COPY OF DOCUMENTATION OF CURRENT GENERAL LIABILITY INSURANCE WITH A COMBINATION SINGLE LIMIT OF ONE MILLION DOLLARS (\$1,000,000) PER OCCURRENCE. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT AND ITS APPARENT RISK TO THE PUBLIC, THE CLERK, UPON ADVICE OF THE CITY'S LEGAL COUNSEL, MAY INCREASE THE REQUIRED LIABILITY LIMITS. THE APPLICANT SHALL AGREE AND PROVIDE EVIDENCE OF ITS ABILITY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS APPOINTED AND ELECTED OFFICERS AND EMPLOYEES FROM AND AGAINST ALL LOSS OR EXPENSE, INCLUDING BUT NOT LIMITED TO JUDGMENTS, SETTLEMENTS, ATTORNEY'S FEE AND COSTS BY REASON OF ANY AND ALL CLAIMS AND DEMANDS UPON THE CITY, ITS APPOINTED AND ELECTED OFFICIALS OR EMPLOYEES FOR DAMAGES BECAUSE OF PERSONAL OR BODILY INJURY, INCLUDING DEATH AT ANY TIME THERE FROM, SUSTAINED BY ANY PERSON OR PERSONS AND ON ACCOUNT OF DAMAGE TO PROPERTY OR LOSS THERE FROM, ARISING OUT OF ANY ACTIVITY UNDER OR IN CONNECTION WITH THE SPECIAL EVENT, EXCEPT ONLY SUCH INJURY AS SHALL HAVE BEEN OCCASIONED BY THE SOLE NEGLIGENCE OF THE CITY OR ITS APPOINTED OR ELECTED OFFICERS OR EMPLOYEES. THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THE APPLICANT'S COMMERCIAL GENERAL LIABILITY INSURANCE POLICY USING ISO ADDITIONAL INSURED-STATE OR POLITICAL SUBDIVISION-PERMITS OR AUTHORIZATIONS CG 20 12 OR A SUBSTITUTE ENDORSEMENT PROVIDING AT LEAST AS BROAD COVERAGE.

PERFORMANCE BOND: A PERFORMANCE BOND OR DEPOSIT IN THE AMOUNT OF \$1,000.00 IS REQUIRED TO GUARANTEE COSTS OF CLEAN UP OR RESTORATION OF CITY FACILITIES. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT, ITS ESTIMATED COST FOR CLEAN UP OR OTHER POTENTIAL EXPENSES, THE CLERK MAY INCREASE THE REQUIRED BOND OR DEPOSIT AMOUNT,

PERMIT REVOCATION OR SUSPENSION: A SPECIAL EVENT PERMIT ISSUED UNDER THIS CHAPTER IS TEMPORARY, VESTS NO PERMANENT RIGHTS IN THE APPLICANT, AND MAY BE IMMEDIATELY REVOKED OR SUSPENDED BY THE CITY IF:

- THE APPLICANT MAKES A MISSTATEMENT OF MATERIAL FACT ON THE APPLICATION OR IN REQUIRED OR SUPPORTING DOCUMENTATION
- THE APPLICANT FAILS TO FULFILL A TERM OR CONDITION OF THE PERMIT
- THE FORM OF PAYMENT SUBMITTED BY THE APPLICANT FOR ANY FEE OR DEPOSIT IS DISHONORED OR THE APPLICANT OTHERWISE FAILS TO PREPAY ANY FEE, DEPOSIT, OR EXPENSE.
- THE ACTIVITY ENDANGERS OR THREATENS PERSONS ON PROPERTY, OR OTHERWISE JEOPARDIZES THE HEALTH, SAFETY OR WELFARE OF PERSONS OR PROPERTY
- THE ACTIVITY CONDUCTED IS IN VIOLATION OF ANY OF THE TERMS OR CONDITIONS OF THE SPECIAL EVENT PERMIT
- AN EMERGENCY OR OCCURRENCE REQUIRES THE CANCELLATION OR TERMINATION OF THE EVENT IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY, OR WELFARE.



