



City Council Regular Meeting Agenda

Tuesday, May 13, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MEETING AGENDA
4. LOCAL AGENCY REPORTS/PRESENTATIONS
5. OTHER PRESENTATIONS

- a. Management Team Introductions, Argonne Project – Welch-Comer Engineers and Liberty Concrete

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

- a. [SPECIAL EVENT PERMIT APPLICATION - Millwood Daze 2025](#)
 - b. [RESOLUTION 2025-06 Six-Year Transportation Improvement Plan](#)
 - c. [RESOLUTION 2025-07 Water & Sewer System Charges \(Revisions to Resolution 2025-02\)](#)
 - d. [RESOLUTION 2025-08 Amend Credit Card Policies \(Consideration Requested\)](#)

9. ACTION ITEMS FOR CONSIDERATION

- a. [CONSENT AGENDA](#)
[\(1\) March 27, 2025 City Council Special Meeting Minutes, \(2\) April 1, 2025 City Council Special Meeting Minutes, \(3\) April 8, 2025 City Council Regular Meeting Minutes, \(4\) April 10, 2025 City Council Special Meeting Minutes, \(5\) April 29, 2025 Cancelled City Council Special Meeting Minutes, \(6\) April 2025 Treasurer's Report, \(7\) April 2025 Claims, \(8\) April 2025 Payroll, \(9\) April 25, 2025 Arbor Day Proclamation, \(10\) Beautification & Tree Board Appointments of Nick Berger and Cody Rollins \(11\) Resolution 2025-05 Surplus Property.](#)
 - b. [SPECIAL EVENT PERMIT APPLICATION - West Valley Education Foundation, Cornhole Tournament](#)

- c. [RESOLUTION 2025-04 Historic Preservation Commission Meeting Schedule](#)
- d. [ORDINANCE #544 Section 17.04/17.040.35 \(Adoption by Reference\) Spokane Co. Off-Street Parking & Loading Standards](#)

10. REPORTS (no action)

- a. Treasurer - Debb Matkin
- b. [Clerk/Public Records and Code Enforcement – Lisa Cassels](#)
- 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 - Kevin Freeman

11. COUNCIL INFORMATION (no action or discussion)

- a. [Deputy Ball Report - March & April](#)
- b. [Council Member Culler Appointment to Spokane County Housing & Community Development Advisory Committee](#)

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. [Kaye Boone - Remarks made at 4.8.25 meeting - emailed 4.11.25](#)

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting - June 10, 2025 at 6:00 pm.

16. ADJOURNMENT

File Attachments for Item:

a. SPECIAL EVENT PERMIT APPLICATION - Millwood Daze 2025



APPLICATION FOR Section 8, Item a.
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 _____			
LOCATION (STARTING POINT, ROUTE, ASSEMBLY AREAS, ACCESS TO PUBLIC PROPERTY): Dalton Ave from Argonne Rd west to Dale Rd; Fun Run			
DESCRIPTION OF EVENT: Annual Millwood Celebration with car show, pancake breakfast, Fun Run, Scavenger Hunt, Valve Cover Races, Street booth activities			
DATE/TIME OF EVENT: Sat Aug 23, 2025 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: Sharon Young DATE: 04/30/2025

APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

APPROVED BY: [Signature] DATE: 5-5-25



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 began in the summer of 2009 as a way to support local businesses affected by the Argonne Road construction. The event provided a celebration and an invitation for surrounding communities to reconnect with Millwood's historic downtown area. Since its debut on August 29, 2009, this annual tradition has evolved into a cherished gathering where local businesses and community members come together to celebrate the unique charm of Millwood.

Over the years, Millwood Daze has offered a variety of engaging activities, including a pancake breakfast, a 5K Fitness Run, free street booth activities, and a community movie night. Each element has been designed to promote wellness, education, and connection among neighbors.

As another Argonne Road construction project looms this year, Millwood Daze holds a renewed importance. By bringing people together in celebration, this event continues to strengthen the bonds of our community and support the resilience of our beloved Millwood.

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. Scavenger Hunt will be to businesses located in Millwood. Street booths will be located on the grassy median and the car show will be on the paved street both sides of the median. The pancake breakfast will be hosted 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 at 3PM

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, 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

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: Millwood Community Association / 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 – 2025 Millwood Daze

The request for the 2025 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.



CERTIFICATE OF LIABILITY INSURANCE

Section 8, Item a.

DATE (MM/DD/YYYY)

05/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Mumma Associates, Inc. 11811 NE 1st St, Suite 307 Bellevue, WA 98005	CONTACT NAME: Jeff Mumma PHONE (A/C, No, Ext): (425)455-1406 E-MAIL ADDRESS: jeffm@mummainurance.com FAX (A/C, No): (425)646-4719
INSURED	Millwood Community Association 8903 E. Liberty Spokane, WA 99212	INSURER(S) AFFORDING COVERAGE INSURER A : RT- Ryan Turner Specialty INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: 00012519-46689 REVISION NUMBER: 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	NBP2555411B	05/02/2025	05/02/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is an Additional Insured with respect to General Liability, if required in a written contract, subject to all conditions, provisions, and limitations in the policy.

CERTIFICATE HOLDER	CANCELLATION
City of Millwood 9103 E Fredrick Spokane, WA 99206	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (JJM)

File Attachments for Item:

b. RESOLUTION 2025-06 Six-Year Transportation Improvement Plan

CITY OF MILLWOOD

RESOLUTION 2025-06 _____, 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON
ACCEPTING THE PRELIMINARY SIX YEAR TRANSPORTATION IMPROVEMENT
PLAN FOR THE PERIOD 2026-2032

WHEREAS, in accordance with state law the City of Millwood is required to annually prepare a Six Year Transportation Improvement Program, and

WHEREAS, in accordance with RCW 35.58.2795, the City of Millwood published notice on _____, 2025 and _____, 2025, of a public hearing to be held on June 10, 2025, regarding the City of Millwood’s proposed Six Year Transportation Improvement Program, and

WHEREAS, a draft Six Year Transportation Improvement Program, contained in the attached Exhibit A, has been prepared and has been reviewed during a public hearing held by the Millwood City Council on _____, 2025;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON

That the Preliminary Six Year Transportation Improvement Plan for the period 2026-2032 shown in Exhibit A presented and reviewed at the Regular Meeting of the Millwood City Council held _____, 2025, is hereby approved.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD WASHINGTON, THIS
____ DAY OF _____ 2025.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

Attachments: Exhibit A- Six Year Transportation Improvement Plan

EXHIBIT A

SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN							
2025-2031 Schedule of Projects							
Funding Status	Year	Project Title	Begin/End	Work Description	Source of Funds	Total Length	Estimated Cost
Funded	2025	Argonne-Widening/ turn pockets	Frederick/ Liberty	Widen Argonne, create turn pockets - Construction phase	Street Fund /CMAC/SRTC/TIB	1,000 ft	\$4,550,600
Funded	2025	Argonne - Full Depth Restoration (Trent - Frederick)	Trent / Frederick	FDR between Trent and Frederick	Street Fund/TIB	1,400 ft	\$1,483,400
Funded	2025	Empire Traffic Calming	Argonne/ Butler	Speed Humps and Pavement Marking Revisions	Street Fund	N/A	\$16,738
Funded	2025	Argonne - Grind and Overlay	Frederick /Liberty	Grind and Overlay	Street Fund/TIB	815 ft	\$457,200
Funded	2025	Argonne - Grind and Overlay	Liberty / South Riverway	Grind and Overlay	Street Fund/TIB	570 ft	\$335,700
Funded	2025	Empire -Chip Seal	Argonne/ Butler	Pavement Overlay/Chip Seal	Street Fund/TIB	5,000 ft	\$114,268
Unfunded	2026	Dalton Sidewalk Improvements	Sargent / Argonne	Sidewalk improvements on Dalton Ave	Street Fund/TIB	1,300 ft	\$1,225,400
Unfunded	2027	Liberty -Chip Seal	Argonne/ Vista	Pavement prep and chip seal,fog seal	Street Fund/TIB	2,700 ft	\$83,300
Unfunded	2027	Euclid - Chip Seal	Argonne/ Vista	Pavement prep and chip seal,fog seal	Street Fund/TIB	2,800 ft	\$74,000
Unfunded	2028	Buckeye - chip seal	Argonne/ Sargent	Pavement prep and chip seal,fog seal	Street Fund/TIB	1,300 ft	\$61,200
Unfunded	2029	Grace	Grace Intersection	Upgrade Grace Signal Equipment	City Funds	N/A	\$246,000
Unfunded	2029	Grace & Marguerite	Grace & Marguerite Intersection	Traffic calming: raised concrete intersection, removal of parking stalls, minor stormwater modifications	City Funds	N/A	\$120,000
Unfunded	2029	Trent & Argonne Lane Improvements	Trent & Argonne Intersection	Northbound left turn lane reconfiguration and removal of right turn only lane on Argonne north of Trent.	City Funds	N/A	\$160,000
	Total						\$8,927,806

File Attachments for Item:

c. RESOLUTION 2025-07 Water & Sewer System Charges (Revisions to Resolution 2025-02)

RESOLUTION 2025-07

MAY 13, 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON APPROVING CHARGES RELATED TO THE CITY WATER SYSTEM AND CITY SEWER SYSTEM, 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 the laws of the State of Washington; and

WHEREAS, pursuant to Chapter 35A.11 RCW, the City Council (the "City 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, pursuant to RCW 35A.80.010 and RCW 35.92.010, the City Council is authorized to fix the rates and charges for water system services provided by the City; and

WHEREAS, RCW 35.92.010 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges for water system services, including: ". . . The difference in cost of service to the various customers; location of the various customers within and without the city or town; the difference in cost of maintenance, operation, repair, and replacement of the various parts of the system; the different character of the service furnished to various customers; the quantity and quality of the water furnished; the time of its use; the achievement of water conservation goals and the discouragement of wasteful water use practices; capital contributions made to the system including, but not limited to, assessments; and any other matters which present a reasonable difference as a ground for distinction.. . ."; and

WHEREAS, chapter 13.04 Millwood Municipal Code provides for the fixing of rates and charges related to the water system by resolution adopted by the City Council; and

WHEREAS, chapter 13.04 Millwood Municipal Code further provides that the City Council may increase the water rates by resolution; and

WHEREAS, the City Council has determined that certain charges related to the City water system shall be in order to maintain adequate revenues in the Water Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City's enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City's water system; and

WHEREAS, pursuant to RCW 35A.80.010 and chapter 35.92 RCW, the City Council is authorized to fix the rates and charges for sewer system services provided by the City; and

RESOLUTION 2025-07

MAY 13, 2025

WHEREAS, RCW 35.92.020 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges that are uniform for the same class of customers or sewer system services, including: The difference in cost of service and facilities to customers; location of customers within and without the City; the difference in cost of maintenance, operation, repair, and replacement of the parts of the system; the different character of the service and facilities furnished to customers; the quantity and quality of the sewage delivered and the time of its delivery; capital contributions made to the system, plants, sites or other facilities, including, but not limited to, assessments; the nonprofit public benefit status, as defined in RCW 24.03.490, of the land user; and any other factors that present a reasonable difference as a ground for distinction; and

WHEREAS, chapter 13.16 Millwood Municipal Code provides for the fixing of rates and charges related to the sewer system by resolution adopted by the City Council; and

WHEREAS, the July 23, 2024 Interlocal Agreement Between Spokane County and the City of Millwood for Wastewater Services provides the basis of rates and fees charged by Spokane County to the City for wastewater and/or sewer treatment and disposal; and

WHEREAS, the City Council has determined that certain charges related to the City sewer system are to maintain adequate revenues in the Sewer Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City's enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City's sewer system;

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

Section 1. Water Usage Rates: As of May 1, 2025, the charges related to the City's water system set forth in Exhibit "A," attached hereto and incorporated herein by this reference, are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's sewer system shall remain in full effect.