Special Event Application – City of Millwood

Millwood Daze – 2026 Event Overview

Millwood Daze was first launched in the summer of 2009 as a way to support local businesses impacted by a major Argonne Road construction project. What began as a simple invitation for surrounding neighborhoods to rediscover Millwood's historic downtown quickly grew into a beloved annual tradition. Since its debut on August 29, 2009, Millwood Daze has become a signature community celebration—bringing together local businesses, families, and neighbors to honor the unique character and charm of Millwood.

Over the years, the event has featured a variety of activities designed to foster connection, wellness, and community pride. Past offerings have included a pancake breakfast, a 5K Fitness Run, free street-booth activities hosted by local businesses and organizations, and a community movie night. Each element has been crafted to encourage engagement, highlight local partners, and strengthen the bonds that make Millwood feel like home.

In 2026, Millwood Daze will also join communities across the nation in commemorating **America250**, the 250th anniversary of the United States. This milestone offers a meaningful opportunity to celebrate our shared history, honor the diverse stories that shape our community, and reflect on Millwood's own contributions to the American story. Special activities and displays will highlight themes of heritage, civic pride, and the enduring spirit of local community.

With another Argonne Road construction project scheduled for this year, Millwood Daze carries renewed significance. By bringing people together in celebration—of our town, our neighbors, and our nation's milestone anniversary—this event continues to strengthen community resilience and support the vitality of Millwood's historic downtown.

Site Plan: Dalton Ave. West of Argonne Rd to Dale Lane

Access to Dalton Ave would be from surrounding streets such as Liberty and Empire. The car show/ street fair and Fun run start/finish line are located on Dalton Ave under the trees. Valve Cover Races will be in the parking area behind Bottles. Street booths will be located on the grassy median and the car show will be on the paved street both sides of the median on Dalton. The pancake breakfast is anticipated to be at the Millwood Community Center at 3223 N Marguerite Ave, Millwood. Each booth participant will provide their own set-up of tables, tent (if needed) and chair. Vehicles may be used to deliver equipment/products, but will be parked off Dalton Ave during the event. Set up is typically from 7:30AM to 8:30AM. Takedown begins at 3PM with the goal to have the street cleared by 4PM.

Restroom Access Agreement

The Millwood Community Center and Millwood Community Presbyterian Church will have restrooms open and available for participants. In addition, local businesses, such as The Corner Door, The Rocket, and The Masonic Lodge will have restrooms open.

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911. Fortunately there is a fire station across Argonne on Frederick Ave next to city hall however there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency:

- Remain calm – contact 911
- Assess the issue: serious accident, suspect package or container, fire, firearm discharged – or anything that threatens life, property or puts the environment at risk.
- Cooperate with emergency personnel
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel
- Evacuate the market area if needed

Clean Up Plan

Section 8, Item e.

Trash receptacles will be readily available throughout the location. Organizers will police the area and pick up any garbage or waste on Dalton Ave upon closing of the event.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Car Show: The Male Room / Jillian (509) 389-6484

Valve Cover Races: Bottles / Mara (509) 443-4027

Fun Run: WVHS Cross Country Team – Mark Esvelt / Shirene (509) 939-1083

Fee Waiver Request

The Millwood Community Association requests the special event permit fee be waived on the following basis:

- Millwood Community Association is a 501(c)(3) non-profit corporation dedicated to the enhancement of life for citizens and businesses in the City of Millwood
- The Millwood Daze event is intended as a celebration for the city residents and businesses and is open to the public and provides education and cultural activities at no cost to the public
- All proceeds from vendor booth fees are used by the Millwood Community Association to promote the event, increase awareness of Millwood businesses and neighborhoods, and promote our mission of enhancing our community of Millwood.

The City Council is requested to waive the fee for a special event permit the Millwood Community Association d/b/a as Millwood Daze. In accordance with Millwood Municipal Code 12.10.080, the Millwood Daze event is of sufficient public benefit to warrant expenditure of City funds without reimbursement by the applicant and will not result in private financial gain of any individual or for-profit entity

This request for waiver is filed more than 90 days before the date of the event, as stated in Millwood Municipal Code 12.10.090

The individuals and our organization agree to abide by the management plan contained in the application.



Traffic Control Plan – 2026 Millwood Daze

The request for the 2026 Millwood Daze event is to close Dalton Ave west of Argonne Rd. to Dale Lane.

Dalton Ave. would be closed at Argonne Rd.; Hutchinson Rd; Marguerite Ave and alley ways using temporary barriers at those intersections beginning at 7AM. Sidewalks would not be closed or impeded.

Dalton Ave. would be re-opened at Argonne Rd. to the alley at 3PM and barriers moved from Argonne Rd intersection to the beginning of the street tree median (west of the alley) until the street fair was fully disassembled, by 4PM. At that time, Dalton Ave would be fully re-opened.

During the event, access to Dalton Ave. is via walking. Parking for the event would be on side streets, such as Hutchinson or Marguerite, Millwood Presbyterian parking lot, Millwood Community center parking area, Dalton Ave. west of Marguerite, and other surrounding streets. Walking to the event by the community will be encouraged.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Car Show: The Male Room / Jillian (509) 389-6484

Valve Cover Races: Bottles / Mara (509) 443-4027

The individuals and our organization agree to abide by the management plan contained in the application.

RESTROOM USE AGREEMENT for 2026 EVENTS

The following property/business owner, known as Millwood Community Presbyterian Church, hereby agrees to use/provide restrooms for employees and/or customer use for Public Events organized with Millwood Community Association such as Millwood Daze. This restroom must be accessible for employee/customer use during these event hours. Scheduled events (as currently known) include:

Restroom location/Facility name: Millwood Comm Presbyterian Church

Millwood Daze on Saturday, Aug 22, 2026

Hours the restroom is available for use: 7AM – 4PM.

Hours the event is in operation at this location: 9AM – 4PM (including set up and take down).

This agreement is valid for the 2026 events. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): Millwood Community Presbyterian Church

By: See attached email

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

Shirene Young

RESTROOM USE AGREEMENT for 2026 EVENTS

The following property/business owner, known as The Corner Door Cafe, hereby agrees to allow use of restrooms for public use during events in participation with Millwood Community Association activities. This restroom must be accessible for event participants and “public use” during event hours. Scheduled events (as currently known) include:

Restroom location/Facility name: The Corner Door Cafe

Millwood Daze on Saturday, Aug 22, 2026

Hours the restroom is available for use: 7AM – 4PM

Hours the event is in operation at this location: 9AM – 4PM (including set up and take down).

WinterFest on Friday, Dec 4, 2026

Hours the restroom is available for use: 2PM – 8PM

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the 2026 events. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Corner Door

By: Gregory A. Matt

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

Shirene Young

RESTROOM USE AGREEMENT for 2026 EVENTS

The following property/business owner, known as The Masonic Lodge, hereby agrees to allow use of restrooms for public use during events in participation with Millwood Community Association activities. This restroom must be accessible for event participants and "public use" during event hours. Scheduled events (as currently known) include:

Restroom location/Facility name: The Masonic Lodge

Millwood Daze on Saturday, Aug 22, 2026

Hours the restroom is available for use: 7AM – 4PM

Hours the event is in operation at this location: 9AM – 4PM (including set up and take down).

WinterFest on Friday, Dec 4, 2026

Hours the restroom is available for use: 2PM – 8PM

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the 2026 events. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Masonic Lodge

By: [Signature] Cabe Thompson President MBA

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

youngps2@comcast.net

From: Matt Royston <matt@millwoodpc.org>
Sent: Wednesday, March 25, 2026 11:57 AM
To: youngps2@comcast.net
Subject: Re: Millwood Daze - Aug 22, 2026

Hi Shirene,

We have the Community Center reserved for this along with the restrooms. We are grateful to be a part of this. I'm guessing we will be interested in doing something like the marketplace but with some turnover that we've had, we'll need to solicit some new leaders. I'm guessing we will be good though.

Thanks for letting us be a part of this!

Pastor Matt Royston
(509) 924-2350



Millwood Community
PRESBYTERIAN CHURCH



City Council Regular Meeting Minutes

Tuesday, March 10, 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

Mayor Beese suggested moving the Executive Session to the end of the meeting agenda with no actions anticipated.

Motion made by Council Member Culler to approve the agenda as amended with the Executive Session moved to the end of meeting agenda, Seconded by Council Member Stravens.