Section 2. Approval of Charges Related to the City Sewer System: As of May 1, 2025, the charges related to the City's sewer system set forth in Exhibit "A" are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's sewer system shall remain in full effect.

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.

RESOLUTION 2025-07

MAY 13, 2025

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

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

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY
OF _____, 2025.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

RESOLUTION 2025-07

MAY 13, 2025

EXHIBIT "A"

WATER SYSTEM CHARGES

Residential Service Fees (per Month)				
<u>Service Fee</u> (Service Fee includes Operations & Capital Improvement fees)				
Operations		\$	25.88	per Unit
Capital Improvement		\$	6.00	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 900 CF	\$	0.35	per HCF
Tier 2	900 – 1,800 CF	\$	0.38	per HCF
Tier 3	1,800 – 4,500 CF	\$	0.45	per HCF
Tier 4	> 4,500 CF	\$	0.50	per HCF
<u>Consumption Fee, Irrigation Service</u>				
Tier 1	Zero – 22,000	\$	0.35	per HCF
Tier 2	> 22,000 CF	\$	0.45	per HCF
Commercial & Industrial Service Fees (per Month)				
<u>Service Fee</u> (Service Fee includes Operations & Capital Improvement fees)				
Operations				
1-inch Meter		\$	25.88	per Unit
1.5-inch Meter		\$	41.41	per Unit
2-inch Meter		\$	67.29	per Unit
3-inch Meter		\$	93.18	per Unit
4-inch Meter		\$	119.06	per Unit
Capital Improvement				
1-inch Meter		\$	6.00	per Unit
1.5-inch Meter		\$	6.60	per Unit
2-inch Meter		\$	7.60	per Unit
3-inch Meter		\$	8.60	per Unit
4-inch Meter		\$	9.60	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 900 CF	\$	0.35	per HCF
Tier 2	900 – 1,800 CF	\$	0.38	per HCF
Tier 3	1,800 – 4,500 CF	\$	0.45	per HCF
Tier 4	> 4,500 CF	\$	0.50	per HCF
<u>Consumption Fee, Irrigation Service</u>				
Tier 1	Zero –22,000	\$	0.35	per HCF
Tier 2	> 22,000 CF	\$	0.45	per HCF

RESOLUTION 2025-07

MAY 13, 2025

Public Irrigation Service Fees (per Month)				
<u>Service Fee (Service Fee includes Operations & Capital Improvement fees)</u>				
Operations				
1-inch Meter		\$	25.88	per Unit
1.5-inch Meter		\$	41.41	per Unit
2-inch Meter		\$	67.29	per Unit
3-inch Meter		\$	93.18	per Unit
4-inch Meter		\$	119.06	per Unit
Capital Improvement				
1-inch Meter		\$	6.00	per Unit
1.5-inch Meter		\$	6.60	per Unit
2-inch Meter		\$	7.60	per Unit
3-inch Meter		\$	8.60	per Unit
4-inch Meter		\$	9.60	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 72,000 CF	\$	0.35	per HCF
Tier 2	> 72,000 CF	\$	0.45	per HCF
Other Fees				
<u>Accounting</u>				
Notice Fee		\$	10.00	per event
Disconnection Fee		\$	100.00	per event
Account Servicing Fee		\$	40.00	per event
NSF		\$	35.00	per event
<u>Connection Installation or Service (charged in 1-hour increments)</u>				
Personnel Call		\$	125.00	per Hour
Personnel Team Call		\$	200.00	per Hour
Personnel Call - Outside City Business Hours		\$	300.00	per Hour
Personnel Team Call - Outside City Business Hours		\$	475.00	per Hour
Backhoe		\$	150.00	per Hour
Mini Excavator		\$	120.00	per Hour
Dump Truck		\$	120.00	per Hour

RESOLUTION 2025-07

MAY 13, 2025

<u>Violations</u>			
Cross-Connection	\$	100.00	per event
Meter Tampering	\$	500.00	per event
Hydrant Tampering	\$	1,000.00	per event
<u>New Service Connection</u>			
Plan Review	\$	75.00	per event
Inspection	\$	50.00	per event
Connection Fee	\$	1,000.00	per unit
Installation Deposit	\$	4,000.00	per service

SEWER SYSTEM CHARGES

Residential Service Fees (per Month)			
<u>Service Fee</u> (Service Fee includes Operations & Capital Improvement fees)			
Operations	\$	17.25	per Unit
Capital Improvement	\$	1.00	per Unit
<u>County Treatment & Operations Fee (per RES 2024-04)</u>	\$	23.66	per Unit
Non-Residential Service Fees (per Month)			
<u>Service Fee</u> (Service Fee includes Operations, Capital Improvement, and Pre-Treatment fees)			
Operations	\$	17.25	per Unit
Capital Improvement	\$	1.00	per Unit
Pre-Treatment Program	\$	3.00	per Unit
<u>County Treatment & Operations Fee (per RES 2024-04)</u>			
Zero – 695 CF	\$	23.66	per Unit
> 695 CF	\$	2.25	per HCF
<i>The amount over 695 CF is equal to the Unit's non-irrigation (winter) water consumption. The amount is calculated annually as the Unit's average January through April monthly consumption of the previous year.</i>			
Other Fees			
<u>Accounting</u>			
Notice Fee	\$	10.00	per event
Account Servicing Fee	\$	20.00	per event
NSF	\$	35.00	per event

RESOLUTION 2025-07

MAY 13, 2025

<u>Connection Installation or Service (charged in 1-hour increments)</u>		
Personnel Call	\$ 125.00	per Hour
Personnel Team Call	\$ 200.00	per Hour
Personnel Call - Outside City Business Hours	\$ 300.00	per Hour
Personnel Team Call - Outside City Business Hours	\$ 475.00	per Hour
Backhoe	\$ 150.00	per Hour
Mini Excavator	\$ 120.00	per Hour
Dump Truck	\$ 120.00	per Hour
<u>New Service Connection</u>		
Plan Review	\$ 75.00	per event
Inspection	\$ 150.00	per event
Connection Fee	\$ 1,000.00	per unit
Installation Deposit	\$ 4,000.00	per service

RESOLUTION 2025-02

FEBRUARY 11, 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON APPROVING CHARGES RELATED TO THE CITY WATER SYSTEM AND CITY SEWER SYSTEM, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

WHEREAS, pursuant to RCW 35A.80.010 and RCW 35.92.010, the City Council of the City of Millwood ("City Council") is authorized to fix the rates and charges for water system services provided by the City of Millwood ("City"); and

WHEREAS, RCW 35.92.010 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges for water system services, including: ". . . The difference in cost of service to the various customers; location of the various customers within and without the city or town; the difference in cost of maintenance, operation, repair, and replacement of the various parts of the system; the different character of the service furnished to various customers; the quantity and quality of the water furnished; the time of its use; the achievement of water conservation goals and the discouragement of wasteful water use practices; capital contributions made to the system including, but not limited to, assessments; and any other matters which present a reasonable difference as a ground for distinction. . ."; and

WHEREAS, chapter 13.04 Millwood Municipal Code provides for the fixing of rates and charges related to the water system by resolution adopted by the City Council; and

WHEREAS, chapter 13.04 Millwood Municipal Code further provides that the City Council may increase the water rates by resolution; and

WHEREAS, the City Council has determined that certain charges related to the City water system shall be in order to maintain adequate revenues in the Water Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City's enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City's water system; and

WHEREAS, pursuant to RCW 35A.80.010 and chapter 35.92 RCW, the City Council is authorized to fix the rates and charges for sewer system services provided by the City; and

WHEREAS, RCW 35.92.020 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges that are uniform for the same class of customers or sewer system services, including: The difference in cost of service and facilities to customers; location of customers within and without the City; the difference in cost of maintenance, operation, repair, and replacement of the parts of the system; the different character of the service and facilities furnished to customers; the quantity and quality of the sewage delivered and the time of its delivery; capital contributions made to

RESOLUTION 2025-02

FEBRUARY 11, 2025

the system, plants, sites or other facilities, including, but not limited to, assessments; the nonprofit public benefit status, as defined in RCW 24.03.490, of the land user; and any other factors that present a reasonable difference as a ground for distinction; and

WHEREAS, chapter 13.16 Millwood Municipal Code provides for the fixing of rates and charges related to the sewer system by resolution adopted by the City Council; and

WHEREAS, the City Council has determined that certain charges related to the City sewer system are in order to maintain adequate revenues in the Sewer Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City's enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City's sewer system;

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

Section 1. Water Usage Rates: As of March 1, 2025, the charges related to the City's water system set forth in Exhibit "A," attached hereto and incorporated herein by this reference, are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's sewer system shall remain in full effect.

Section 2. Approval of Charges Related to the City Sewer System: As of March 1, 2025, the charges related to the City's sewer system set forth in Exhibit "A" are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's sewer system shall remain in full effect.

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

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

CITY OF MILLWOOD

Section 8, Item c.

RESOLUTION 2025-02

FEBRUARY 11, 2025

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 11th DAY
OF February, 2025.