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 Conservation District - Vicki Carter and Kohl LeRoy

Vicki Carter presented the 2027 Rates and Charges Update slideshow from Spokane Conservation District.

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 comments concerning action items.

7. EXECUTIVE SESSION (if necessary)

Moved to after Council Remarks.

Mr. Werst announced that the Millwood City Council would convene to Executive session pursuant to RCW 24.30.110(1)(i)(iii)(g) for 10 minutes upon the commencement of the executive session to evaluate the qualifications of an applicant for public employment or review the performance of a public employee, as well as to discuss potential litigation, legal risks, or potential financial risk of a proposed action of the City. Mr. Werst reported no action will be asked of the council upon conclusion of the executive session.

The Executive Session began at 6:58 pm and ended at 7:08 pm. There were no extensions and no action was taken.

8. ACTION ITEMS FOR FIRST READING

There were no Action Items for first reading.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) February 2026 City Council Regular Meeting Minutes, (2) February 2026 Check Register, (3) February 2026 Treasures Report, (4) January 2026 Check Register, (5) January 2026 Treasures Report, (6) December 2025 Check Register, and (7) December 2025 Treasures Report.

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

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

b. PUBLIC HEARING - ORDINANCE #558 -2026 Comprehensive Plan Periodic Update Part 2 - Exhibit A

Mayor Beese presented Ms. Tainio's statement for council in her absence. Ms. Tainio's statement discussed Ordinance #558 the 2026 Comprehensive plan presented for final adoption with Option 3 adds the climate element and on housing paragraph, only one external request during the 60-day review to reference the 2022 climate resilience policy.

Mr. Werst opened the public hearing on Ordinance #558 at 6:23 pm at the direction of Mayor Beese. No testimony was given. Mr. Werst closed the public hearing at 6:24pm.

Mayor Beese requested clarification from Mr. Werst on Ordinance approval based on adoption of non-substantial correction. Mr. Werst clarified approval subject to any type of corrections that are non-substantially different.

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve Ordinance #558 Comprehensive Plan Periodic Update with non-substantive Scrivner changes provided 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 - Lynn Scharff

Preliminary Treasurer's Report

Ms. Scharff reported to Council the treasurer's reports and check registers for December, January and February included in packet with updated 13th Month entries. Ms. Scharff reported bringing forward December did not include 13th Month entries adding \$200,000 into that time period, Mrs. Scharff requested council's re-approval.

Ms. Scharff reported reimbursements received the first week of March including \$150,000 from Wash DOT along with \$600,000 from TIB, allowing to start paying off the interfund loan. Ms. Scharff reported outstanding reimbursement of \$1 million from Wash DOT, with hopes of receiving by the end of March.

Ms. Scharff reported working on fund balances to ensure correct categorization, new expenditure and check procedure developed with Mayor Beese for double approval to ensure spending is reasonable.

Ms. Scharff reported her last day with the City will be March 19th, 2026, thanking Council and wished all the best for the City of Millwood.

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

Ms. Gill reported maintaining daily office operations, preparing agenda, packets and minutes with assistance of clerk advisor Ms. Roderick. Ms. Gill reported hiring temporary 90-day admin assistant Sophie to provide immediate relief for front end operations and Full-time admin assistant Josh starting March 16th, 2026.

Ms. Gill reported upcoming meeting with Necia, with Welsh Comer, to update water sewer rates for March Bills to be issued April 5, 2026. Ms. Gill reported Casey Parr with SVFD is investigating a Code enforcement violation with the railings installed at Safeway, the city requires no action due to contract with Spokane Valley for permits and inspections.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported contract with Vertical Options finalized after approval last month, preparing new bid tab for City Hall HVAC systems for services and maintenance.

Mr. Schiewe reported a vehicle drove through Ballard at the end of Frederic trailhead proceeding to the Trent Overpass and destroyed the gate fencing, Idaho Fence quote was obtained and repairs completed, the Ballard the City was able to repair with no additional costs.

Mr. Schiewe reported the South end FDR project is in progress with plans returned with notes by TIV, a bid is expected by end of month, with no groundbreaking until after school summer break. Mr. Schiewe plans public outreach will be implemented for the South end project, including liaison for communication with the community.

d. Utilities - Matt Erdahl

Mr. Erdahl reported all routine water samples came back good this month. Mr. Erdahl reported attending the truck rodeo last month with Mr. Noack, they will be attending the SRC 4 conference at Whitworth this month.