SHAUN CULLER, MAYOR PRO TEM

Attest:


LISA CASSELS, CITY CLERK

RESOLUTION 2025-02

FEBRUARY 11, 2025

EXHIBIT "A"

WATER SYSTEM CHARGES

Residential Service Fees				
<u>Service Fee</u> (Service Fee billed includes Operations & Capital Improvement fees)				
Operations		\$	25.88	per Unit
Capital Improvement		\$	6.00	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 900 CF	\$	0.35	per HCF
Tier 2	900 – 1,800 CF	\$	0.38	per HCF
Tier 3	1,800 – 4,500 CF	\$	0.45	per HCF
Tier 4	> 4,500 CF	\$	0.50	per HCF
<u>Consumption Fee, Irrigation Service</u>				
Tier 1	Zero – 22,000	\$	0.35	per HCF
Tier 2	> 22,000 CF	\$	0.45	per HCF
Commercial Service Fees				
<u>Service Fee</u> (Service Fee billed includes Operations & Capital Improvement fees)				
Operations				
1-inch Meter		\$	25.88	per Unit
1.5-inch Meter		\$	41.41	per Unit
2-inch Meter		\$	67.29	per Unit
3-inch Meter		\$	93.18	per Unit
4-inch Meter		\$	119.06	per Unit
Capital Improvement				
1-inch Meter		\$	6.00	per Unit
1.5-inch Meter		\$	6.60	per Unit
2-inch Meter		\$	7.60	per Unit
3-inch Meter		\$	8.60	per Unit
4-inch Meter		\$	9.60	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 900 CF	\$	0.35	per HCF
Tier 2	900 – 1,800 CF	\$	0.38	per HCF
Tier 3	1,800 – 4,500 CF	\$	0.45	per HCF
Tier 4	> 4,500 CF	\$	0.50	per HCF

RESOLUTION 2025-02

FEBRUARY 11, 2025

<u>Consumption Fee, Irrigation Service</u>				
Tier 1	Zero – 72,000	\$	0.35	per HCF
Tier 2	> 72,000 CF	\$	0.45	per HCF
Public Irrigation Service Fees				
<u>Service Fee</u> (Service Fee billed includes Operations & Capital Improvement fees)				
Operations				
1-inch Meter		\$	25.88	per Unit
1.5-inch Meter		\$	41.41	per Unit
2-inch Meter		\$	67.29	per Unit
3-inch Meter		\$	93.18	per Unit
4-inch Meter		\$	119.06	per Unit
Capital Improvement				
1-inch Meter		\$	6.00	per Unit
1.5-inch Meter		\$	6.60	per Unit
2-inch Meter		\$	7.60	per Unit
3-inch Meter		\$	8.60	per Unit
4-inch Meter		\$	9.60	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 72,000 CF	\$	0.35	per HCF
Tier 2	> 72,000 CF	\$	0.45	per HCF
Other Fees				
<u>Accounting</u>				
Notice Fee		\$	10.00	per event
Disconnection Fee		\$	100.00	per event
Account Servicing Fee		\$	40.00	per event
NSF		\$	35.00	per event
<u>Connection Installation or Service</u> (charged in 1-hour increments)				
Personnel Call		\$	125.00	per Hour
Personnel Team Call		\$	200.00	per Hour
Personnel Call - Outside City Business Hours		\$	300.00	per Hour
Personnel Team Call - Outside City Business Hours		\$	475.00	per Hour
Backhoe		\$	150.00	per Hour
Mini Excavator		\$	120.00	per Hour
Dump Truck		\$	120.00	per Hour

RESOLUTION 2025-02

FEBRUARY 11, 2025

<u>Violations</u>		
Cross-Connection	\$ 100.00	per event
Meter Tampering	\$ 500.00	per event
Hydrant Tampering	\$ 1,000.00	per event
<u>New Service Connection</u>		
Plan Review	\$ 75.00	per event
Inspection	\$ 50.00	per event
Connection Fee	\$ 1,000.00	per unit
Installation Deposit	\$ 4,000.00	per service

SEWER SYSTEM CHARGES

Residential Service Fees		
<u>Service Fee</u> (Service Fee billed includes Operations & Capital Improvement fees)		
Operations	\$ 17.25	per Unit
Capital Improvement	\$ 1.00	per Unit
County Treatment & Operations Fee (per RES 2024-04)	\$ 23.66	per Unit
Commercial Service Fees		
<u>Service Fee</u> (Service Fee billed includes Operations, Capital Improvement, and Pre-Treatment fees)		
Operations		
Zero – 800 CF	\$ 17.25	per Unit
> 800 CF (billed amount based on Unit's monthly water consumption)	\$ 1.86	per HCF
Capital Improvement	\$ 1.00	per Unit
Pre-Treatment Program	\$ 3.00	per Unit
County Treatment & Operations Fee (per RES 2024-04)	\$ 23.66	per Unit
Other Fees		
<u>Accounting</u>		
Notice Fee	\$ 10.00	per event
Account Servicing Fee	\$ 20.00	per event
NSF	\$ 35.00	per event

RESOLUTION 2025-02

FEBRUARY 11, 2025

Connection Installation or Service (charged in 1-hour increments)

Personnel Call	\$	125.00	per Hour
Personnel Team Call	\$	200.00	per Hour
Personnel Call - Outside City Business Hours	\$	300.00	per Hour
Personnel Team Call - Outside City Business Hours	\$	475.00	per Hour
Backhoe	\$	150.00	per Hour
Mini Excavator	\$	120.00	per Hour
Dump Truck	\$	120.00	per Hour

New Service Connection

Plan Review	\$	75.00	per event
Inspection	\$	150.00	per event
Connection Fee	\$	1,000.00	per unit
Installation Deposit	\$	4,000.00	per service

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTONIN THE MATTER OF APPROVING AN)
INTERLOCAL SEWER SERVICE AGREEMENT)
WITH THE CITY OF MILLWOOD)**RESOLUTION**

WHEREAS, pursuant to the provisions of the Revised Code of Washington (RCW), Section 36.32.120(6), the Board of County Commissioners of Spokane County (hereinafter the "Board") has the care of County property and the management of County funds and business; and

WHEREAS, pursuant to the provisions of RCW Chapters 36.94 RCW, Spokane County (hereinafter the "County") has the power to construct, operate, and maintain a system of sewerage within Spokane County consistent with the adopted Comprehensive Wastewater Management Plan (CWMP); and

WHEREAS, pursuant to RCW 36.94.190, the County and the City of Millwood (hereinafter the "City") are authorized to contract with each other regarding the establishment, maintenance and operation of all or a portion of a system of sewerage; and

WHEREAS, pursuant to Chapter 36.34 RCW, two or more public entities may jointly cooperate between each other to perform functions which each may individually perform; and,

WHEREAS, the County currently owns and operates a general sewerage system, including in part interceptor and other sewerage facilities located within or adjacent to the City; and

WHEREAS, the City currently owns and operates a sanitary sewerage system; and

WHEREAS, pursuant an agreement between the County and the City executing in 1992, the City connected its sewerage system to the County's general sewerage system, and delivers wastewater intercepted and collected in the City's system into the County's system; and

WHEREAS, said agreement has now been in place for 30 years, and the terms of the agreement need to be updated; and

WHEREAS, it is estimated that the future average daily flow from the City of Millwood will not exceed 400,000 gallons per day; and

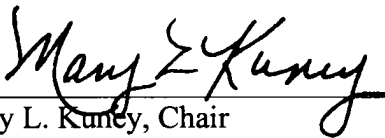
WHEREAS, the County has sufficient capacity available in its north Valley Interceptor sewer and sufficient treatment capacity to accommodate the City's current and future wastewater flows; and

WHEREAS, the City and the County have negotiated a new agreement providing for the continued acceptance of wastewater flows from the City's sewerage system to the County's general sewerage system pursuant to certain terms and conditions, including the City's agreement to 1) to pay the County's General Facilities Charge for all new connections, 2) pay equitable monthly Sewer Service Fees for the properties within the City utilizing the County's system through the City's sewerage system, and 3) establish and fund a pretreatment program substantially the same as the County pretreatment program;

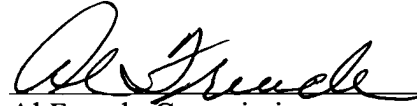
NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Spokane County, by signature of a majority of said Board or by its Chair on behalf of the Board, at other than an open meeting, approve the 2024 Interlocal Sewer Service Agreement between Spokane County and the City of Millwood, providing for the continued conveyance and treatment of wastewater from the City's sewerage system by the County through its general sewerage system on certain terms and conditions, including the City's agreement to 1) pay applicable General Facilities Charges, 2) pay equitable monthly Sewer Service Fees to the County for the properties currently connected and connecting in the future to the County's system through the City's sewerage system, and 3) establish and fund a pretreatment program substantially the same as the County pretreatment program.

PASSED AND ADOPTED this 23rd day of July, 2024.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