Mr. Erdahl reported one pump at Lift Station 3 has been tripping the breaker a few times, possible replacement needed if continued, an extra pump is available in the shop.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio was absent.

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

Mr. Werst reported himself and Ms. Kotkin working on assisting Ms. Gill with ongoing public records matters. Mr. Werst reported bringing an Open Government meeting next month to Council.

g. Mayor - Shawna Beese

Mayor Beese reported staffing improvements focusing on stabilizing within the City, with a permanent full-time administrative assistant starting on March 16th, and additionally a temporary admin assistant brought on to relieve immediate workload pressures. Mayor Beese

reported interviewing treasurer candidates with Council Member Seifert and Ms. Gill, producing a successful candidate pending background check.

Mayor Beese reported Planning Commission and Historic Preservation Commission vacancies, with plans on meeting individually with Chairman Ankney and Commissioner Major. Mayor Beese discussed Barba St. Clair resignation, thanking Ms. St. Clair for her long-standing commitment and significant contribution to the City's Historic preservation efforts.

Mayor Beese discussed upcoming Special Meetings including Open Government Training April 14th at 5:00pm, inviting Council, Planning Commission and Historic Preservation Commission. Mayor Beese announced a joint meeting on June 19th, 2026, for Council and Planning Commission with Ms. Tainio to present key components on the Comprehensive Plan.

Mayor Beese reported potential installation of a Flock Camera by Spokane County Sheriff's Department, Mayor Beese emphasized the importance of community input before council with possibility of future public hearings.

Mayor Beese reported first Public Works Committee meeting with discussions regarding the Water Capital Improvement Plan along with Water and Sewer 2026 rates.

11. COUNCIL INFORMATION (no action or discussion)

Council Member Sander requested clarification from Mayor Beese regarding the Flock camera.

Mayor Beese explained the Flock camera functions as a law-enforcement tool and once permitted for installation it cannot be easily removed. Council Member Culler explained the Flock camera is an automated license plate reader that records every license plate that passes through.

Mayor Beese discussed requesting a presentation to Council with recommendation of public comments.

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.

Kay Boone, 2609 N Bessie Rd, spoke in support of public discussions regarding potential installation of a flock camera emphasizing the need for community transparency.

Todd Beese, E 86th South Riverway, stated support in Kay Boone's remark, provided announcements about local events including a St. Patrick's themed activity called "Shamrocks and Seedlings" at the Lodge. Mr. Beese mentioned Stockwell's will be expanding hours and introducing new specials.

John Reidburn, 3208 North Sargent, raised concerns about motorcycles and minibikes causing disturbances and safety issues in residential areas. Mr. Reidburn expressed frustration with the lack of action from law enforcement regarding incidents and stressed the need for the City to address public safety.

13. COUNCIL REMARKS

Council Member Seifert thanked staff and involvement with interview process for a new treasurer, commented on community discussion on temporary speed bumps asking council on future installation plans.

Council Member Culler discussed updates from the last Finance Committee meeting with Matt Gillis, from Welch Comer, commenting on a new policy being developed in streamlining the reimbursement process for the City.

Council Member Van Hees thanked council, commented on attending the SWAC meeting with Mayor Beese, moving forward with the Solid Waste Advisory Committee, and updated that next Council Meeting he will be attending remotely due to work travel.

Council Member Sander thanked Ms. Scharff for her time with the City, commented on the speed bumps solving the issue of speeding vehicles.

Council Member Stravens thanked staff.

14. ANNOUNCEMENTS

No announcements were made.

15. SET NEXT MEETING - April 14th, 2026 @6:00 PM

April 14th, 2026 at 6:00pm

a. Special Meeting Open Government Training April 14th, 2026 at 5:00 pm

16. ADJOURNMENT

Mayor Beese gave an update on Coffee with the Mayor held March 11, 2026 at 8:00am and 10:30am.