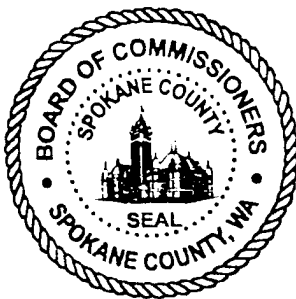

Mary L. Kuney, Chair


Josh Kerns, Vice-Chair

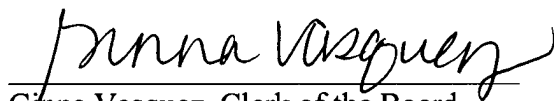

Al French, Commissioner


Amber Waldref, Commissioner

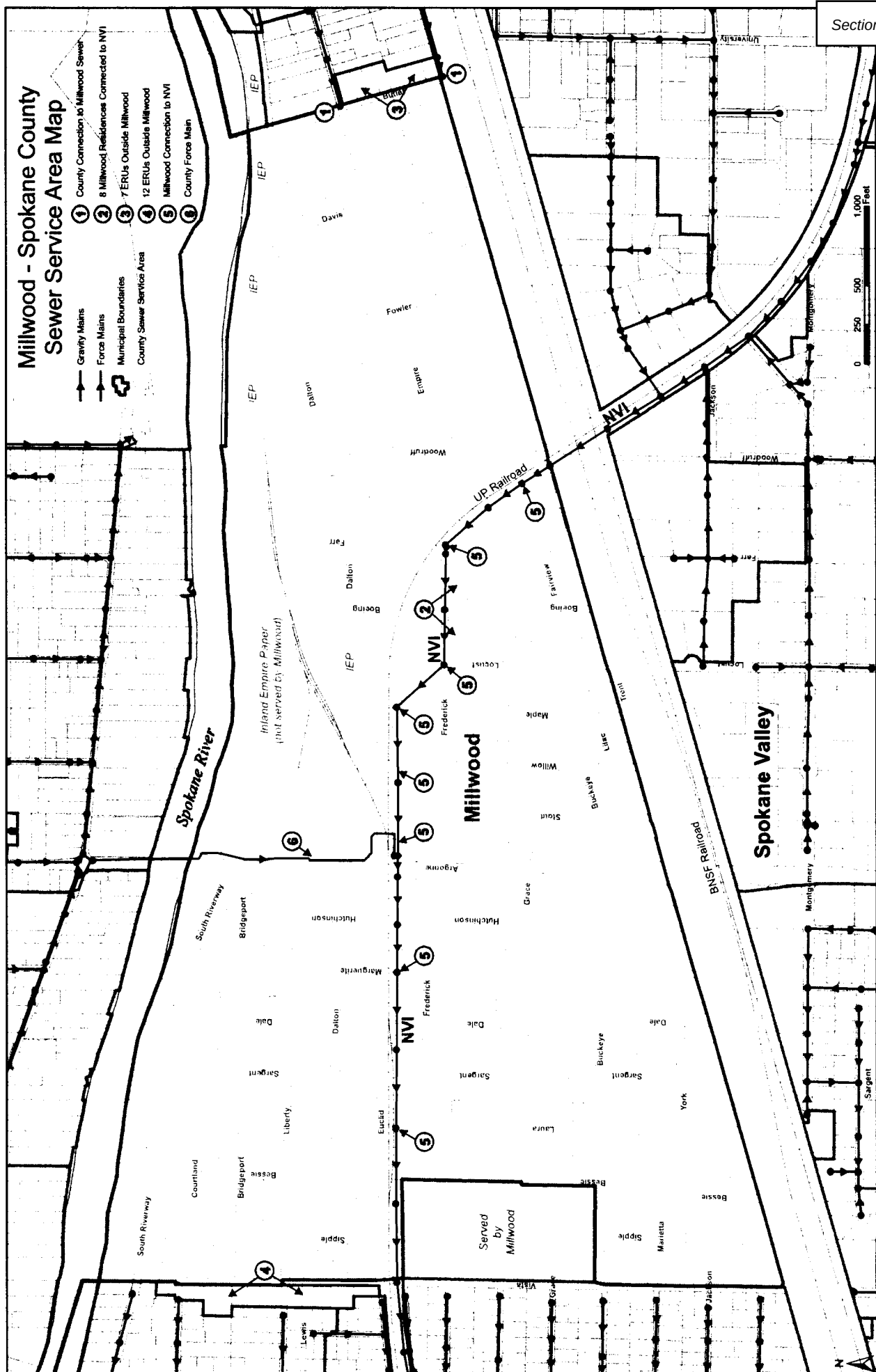

Chris Jordan, Commissioner



ATTEST:


Ginna Vasquez, Clerk of the Board

Millwood - Spokane County Sewer Service Area Map



Millwood County Wastewater Services Agreement 2024
EXHIBIT B

Proposed Treatment Rate:

- 2024 - \$2736.89/MG
- 2025 - \$3010.58/MG
- 2026 - \$3311.64/MG
- 2027 - \$3642.80/MG
- 2028 - Rate based on blended rate calculation. Variable each year thereafter.

Proposed Treatment Rate per Millwood ERU:

- 2024 - \$14.24
- 2025 - \$15.66
- 2026 - \$17.23
- 2027 - \$18.95
- 2028 - \$20.58 Estimated. Rate Based on blended rate calculation. Variable each year thereafter.

Proposed Wastewater Treatment Plant Charge per Millwood ERU (WTPC):

- 2024 - \$4.00
- 2025 - \$8.00
- 2026 - \$12.00
- 2027 - \$16.00
- 2028 - \$18.11 Estimated. Rate based on County WTPC discounted by 10%. Variable each year thereafter.

INTERLOCAL AGREEMENT BETWEEN
SPOKANE COUNTY AND THE CITY OF
MILLWOOD FOR WASTEWATER SERVICES

THIS INTERLOCAL AGREEMENT, made and entered into by and between Spokane County, a political subdivision of the State of Washington, having offices for the transaction of business at West 1116 Broadway, Spokane, Washington 99260 (herein referred to as the "County"), and the City of Millwood, having offices for the transaction of business at East 9103 Frederick, Spokane, Washington 99206, (hereinafter referred to as the "City"), jointly hereinafter referred to as the "Parties".

WITNESSETH

WHEREAS, pursuant to the provisions of the Revised Code of Washington, Section 36.32.120(6), the Board of County Commissioners of Spokane County has the care of County property and the management of County funds and business; and

WHEREAS, pursuant to the provisions of Chapter 36.94 RCW, Spokane County has the power to construct, operate, and maintain a system of sewerage within Spokane County consistent with the adopted Comprehensive Wastewater Management Plan (CWMP); and

WHEREAS, pursuant to RCW 36.94.190, the County and the City are authorized to contract with each other regarding the establishment, maintenance and operation of all or a portion of a system of sewerage; and

WHEREAS, pursuant to Chapter 36.34 RCW, two or more public entities may jointly cooperate between each other to perform functions which each may individually perform; and

WHEREAS, the County currently owns and operates a general sewerage system, including in part interceptor and other sewerage facilities located within or adjacent to the City; and

WHEREAS, the City currently owns and operates a sanitary sewerage system, serving the properties within the City of Millwood; and

Whereas, the City's sewerage system is connected to the County's general sewerage system, and delivers wastewater intercepted and collected in the City's system into the County's system; and

WHEREAS, the County will continue to provide wastewater conveyance and treatment services to the City, subject to certain terms and conditions; and

WHEREAS, it is estimated that the future average daily flow from the City of Millwood will not exceed 400,000 gallons per day; and

WHEREAS, the County anticipates that it has sufficient capacity available in its interceptor and treatment facilities to accommodate the City's current and future wastewater flows;

NOW, THEREFORE, for and in consideration of the mutual promises set forth herein, the Parties do mutually agree as follows:

SECTION 1: TERMINATION AND REPLACEMENT OF PREVIOUS AGREEMENT

The Parties agree that the execution of this Agreement by the Parties will result in the termination of the Interlocal Agreement between the Parties date November 3, 1992.

SECTION 2: GENERAL RESPONSIBILITIES OF COUNTY AND CITY

A. The City shall be responsible for the design, financing, construction, maintenance, repair, operation and replacement of its City-owned sewerage collection and conveyance facilities.

B. The County agrees not to impose restrictions on hourly or daily variations in flow rates at any City connection to County facilities.

C. The City shall deliver wastewater intercepted within its utility service area to the established connection points in the County's general sewerage system shown on attached Exhibit A. Additional or alternative connection points not shown on Exhibit A shall be subject to County review and approval. Operational control of the flow from the City once it enters the County's system shall be the sole responsibility of the County.

D. The County shall be responsible for receiving, conveying, treating and disposing of City's wastewater, in the quantities hereinbefore estimated, which enters the County's general sewerage system at the connection points described in paragraph C above. The County shall be responsible for operation and maintenance of its general sewerage system.

E. The County and the City shall operate and maintain their respective sewerage systems in compliance with all applicable laws, regulations and permits.

F. The County's general sewerage system is connected to the City's system at the two locations along the City's easterly corporate boundary shown on Exhibit A. The sewers upstream of these connection points serve County customers in the areas indicated on Exhibit A.

Additional County sewer service area shall not be routed to connection points on the City's system without the City's approval, and any modifications to the City's system to accommodate additional County service area shall be made at the sole expense of the County.

SECTION 3: RATES AND CHARGES

A. The underlying basis for the County's sewer rates is the Equivalent Residential Unit (ERU). One ERU is assigned to each single-family residence, and one ERU is assigned to each of the two dwelling units of a duplex. Multi-family structures are assigned 0.7 ERUs for each dwelling unit. One ERU is assigned to commercial accounts for each 800 cubic feet per month of water use, with a minimum of one ERU per account, and partial ERUs assigned to the nearest one-tenth.

B. The City shall pay General Facilities Charges (GFCs) to the County, on an ERU basis, pursuant to the rate schedule in effect and specified in Chapter 8.03 of the Spokane County Code, as amended, for all new and/or increased wastewater flows connected through the City's sewerage facilities to the County's general sewerage system, including the payment of additional GFCs applicable to any subsequent changes in use or intensity of use on connected properties. The City shall

submit a monthly report to the County by the 15th day of each month listing and detailing all new or additional GFC amounts accruing from the previous month for those properties connected to the County's sewerage facilities. The County shall review the monthly report and bill the City for all applicable GFCs during the first week of the following month. Payment shall be due from the City by the end of the second month following such billing and shall be considered delinquent if unpaid thereafter.

C. The City shall also be responsible for paying monthly Sewer Service Fees to the County for sewer service provided. Monthly fees shall consist of two components; 1) Wastewater Treatment Fee based on the effective blended rate (cost per million gallons) paid by the County for operation of the Spokane County Regional Water Reclamation Facility (SCRWRF) plus the wastewater treatment charges at City of Spokane Riverfront Park Water Reclamation Facility (RPWRF), plus a ten percent (10%) surcharge, and 2) the Wastewater Treatment Plant Charge (WTPC), per ERU, as set forth in Chapter 8.03.2153 of the Spokane County Code. The WTPC fee will be discounted by 10% for Millwood ERU's. Monthly Sewer Service Fees, comprised of these two components, shall be paid for each connection to the City's sewerage system.

The Wastewater Treatment Fees portion (which includes the 10% surcharge payable by the City) shall be deemed to include all labor, materials, energy, administrative, legal, engineering, biosolids disposal and other necessary maintenance and operational expenses incurred by the County in connection with this Agreement.

The volume of wastewater upon which the City's Wastewater Treatment Fee portion of the Monthly Sewer Service Fees shall be based shall be the sum of the following two volumes:

- (1) Monthly Residential Wastewater Flow Volume shall be determined on an ERU basis, and in accordance with the County's ERU assignment rules for residential structures. Each ERU shall be deemed to represent and contribute 171 gallons per day or 5,202 gallons per month (695 cubic feet per month).
- (2) Monthly Non-residential Wastewater Flow Volume shall be determined using the ERUs assigned. One ERU shall represent and contribute 5,202 gallons per month (695 cubic feet per month). Assignment of ERUs will be on the basis of metered water volume provided to users; Provided, the average metered water volume provided to users during the period of December 31 through April 30 of each calendar year shall be used to calculate water volume generated during the irrigation season. (In some cases, a special water meter reading period(s) may be used to estimate wastewater production for particular users, as reasonably agreed to by the County. In special cases, measurement of actual wastewater flow may be utilized, as reasonably agreed to by the County.)

The City's WTPC portion of the monthly Sewer Service Fees shall be determined by multiplying 90% of the County's monthly WTPC rate per ERU by the total number of ERUs.

The Parties agree the Monthly Sewer Service Fees shall be subject to good faith renegotiation based on the presentation of evidence or information from the City demonstrating a reduction in water consumption by the City or other considerations warranting a reduction in the Monthly Sewer Service Fees. Any such revised Monthly Sewer Service Fees shall be reflected in a written amendment consistent with Section 10(b) of this Agreement.

D. The City shall submit a monthly report to the County by the 15th day of each month detailing the total ERUs in residential and non-residential categories during the previous month for all properties connected to the County's sewerage facilities. The County shall review the monthly report and during the first week of the following month bill the City for the applicable Sewer Service Fees. Monthly Sewer Service Fees payable to the County by the City shall be due within 30 days of billing and shall be considered delinquent if unpaid thereafter.

E. Delinquent charges shall bear interest at the rate of eight percent (8%) per annum, and a ten percent (10%) penalty shall be added if not paid within ninety (90) days of billing. The County may, for reasons of administrative convenience, waive any interest and penalty charges that accrue on delinquent charges.

F. Should the County be required to pay a tax to a third party on the amounts paid by the City pursuant to this Agreement, the County shall add the amount of the tax to the City's billings and the City shall pay the tax to the County.

G. The Monthly Wastewater Treatment Fees and WTPC Fees shall be implemented over time to help residents adjust to the additional fees. The fees will be phased in per the schedule shown on Exhibit B.

SECTION 4: PRETREATMENT REQUIREMENTS

A. The City shall establish and implement a uniform program for pre-treatment requirements, exclusion of inflow and infiltration, control of strong waste criteria, a sewer use ordinance, and an equitable sewer user charge distribution system, all in accordance with the County's pretreatment ordinance, and the County's pretreatment requirements. Each utility (County and City) shall be responsible for implementing and enforcing such requirements within their respective sewer service areas.

B. The City shall submit its programs, policies and regulations to the County, who shall review and approve the same for compliance with the requirements of this Agreement. The County shall also have authority to enforce the program for the City in the event the City fails or refuses to implement or enforce the same after reasonable notice and bill the City for necessary services rendered therefore. The County shall notify the City of any future revisions to County pretreatment requirements necessitated by changes in federal, state or local laws or regulations.

C. Subject to this Agreement and applicable laws and regulations the City shall develop and enforce its pretreatment program, ordinance, regulations, penalties and permits; PROVIDED, such program shall be substantially equivalent to the programs, ordinances, regulations and permits adopted by the County regarding pretreatment; and PROVIDED FURTHER, that the County may conduct inspections, monitor said programs, test City discharge sources, and review any records, permits or files related to the pretreatment program in the event federal, state or local regulations require the same and the City does not perform such tasks.

D. The City agrees to adopt and put in force a substantially similar pretreatment ordinance as that of the County, and implementing regulations. For any revisions to the County ordinance, the City

shall adopt corresponding revisions to its pretreatment ordinance within time frames established by the Washington State Department of Ecology (DOE).

E. Within time frame established by the DOE, the City shall consider, adopt and implement utility service contract modifications, rates and related matters, as deemed necessary by the City to establish a pretreatment program substantially similar to the County's program.

F. The provisions of this Agreement regarding pretreatment shall not apply to matters outside the legal regulatory or contractual power of the parties, and shall not contradict the requirements of any applicable law or order of the DOE or other regulatory agency with jurisdiction.

G. For industrial users or other significant wastewater sources, as defined in U.S. Environmental Protection Agency (EPA) or DOE regulations, using the City's public sewerage system but located outside the City's corporate limits the City agrees to contractually impose industrial discharge permit requirements, developed as part of the City's pretreatment program and in compliance with state and federal law, directly upon said industrial users or designated discharge source. "Industrial user" refers to a utility customer or premises connected to the County's or the City's sewerage system, as defined in the County's pretreatment ordinance, and in accord with County practices. Such term also includes any significant discharge source designated as such by the County; PROVIDED, HOWEVER, if the designation of a utility customer or premises as industrial user by County practice or by the County is more restrictive than under EPA or DOE definitions, such designation shall be binding on the City only with its consent.

H. The City shall obtain an appropriate state wastewater discharge permit for all connections to the County's system, if required by the DOE.

I. Resources. The City shall provide funds, personnel and resources reasonably determined by the County as necessary to establish and enforce its pretreatment program.

J. Industrial User Survey. The City shall develop and regularly update an Industrial User Survey similar to the County's survey and notify the County of any significant changes within thirty (30) days of such change.

SECTION 5: RECORDS, FILES AND INSPECTIONS

A. All City files, ordinances and records developed or related to this Agreement shall be freely open to inspection and copying by the County. The County may inspect, take samples or tests, or conduct other monitoring activities deemed necessary to assure compliance with this Agreement and any ordinance or program related thereto.

B. Any authorized officer or employee of the County may enter and inspect, at no cost, and at any reasonable time, any part of the City's sewerage system, for the purpose of determining compliance with pretreatment requirements. "No cost", for the purposes of this section, means the City shall not impose any charge, but the City shall be liable for reasonable expenses incurred by the County in determinations of compliance. The right of entry and inspection shall include access to public streets, above and below ground, and to easements and property within which the system is located. The County shall additionally be permitted, as appropriate, and upon reasonable notice to the City and the private owners, to enter upon private property to inspect sewage discharges. The County's right of inspection shall include on-site inspection of pretreatment and sewerage facilities, observation,

measurement, sampling, testing and access to (with the right to copy) all pertinent compliance records located on the premises of the industrial user or other significant discharge source identified by the County.

C. The City shall, at the request of the County, and at no cost, furnish copies of the following documents which may be required for the County to meet required federal, state, or local regulations, or to monitor compliance with this Agreement, City ordinances, applicable regulations, as adopted and as later amended, other interjurisdictional agreements, all industrial waste discharge permit acceptance forms issued, and any contract entered into for the purposes of industrial or other sewage or waste control. The City shall similarly provide the County access to and copies of, at no cost, all industrial or other pretreatment disclosure forms, industrial or other monitoring reports, including 40 CFR, Section 403.12 compliance reports, self-monitoring reports, baseline reports, record of violations and actions taken, and any other monitoring or reporting requirements imposed by federal, state or local health or environmental regulations. Such records and related information shall be maintained by the City for inspection by the County for at least three (3) years.

D. Both The County and the City shall make available to each other, the Washington State Auditor, or other federal or state agency, or their duly authorized representatives, at any time during their normal business hours, all records, books or pertinent information which the City or County shall have kept in conjunction with this Agreement; PROVIDED, this shall not apply to records which are relevant to a controversy to which the City or the County is a party but which records would not be available to an opposing party (including, without limitation, the City or the County) seeking discovery of such records under the rules of pretrial discovery for causes pending in superior court.

SECTION 6: COUNTY REMEDIES

A. If the County determines that the City has not adopted or implemented a pretreatment ordinance/program consistent with this Agreement or has failed to satisfactorily implement or enforce the requirements established thereunder, or has otherwise failed to perform this agreement, he/she may issue a written notice to the City, specifying the nature of the deficiency and any proposal to correct the same. The notice shall specify a reasonable schedule for compliance.

B. Should the City fail to perform in accordance with the notice within the time specified, the County may proceed to fulfill the terms thereof, at the City's expense and liability; PROVIDED, HOWEVER, if the City fails to agree with the written notice, it may appeal the same to a mutually accepted arbitrator, whose decision shall be final and binding. If no agreement regarding choice of arbitrator can be reached, the parties shall accept an official from the DOE designated by that agency as arbitrator. The City's appeal shall be denied unless the City provides written notice to the County of its desire to appeal the notice of deficiency within thirty (30) calendar days of the City's receipt of the notice of deficiency from the County.

C. If the County determines that the City has failed or refused to fulfill any federal, state or local laws or regulations concerning pretreatment obligations, or that any industrial user or other significant discharge source into the City's system identified by the County is violating the pretreatment ordinance or program, and if the City does not fulfill its obligations after receiving a notice of deficiency from the County, the County may develop and issue a notice to the City of a remedial plan containing a description of the pretreatment deficiencies, an enumeration of steps needed to be taken by the City to resolve the deficiencies, and a reasonable time schedule for attaining needed compliance with all pretreatment requirements. The City agrees to timely implement and accomplish

such plan; PROVIDED, HOWEVER, the City shall not be required to comply with such plan if the City timely notifies the County of its intent to appeal any such matter to the arbitrator provided for above and the City's appeal is subsequently upheld by the arbitrator.

D. Should any utility customer fail or refuse to comply with the pretreatment ordinance and program adopted by the City, or with the remedial plan, either the City or the County, where deemed necessary, may seek injunctive relief against such discharge.

SECTION 7: EMERGENCY ACTION

Where, in the judgement of the County, a discharge to the County's system from the City's system or from the City's customers presents an imminent danger to the health, safety and welfare of any person, or an imminent danger to the environment, or interferes with the operation of the County's sewerage system, the County may immediately initiate steps to identify the source of the discharge, and to halt or prevent said discharge. The County may further seek injunctive relief against any industrial user or discharge source contributing to the emergency condition, and/or pursue any other legal remedies available.

SECTION 8: INDEMNITY AND LIABILITY

A. The City hereby indemnifies for and holds the County harmless from all loss, liability, damages, fines and costs incurred by the County or third parties and resulting from harmful industrial or other waste discharge from the City's system of sewerage. The City shall also reimburse the County for all fines or costs stemming from injury to County personnel, damage to County facilities, disruption of treatment processes or operations, harmful degradation of sludge quality, National Pollutant Discharge Elimination System (NPDES) permit violations, and any air, water or sludge quality violations; caused by harmful industrial or other waste discharge received from the City's system.

B. The County hereby indemnifies for and holds the City harmless from all loss, liability, damages, fines and costs incurred by the City, or third parties as a result of harmful industrial or other waste discharge from the County's system of sewerage which is not the result of or caused by harmful industrial or other waste discharge from the City's system of sewerage. The County shall also reimburse the City for all fines or costs stemming from injury to City personnel, damage to City facilities, disruption of operations, and any air or water quality violations caused by harmful industrial or other waste discharge received from the County's system which is not the result of or caused by harmful industrial or other waste discharge from the City's system of sewerage.

C. Each party hereby indemnifies for and holds harmless the other for all liability, claims, damages and costs, including reasonable attorney fees, which result from or arise out of the negligence or fault of such party.

SECTION 9: GENERAL

A. Assignment. Neither party may assign any interest in this Agreement without the express written consent of the other party; PROVIDED, the County may contract with third parties to administer and enforce the County's rights, responsibilities and powers under this Agreement regarding the City's pretreatment program, and the City may contract with third parties to administer and enforce the City's pretreatment responsibilities, rights and powers under this Agreement; PROVIDED FURTHER, any such contracts executed with third parties shall not relieve the Parties of

any of their respective duties, responsibilities or liabilities under this Agreement, nor limit the right of either party to enforce its rights and powers under this Agreement.

B. Waiver. No officer, employee or agent of the City or the County has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver of any breach of this agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement at law shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law. Failure of either the County or City to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other of any provisions shall not in any way affect the validity of this Agreement or any part hereof, or the right of either to hereafter enforce each and every such provision.