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to adjourn the City Council Meeting at 7:08 pm

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



PROCLAMATION

WHERE AS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and

WHERE AS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHERE AS Arbor Day is now observed throughout the nation and the world, and

WHERE AS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and

WHERE AS cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

WHERE AS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHERE AS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHERE AS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Shawna Beese, Mayor of the City of Millwood, do hereby proclaim Friday, April 24, 2026, as Arbor Day

In the City of Millwood, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and;

FURTHER, I urge all citizens to plant trees to enrich our environment and lives, and promote the well-being of this and future generations.

DATED THIS 24th Day of April, 2026

Shawna Beese, Mayor



Amanda Tainio, Principal

April 7, 2026

Memo To: Millwood City Council

RE: March 2026 Planning Report

Here is a summary of the planning activities for the month of March 2026:

- Permit/license/land use application review and processing:
 - 9714 E. Dalton - Fence Permit
 - 8921 E. Euclid (MW-2025-0011) - Mixed-Use Building v3 Approval
 - 2702 N. Sipple - shop addition site plan review approval issuance
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Periodic Update
 - 3/4/26 Planning Technical Advisory Committee (PTAC) Meeting
 - Millwood Comprehensive Plan Periodic Update (Part 2) - Ordinance 558 & Exhibit A Adoption 3/12/26 / Finalization
 - Countywide Planning Policies Review for Proposed Modification - Homeownership
 - 3/18/26 Steering Committee of Elected Officials (SCEO) Meeting
 - 3/30/26 Planning Technical Advisory Committee (PTAC) - City Representative Meeting
 - Community / agency engagement & webpage updates
 - Millwood Municipal Code proposed modifications
 - 3/31/26 Special Planning Commission Meeting - Periodic Update Development Regulations Review
 - Review Existing vs. Proposed Review Processes Presentation
 - Ch. 17.06, Table of Permitted Uses (3/23/26)
 - Ch. 17.08 to 17.18, Residential Zones (3/23/26)
 - Ch. 17.20 to 17.36, Commercial Industrial Public Zones (3/23/26)
 - Ch. 17.38, General Provisions (2/19/26)
 - Title 17 Appendix A, Definitions (2/19/26)
 - Ch. 17.42, Wireless Communication Facilities (3/23/26) - added due to Table of Permitted Uses update for C-2 antennas)



Amanda Tainio, Principal

-
- 4/22/26 Special Planning Commission Meeting Notice

With best regards,

Amanda Tainio
Millwood Contract City Planner
planner@millwoodwa.us

From: Millwood, WA <noreply@civicplus.com>
Sent: Friday, March 13, 2026 10:30:22 AM
To: Andy Van Hees <avanhees@millwoodwa.us>
Subject: 4 way stop at Empire and Fowler

Section 12, Item a.

Name: Ken Bain
Email: klb2001@mybluelight.com

Message:

The speed bumps were removed for winter snow plowing at Empire and Fowler. Please have them reinstalled due the increase in vehicles not stopping at the 4 way stop sign.



Reply



Reply all



Forward

From: Millwood, WA <noreply@civicplus.com>
Sent: Wednesday, March 18, 2026 11:13 AM
To: Shawna Beese <mayor@millwoodwa.us>
Subject: Speed Bumps

Name: Winston & Theresa Wiggins
Email: wiggwi@msn.com

Message:
Theresa and I are very much in favor of re-installing the temporary speed bumps at the intersection of Fowler and Empire. Additionally, we strongly recommend adding a permanent speed bump between Fowler and Woodruff, and one at the City limits at Butler. We have noticed that some people try to negate the impact of the speed bumps by running partly on the shoulder, so the bumps should extend to the edge of the pavement, similar to the one between Boeing and Argonne.
Thank you, Winston & Theresa Wiggins



March 26, 2026

Millwood City Council
 Kyle Schiewe, Public Works Director
 Mayor Shawna Beese
 City of Millwood
 9103 E Frederick Ave
 Spokane, WA 99206

Hello!

The Millwood Neighborhood Advocates have talked to some of the citizens who live on East Empire close to Fowler & Empire where the temporary speed bumps were placed last year. Out of the twelve residences in that area that were asked, ten of them replied that they would like those speed bumps reinstalled for Spring through Fall to stop people from running the stop signs.