C. Notices. All notices called for or provided for in this Agreement shall be in writing and must be served on any of the parties either personally or by registered or certified mail, return receipt requested, at their respective addresses hereinabove given. Notices sent by registered or certified mail shall be deemed served when deposited in the United States mail postage prepaid.

D. Headings. The article headings in this agreement have been inserted solely for the purpose of convenience and readily reference. In no way do they purport to nor shall they be deemed to define, limit or extend the scope or intent of the captions to which they apply.

E. All Writings Contained Herein. This Agreement contains all of the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties hereto.

SECTION 10: PERIOD OF AGREEMENT

A. Duration. This Agreement shall remain in effect through December 31, 2029. The City shall have the option to renew this Agreement for two (2) periods of five (5) years each on the same terms and conditions as set forth herein. Should the City desire to exercise any such renewal of this Agreement, the City shall give written notice of intent to the County of its intention to renew at least ninety (90) calendar days in advance of the expiration of the initial term or any renewal term, as applicable. Thereafter, the Parties may extend the period of the Agreement, with or without modification for specified additional periods, as may be mutually agreed.

B. Amendment. No modification or amendment of this Agreement shall be effective unless executed in writing with the same formalities attendant to execution of this Agreement.

C. Termination. This Agreement may not be terminated without the concurrence of both Parties, agreed to in writing and executed with the same formalities attendant to execution of this Agreement. Upon termination, each party shall retain their own property and facilities.

SECTION 11: ADMINISTRATION

The Parties hereby designate the Spokane County Public Works Director as the administrator of this Agreement for the County and the City's Mayor as the administrator for the City.

SECTION 12: AGREEMENT BINDING OF SUCCESSORS AND ASSIGNS

This Agreement shall be binding on and inure to the benefit of the successors and assigns of the County and the City.

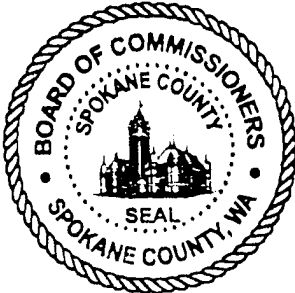
IN WITNESS WHEREOF, the Parties hereto have caused this document to be executed below.

PASSED AND ADOPTED this 23rd day of July, 2024.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

Mary L. Kunes
Mary L. Kunes, Chair

Josh Kerns
Josh Kerns, Vice-Chair



ATTEST:

Al French
Al French, Commissioner

Amber Waldref
Amber Waldref, Commissioner

GINNA VASQUEZ
GINNA Vasquez, Clerk of the Board

Chris Jordan
Chris Jordan, Commissioner

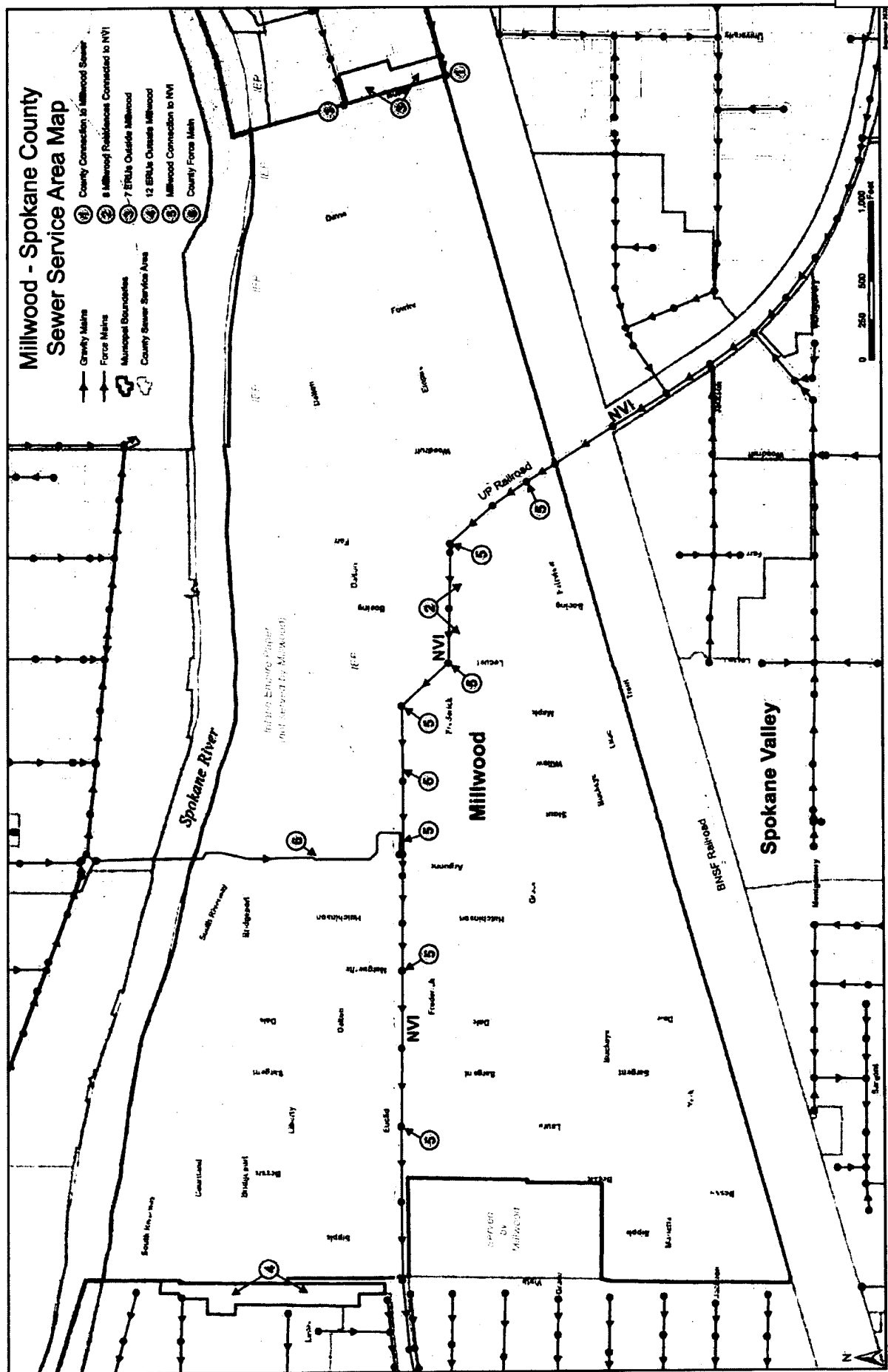
DATED this 9th day of July, 2024.

CITY OF MILLWOOD, WASHINGTON


Kevin Freeman, MAYOR

ATTEST:

Debb Marken
Signer ID: K00U41FG11...
City Clerk



Millwood County Wastewater Services Agreement 2024

EXHIBIT B

Proposed Treatment Rate:

- 2024 - \$2736.89/MG
- 2025 - \$3010.58/MG
- 2026 - \$3311.64/MG
- 2027 - \$3642.80/MG
- 2028 - Rate based on blended rate calculation. Variable each year thereafter.

Proposed Treatment Rate per Millwood ERU:

- 2024 - \$14.24
- 2025 - \$15.66
- 2026 - \$17.23
- 2027 - \$18.95
- 2028 - \$20.58 Estimated. Rate Based on blended rate calculation. Variable each year thereafter.

Proposed Wastewater Treatment Plant Charge per Millwood ERU (WTPC):

- 2024 - \$4.00
- 2025 - \$8.00
- 2026 - \$12.00
- 2027 - \$16.00
- 2028 - \$18.11 Estimated. Rate based on County WTPC discounted by 10%. Variable each year thereafter.

Submit to Clerk of the Board with available supporting materials (Resolutions, Agreements, Presentations, etc.)

AGENDA SHEET

SUBMITTING DEPARTMENT: *Public Works*

CONTACT PERSON: *Louis Graf*

PHONE NUMBER: *509-477-7290*

CHECK TYPE OF MEETING BELOW: **BELOW FOR CLERK'S USE ONLY:**

☒ Regular Legislative Session Agenda

Clerk's Resolution No.

24 - 0447

Approved:

Majority/Unanimous

Denied:

Majority/Unanimous

Renews/Amends No.

Public Works No.

Purchasing Dept. No.

AGENDA TITLE (please provide a reasonably descriptive agenda title for this item): In the matter of updating the Interlocal Agreement between Spokane County and the City of Millwood for Wastewater Services.

DESCRIPTIVE SUMMARY (please provide anticipated fiscal and budgetary information & reason for request): The 1992 Interlocal Agreement between Spokane County and the City of Millwood laid out the framework for cost sharing and responsibilities related to wastewater treatment, conveyance and pretreatment. The proposed update to the ILA includes provisions for Millwood to start paying the Wastewater Treatment Plant Charge, changes the wastewater treatment rate to a 'blended' rate based on costs to treat wastewater at SCRWRP and RPWRP. These charges will be increased annually until Millwood customers pay 100% of the rate. A termination clause will also be added for a duration of 15 years. The 1992 ILA does not have a termination clause.

FISCAL IMPACT (please provide anticipated fiscal and budgetary impact, with amount and source of funds, if applicable): N/A.

REQUESTED BOARD ACTION (if any): Authorize the Chair or a majority of the Board to execute this agreement at other than a public meeting.

Other County Departments Impacted - List any other departments that were notified in advance of this agenda item:
Spokane County Prosecuting Attorney's Office.

This Item will need to be codified in the Spokane County Code: No

Submit to Clerk of the Board with available supporting materials (Resolutions, Agreements, Presentations, etc.)

AGENDA SHEET

SUBMITTING DEPARTMENT: Public Works

CONTACT PERSON: Louis Graf

PHONE NUMBER: 509-477-7290

CHECK TYPE OF MEETING BELOW: **BELOW FOR CLERK'S USE ONLY:**

☒ Regular Legislative Session Agenda

Clerk's Resolution No.

24 - 0447

Approved:

Majority/Unanimous

Denied:

Majority/Unanimous

Renews/Amends No.

Public Works No.

Purchasing Dept. No.

AGENDA TITLE (please provide a reasonably descriptive agenda title for this item): In the matter of updating the Interlocal Agreement between Spokane County and the City of Millwood for Wastewater Services.

DESCRIPTIVE SUMMARY (please provide anticipated fiscal and budgetary information & reason for request): The 1992 Interlocal Agreement between Spokane County and the City of Millwood laid out the framework for cost sharing and responsibilities related to wastewater treatment, conveyance and pretreatment. The proposed update to the ILA includes provisions for Millwood to start paying the Wastewater Treatment Plant Charge, changes the wastewater treatment rate to a 'blended' rate based on costs to treat wastewater at SCRWRP and RPWRP. These charges will be increased annually until Millwood customers pay 100% of the rate. A termination clause will also be added for a duration of 15 years. The 1992 ILA does not have a termination clause.

FISCAL IMPACT (please provide anticipated fiscal and budgetary impact, with amount and source of funds, if applicable): N/A.

REQUESTED BOARD ACTION (if any): Authorize the Chair or a majority of the Board to execute this agreement at other than a public meeting.

Other County Departments Impacted - List any other departments that were notified in advance of this agenda item: Spokane County Prosecuting Attorney's Office.

This Item will need to be codified in the Spokane County Code: No

File Attachments for Item:

d. RESOLUTION 2025-08 Amend Credit Card Policies (Consideration Requested)

RESOLUTION 2025- 08

May 13, 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON AMENDING POLICIES FOR FISCAL AND FINANCIAL MANAGEMENT FOR THE CITY AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED 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 Council of the City of Millwood deems it beneficial for the City to have written and adopted financial policies; and

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

Section 1. The attached City of Millwood Credit Card Program Policy is hereby adopted as an official policy of the City.

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 unconditionally shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Repealer: All resolutions, laws, and regulations, 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 and after its adoption.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS ____ DAY OF _____ 2025.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

CITY OF MILLWOOD CITY CREDIT CARD PROGRAM POLICY

BANNER BANK MASTERCARD (Washington State Purchase Procurement Card/P-Card) Sections:

- 1.0 Introduction**
- 2.0 Distribution**
- 3.0 Application**
- 4.0 Authorization and Control**
- 5.0 Approved Uses for Credit Card Purchases**
- 6.0 Disallowed Charges**
- 7.0 Credit Limits**
- 8.0 Receipt of Goods and Services**
- 9.0 Payment of Bills**
- 10.0 Card Security**
- 11.0 Renewal of an Existing Card**
- 12.0 Extended Absence**
- 13.0 Audits & Enforcement**
- 14.0 Resources**

1.0 Introduction

The implementation of a City of Millwood (the “City”) credit card program is recognized by the State of Washington as usual and customary for official government purchases as provided in RCW 43.09.2855. Furthermore, the City Council recognizes the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency. To this end, the City recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases; some examples may include travel expenses, departmental supplies, subscriptions, on-line purchases and recurring vendor payments (where appropriate).

The Mayor (or designee) shall implement and administer the following procedures and processes related to the use of credit cards by City employees.

2.0 Distribution

The City will issue City credit cards to employed department heads with a business need to use a City credit card, and will not issue any City credit cards to elected or appointed City officials. City credit cards will be directly issued to the following non-probationary City employees: Public Works Supervisor, Utilities Supervisor and City Clerk. The City Credit Card Administrator will not be issued a City credit card to allow for independent review of all City credit card purchases.

3.0 Application

Employees to be issued a City credit card shall make application for a card as follows.

1. Employee completes any necessary credit card application, receives a copy of the City Credit Card Program Policy and signs any required credit card user agreement.
2. Mayor (or designee) approves the application and forwards it to the City Credit Card Administrator.
3. The City Credit Card Administrator will process the application with the issuing bank.
4. The credit card is received and given to the employee to activate and retain or return to the Administrator for safekeeping until the card is needed by the employee.

4.0 Authorization & Control

Issuing Bank

Banner Bank is the current issuer of any City credit card (the “Issuing Bank”). In the event the City modifies or changes its banking relationship in the future, a new Issuing Bank may be the identified by the City.

Treasurer

The Treasurer will be the responsible authority acting as the City Credit Card Administrator who will set up and maintain each credit card account(s) with the Issuing Bank. The Treasurer shall be responsible to perform the audit required under RCW 42.24.080.¹

City Credit Card Administrator

The City Credit Card Administrator will be responsible for the overall administration of the City’s credit card program by reviewing, reporting and coordinating all aspects of the City’s credit card program. The City Credit Card Administrator will act as the liaison between the Issuing Bank and the individual city credit cardholders.

City Clerk

The City Clerk will be responsible for reoccurring purchases, such as subscriptions and office supplies.

¹ This statute requires that every credit card invoice presented to the City by an employee for the furnishing of materials, rendering of services or performing labor, or for any other contractual purpose, shall be audited before payment. The invoice shall be submitted to the City Credit Card Administrator and allow the Treasurer to authenticate and certify that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract, and that the invoice represents a just, due and unpaid obligation against the City. No credit card invoice will be paid without such authentication and certification.

Employee (Cardholder)

Before being issued a City credit card, each employee to be issued a City credit card will be required to sign a City credit card user agreement acknowledging that they have read and understand this policy, that they understand violation of the policy will subject them to disciplinary action, and that in the event they make any unauthorized or disallowed charges they expressly authorize the City to deduct the same from any wages or other sums due or to become due to the employee from the City.

State and Local Compliance

The use of any credit card shall fully comply with all applicable federal state and local laws and requirements governing purchase of goods and services, specifically including without limitation the City's adopted Purchasing Policies.

Annual Control & Disclosure

The Treasurer will conduct an annual physical card inventory test to verify all City issued cards have been accounted for.

The Treasurer will also prepare an monthly disclosure for the City Council that includes a review of credit limits, past year spending pattern, number of unauthorized expenditures (i.e., fraudulent charges), number of employee errors reimbursed (cards mistakenly used for personal purchases), any losses to the City, amount of rebates, and results of the physical inventory test.

5.0 Approved Uses for Credit Card Purchases

The use of a city credit card is a facilitating process for purchases pursuant to the City Purchasing Policies. All credit card purchases shall only be made for budgeted expenditures authorized by the City Council at the time of the purchase (current year budget).

Examples of allowable purchases may include advance payment of subscriptions, airline fares, lodging, registration fees, tuition, conferences, on-line training, internet purchases, emergency purchases in the field, and specialized office/field equipment and supplies not ordered on a schedule. Authorized users may use their card for pre-approved one-time or recurring purchases from vendors. The use of the card for these purchases will be for timeliness and/or online access to goods and services not available through existing purchase policy processes (checks).

Authorized users may use the credit card to purchase meals while in travel status. Those meals must fall within the normal and customary rates for the geographical area for the meals purchased. All meals charged must have the original detailed receipt showing what was specifically purchased. Receipts that only have the total paid for the meals are not acceptable. If the receipt does not show the detail or if the meal is over the normal and customary rate, the user will be responsible to reimburse the City for this

purchase.

When considering use of the city credit card:

1. Determine if the purchase can be made through the existing check issue process.
2. Identify goods and services required to perform job-related task.
3. Determine if the purchase is within the available credit card limits.
4. Ensure that the purchase is not for a disallowed charge.
5. Obtain pricing and in-stock availability and only order items that are immediately available.
6. Ensure that the vendor immediately authorizes the purchase and provides you a detailed copy of the credit card purchase receipt.
7. Retain all receipts, packing lists and backup authorizing documents and attach to your expense form.

It is required that all credit card receipts and/or other documents identifying the credit card expenditures be in complete detail. Each credit card user shall submit to the City Credit Card Administrator a City-approved credit card expense form prior to close of business on every Friday for review and preparation for the monthly vendor payment cycle. Failure to timely submit a credit card expense form to the Credit Card Administrator shall result in all unsubmitted credit card charges to be treated as disallowed. Failure to submit, with the credit card expense form, supporting receipts and/or other documents identifying all credit card expenditures in complete detail, shall result in such credit card expenditures to be treated as disallowed.

When using your credit card, the employee is acting as an agent of the City. Therefore, the employee must act in the best interest of the City. The actions of the employee must NOT show, or appear to show, personal favoritism to a vendor at the expense of the City.

6.0 Disallowed Charges

1. Types of Disallowed Charges. The following uses are not authorized credit card purchases:
 - Capital Equipment (unless budgeted and approved by the Mayor)
 - Personal Items and Services
 - Cash Advances of any kind
 - Alcoholic Beverages
 - Money Orders/Travelers Checks/Gift Cards

- Charges made without pre-approval or not supported by receipt and/or other documentation identifying the expenditure in complete detail
- Fuel, which shall only be purchased using a fuel card authorized by the City.

2. Procedure to be used when Disallowed Charges Have Been Incurred.

Any charges against the credit card that are not properly identified as required by this Policy on the expense voucher/invoice, or not allowed following the audit of the invoice by the Treasurer, shall be paid by the employee by check, U.S. currency or salary deduction. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City has a right to withhold any and all funds payable or to become payable to the employee, in an amount up to the amount of the disallowed charges and interest, at the same rate as charged by the credit card company.

Any employee who has been issued a charge card by the City shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand by the Treasurer.

The City shall have unlimited authority, as provided in RCW 42.24.115(3), to revoke the use of any issued charge card, and once notice of this revocation has been delivered to the charge card company, the City shall not be liable for any costs.

Any employee with a demonstrated history of charge card defaults shall be barred from using any City credit cards.

7.0 Credit Limits

Credit limits for each card are no greater than \$5,000, which are set to match the needs of the City and based on the anticipated need for an employee who has been issued a credit card.

There also may be limitations on acceptable merchant category codes. In other words, some vendors may be disallowed and thus will cause a decline of any attempted purchase with them (allowable or not). If after adhering to the proper guidelines and limits stated above, any employee feels that their purchase has been mistakenly declined, they should contact the City Credit Card Administrator for assistance.

8.0 Receipt of Goods & Services

The cardholder is responsible for ensuring the receipt of the goods and services as purchased and any follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods. Should any item(s) need to be returned to the vendor, the cardholder will follow the vendor's return policy and also be responsible to ensure that proper credit is posted for said return item(s). In most cases, returns and errors can be resolved directly between the cardholder and the vendor.

If for any reason the cardholder is unable to reach agreement with the vendor, the Credit Card Administrator must contact the Issuing Bank and explain the dispute and the reason behind it. In addition to contacting the Issuing Bank, the reporting cardholder will also advise the Mayor and City Credit Card Administrator. The City will follow the Issuing Bank's procedures in relation to any dispute and process.

9.0 Payment of Bills

Monthly Billing statements will be reviewed by the Credit Card Administrator on a monthly basis. Each cardholder will complete an expense form and attach receipt and/or other documentation identifying the expenditure in complete detail and proper account coding, for the total amount of the monthly billing and submit to the City Credit Card Administrator or designee.

The City Credit Card Administrator will be responsible for reconciling and paying the complete combined City card statement each month. The City will not pay interest and/or penalties on any credit card. The City is responsible for the credit card payment and liability, and it will not affect any City cardholder's personal credit in any way.

10.0 Card Security

Each City credit card should always be treated with great care and kept in a secured location. The designated employee is the only person authorized to use the card and no other person shall be allowed to use it.

Be sure not to write the credit card number(s) down in any location and do not allow any vendor to write down your credit card number.