We had one citizen who lives between Davis and Butler express their interest to have a set of temporary speed bumps put in between Davis and Butler. Unless another set of double humps can be installed. When the cars head East, many of them will hit the gas once they are over that last set of double humps in front of 10306 E. Empire Avenue.

Some vehicles are able to fly over the double humps at 10306 E. Empire well over 25 mph. Just must be the way their suspension is set up. The DeMent's, who live at this address, have witnessed it numerous times.

We request that the Sheriff come down this way a little more often to see the vehicles speeding between all the double humps.

Also, once they get the roundabout open off Trent and the Pines Rd area, we will have more traffic down Empire. We need as much traffic calming in place as possible.

If you want signatures and addresses of the neighbors asked, we are happy to get those for you.

Respectfully,

Millwood Neighborhood Advocates

Millwood Neighborhood Advocates
 Contact Number: 509-928-4677



April 2, 2026

Millwood City Council
City of Millwood
9103 E Frederick Ave
Spokane, WA 99206

Dear City Council:

The Millwood Neighborhood Advocates would like you to revisit the fee charge for filing an appeal.

We believe that the fee is an over charge for something that doesn't seem to happen very often. We shared a comparison with you a couple years ago of other small communities fee charges. See that attached spreadsheet.

When filing an Administrative Appeal with Spokane County Superior Court, that fee is \$290. District court is \$280.

We ask that you will reconsider lowering this fee and we appreciate your consideration in this matter.

Respectfully,

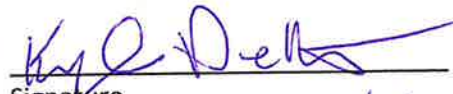
Millwood Neighborhood Advocates

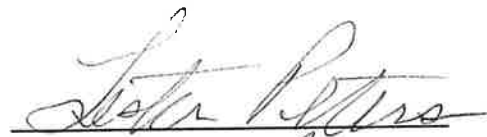
Millwood Neighborhood Advocates

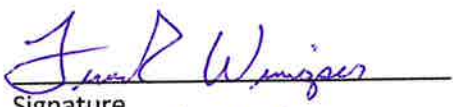
Attachments


Signature
Lorraine C. DeMont
Print Name


Signature
Sheila C. Peters
Print Name


Signature
Kyle DeMont
Print Name


Signature
Lester Peters
Print Name


Signature
Frank Wingers
Print Name


Signature
Anne Oakes
Print Name


Signature
STEVE C. SEIFERT
Print Name

Signature

Print Name


Signature
Todd R. BEESE
Print Name

Signature

Print Name

FEE COMPARISON SCHEDULE

CITY POPULATION	COMPARISON CITIES				AVERAGE COMPARISON CITIES	MILLWOOD 1900
	RITZVILLE 1729	DAVENPORT 1740	NEWPORT 2132	COLFAX 2766		
FEES (PUBLISHED SCHEDULES AND PERSONAL COMMUNICATION)						
PLANNING FEES						
COMPREHENSIVE PLAN AMENDMENT (SEPA NOT INCLUDED)	\$500	\$0	\$500	\$0	\$500	\$2,650
ZONE CHANGE/REZONE	\$0	\$150	\$400	\$300	\$283	\$5,250
ZONING MAP OR TEXT AMENDMENT (SEPA NOT INCLUDED)	\$0	\$0	\$0	\$0	\$0	\$2,650
APPEALS						
LAND USE ADMINISTRATIVE DECISION	\$0	\$150	\$0	\$100	\$125	\$900
ENVIRONMENTAL REVIEW						
SEPA (ENVIRONMENTAL CHECKLIST REVIEW)	\$200	\$0	\$350	\$100	\$217	\$300
SEPA ENVIRONMENTAL IMPACT STATEMENT (DS/EIS) DEPOSIT	\$0	\$0	\$350	\$0	\$350	\$1,500
SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT	\$500	\$0	\$250	\$250	\$333	\$1,500
SHORELINE EXEMPTION	\$500	\$0	\$250	\$250	\$333	\$625
CRITICAL AREA SITE PLAN REVIEW/REASONABLE USE EXCEPTION	\$350	\$0	\$0	\$150	\$250	\$625
LAND USE						
CONDITIONAL USE PERMIT	\$450	\$150	\$400	\$250	\$313	\$1,750