It is the responsibility of the cardholder to immediately report a lost or stolen City credit card. The cardholder may be held responsible for all transactions until the card is reported lost or stolen to, and only to, the extent expressly required by law. A cardholder must report a lost or stolen credit card by phone directly to Issuing Bank and also to the City Credit Card Administrator. Reports of lost or stolen credit cards must also be submitted in writing to the Mayor and City Credit Card Administrator.

11.0 Extended Absence

If the employee will be absent from the City for an extended period, the Mayor shall determine the best options to cover the procurement responsibilities of the employee.

12.0 Audits & Enforcement

To ensure the continued success of the City credit card program, as well as adherence to the policies as outlined, all individual credit card accounts will be open to internal audit requirements.

Statement reconciliations and/or City-approved credit card expense forms not received prior to close of business on every Friday or without complete receipt detail will result in loss of the City credit card until reconciliation is received. On the second offense,

the credit card shall be cancelled . See *also*, Section 6 on Disallowed Charges.

Personal use of a city credit card or failure to follow this policy in any manner will NOT be tolerated and will result in:

- Disciplinary measures that may include termination and/or legal action;
- Permanent revocation of the card; and/or
- Direct payroll deductions for any unauthorized or personal charges made on the city credit card

All employees must return their credit card to the City Credit Card Administrator upon termination of employment with the City.

ATTACHMENT A

City Credit Card User Agreement

CITY OF MILLWOOD CREDIT CARD USER AGREEMENT

Your signature below verifies that you have read and understand the City of Millwood Credit Card Program guidelines listed below and agree to comply with them.

1. I understand the City Credit Card is intended to facilitate the purchase of only business- related goods and services for the conduct of City business and is not for my personal use.

2. I understand that my credit card may be revoked at any time and that use of the credit card is not an entitlement nor reflective of title or position.

3. I understand that if I am issued a credit card with my name specifically, I am the only person authorized to use the credit card and I am responsible for all charges made against the credit card.

4. I understand that improper use of the credit card can be considered misappropriation of City funds, which may result in disciplinary action, up to and including termination.

5. I understand that all charges are billed directly to and paid directly by the City of Millwood and any personal charges on the credit card could be considered misappropriation of City funds.

6. I understand that I will be required to provide detailed receipts, to reconcile statements weekly and to comply with internal control procedures designed to protect the City assets. This may include being asked to produce the credit card to verify its existence and providing assistance in an audit review of its use.

7. I will safeguard use of the credit card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify the City Credit Card Administrator.

8. I understand that the credit card is the property of the City of Millwood and it must be surrendered upon termination of service. Employment, or demand of surrender by the City Credit Card Administrator and/or the Mayor. At that point, no further use of the account will be authorized.

9. I understand that I will be held personally liable for inappropriate charges incurred on my credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

I hereby acknowledge receipt of the City Credit Card (ending in last 4 digits)

As a cardholder, I agree to comply with the terms and conditions of this agreement, including the City of Millwood's City Credit Card Program.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

Card Holder: _____ Date: _____

Signature: _____

File Attachments for Item:

a. CONSENT AGENDA

(1) March 27, 2025 City Council Special Meeting Minutes, (2) April 1, 2025 City Council Special Meeting Minutes, (3) April 8, 2025 City Council Regular Meeting Minutes, (4) April 10, 2025 City Council Special Meeting Minutes, (5) April 29, 2025 Cancelled City Council Special Meeting Minutes, (6) April 2025 Treasurer's Report, (7) April 2025 Claims, (8) April 2025 Payroll, (9) April 25, 2025 Arbor Day Proclamation, (10) Beautification & Tree Board Appointments of Nick Berger and Cody Rollins (11) Resolution 2025-05 Surplus Property.



City Council Special Meeting Minutes

Thursday, March 27, 2025 at 5:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

The meeting was called to order at 5:00 pm. Mayor Pro Tem Culler called role.

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Dan Sander

Council Member Kelly Stravens

Council Member Andy Van Hees

City Attorney Brian Werst was also in attendance.

2. PLEDGE OF ALLEGIANCE

There was no Pledge of Allegiance.

3. EXECUTIVE SESSION

At 5:01 pm, executive session was announced by Mr. Werst at the direction of Mayor Pro Tem Culler and held for 30 minutes pursuant to RCW 42.30.110(1)(f), (g) and (i) for the following purposes: To receive or evaluate complaints or charges brought against a public officer or employee; to review the performance of a public employee; and to discuss with legal counsel potential litigation or legal risks of a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the City.

Executive session was extended for 15 minutes at 5:31 pm.

4. ADJOURNMENT

The City Council Special Meeting and the Executive Session were adjourned at 5.51 pm.

Approved:

Attest:

Shaun Culler, Mayor Pro Tem

Lisa Cassels, City Clerk



City Council Special Meeting Minutes

**Tuesday, April 01, 2025 at 6:00 PM
9103 E Frederick Ave.**

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

The meeting was called to order at 6:00 pm. Mayor Pro Tem Culler called role.

PRESENT

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

City Attorney Brian Werst was also in attendance.

2. PLEDGE OF ALLEGIANCE

There was no Pledge of Allegiance.

3. EXECUTIVE SESSION

At 6:05 pm, executive session was announced by Mr. Werst at the direction of Mayor Pro Tem Culler for 30 minutes pursuant to RCW 42.30.110(1)(f), (g) and (i) to receive or evaluate complaints or charges brought against a public officer or employee; to review the performance of a public employee; and to discuss with legal counsel potential litigation or legal risks of a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the City.

Executive Session was extended for 20 minutes at 6:35 pm.

Extended for an additional 20 minutes at 6:55 pm.

Extended for an additional 20 minutes at 7:15 pm.

Extended for an additional 10 minutes at 7.25 pm.

4. ADJOURNMENT

The City Council Special Meeting and the Executive Session were adjourned at 7:35 pm.

Approved:

Attest:

Shaun Culler, Mayor Pro Tem

Lisa Cassels, City Clerk



City Council Regular Meeting Minutes

Tuesday, April 08, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Pro Tem Culler called the Regular City Council Meeting to order at 6:03 pm. A quorum was present.

PRESENT

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

The City Council Regular Meeting Agenda was amended as follows: Add item 4a. SVFD Quarterly Presentation to Local Agency Reports/Presentations, Move Item 7 Executive Session to Item 15a., Add item 9e. Approval of budgeted Springbrook Invoice in the amount of \$21,022.87.

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve the amended City Council Regular Meeting Agenda.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

4a. SVFD Quarterly Report - Chief Frank Soto

5. OTHER PRESENTATIONS

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no public comments concerning action items submitted prior to the meeting nor were there any comments from those in attendance.

7. EXECUTIVE SESSEION - Moved to Item 15a.

8. ACTION ITEMS FOR FIRST READING

- a. Professional Services Agreement - WSDOT Local Agency A&E Professional Services Consultant Agreement - Welch-Comer Bid & Construction Services, Argonne Project (Consideration Requested)

Matt Gillis - Welch Comer Engineers - Mr. Gillis went over the Professional Services Consultant Agreement and described the scope and services that Welch Comer would be providing throughout the Argonne Congestion Relief Project.

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to approve the Welch Comer Professional Services Consultant Agreement as presented.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

b. Special Event Permit Application - West Valley Education Foundation

Council Member Sander asked if a permit was needed for the raffle that was planned at the event and asked if public works had any concerns. Mr. Schiewe said he had no concerns and Ms. Cassels stated she would research whether a permit was needed for a raffle.

c. RESOLUTION 2025-03 Aquifer Protection Area -2025 Ballot Measure (Consideration Requested)

Mr. Werst explained that Resolution 2025-03 would approve the inclusion of the City's municipal boundaries within the proposed reauthorized Spokane Aquifer Protection Area. The Spokane Aquifer Protection Area would be included as a 2025 Ballot Measure.

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve Resolution 2025-03 to authorize inclusion of the City of Millwood in the Aquifer Protection Area.

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

d. RESOLUTION 2025-04 Historic Preservation Commission Meeting Schedule

Mr. Werst explained that the Historic Preservation Commission would like to change their regular meetings from the third Thursday of each month at 6:00 pm to the second Monday of each month at 2:00 pm. Council Member Sander identified a typo in the Resolution; the correction will be made for Council's second touch review in May.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) March 11, 2025 City Council Regular Meeting Minutes, (2) March 18, 2025 City Council Special Meeting Minutes, (3) March 26, 2025 City Council Special Meeting Minutes, (4) March 2025 Treasurer's Report, (5) March 2025 Claims, (6) March 2025 Payroll and (7) Historic Preservation Commission Chair Kris Major submits Colleen Kirsten and Alex Brannin for reappointment to the Historic Preservation Commission.

Motion made by Council Member Beese, Seconded by Council Member Sander to approve the Consent Agenda as presented.

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

b. Special Event Permit Application - Millwood Farmers Market 2025

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve the Farmers Market Special Event permit as presented.

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

c. Empire Traffic Calming

Mr. Schiewe presented the bid tabulation for the speed hump traffic calming measure on Empire. He stated that Diamond Asphalt & Paving was the low bidder and they had done work for the City before with good results.

Motion made by Council Member Van Hees, Seconded by Council Member Beese to award the Empire Ave. speed hump traffic calming project to Diamond Asphalt & Paving in the amount of \$16,737.93.

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

- d. **ORDINANCE #544 Section 17.04/17.040.35 (Adoption by Reference) Spokane Co. Off-Street Parking & Loading Standards**

The Council decided to table Ordinance #544 Section 17.04/17.040.35 (Adoption by Reference) Spokane Co. Off-Street Parking & Loading Standards until the next meeting.

Item 9e. Authorize payment of Springbrook Invoice BOO1948 for \$21, 022.87.

Motion made by Council Member Beese, Seconded by Council Member Stravens to authorize payment of Springbrook Invoice BOO1948 in the amount of \$21,022.87.

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

10. REPORTS (no action)

- a. Treasurer - Debb Matkin

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

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

Ms. Cassels' report was included in the packet.

- c. Public Works - Kyle Schiewe

Mr. Schiewe's report was included in the packet. He asked if a Council Member would volunteer to attend the Arbor Day Celebration on April 25, 2025 at 2:00 pm. Council Member Beese volunteered to be at the Celebration and read the Arbor Day Proclamation.

- d. Utilities - Matt Erdahl

Mr. Erdahl's report was included in the packet.

- e. Planning - Amanda Tainio - Upward 7 Consulting

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

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

Mr. Werst explained that Ms. Tainio was also very helpful in assisting the City with Code Enforcement issues.

- g. Mayor - Kevin Freeman

Council Member Culler read a statement submitted by Mayor Freeman. Mayor Freeman stated that he had met with City Council regarding the recent audit findings concerning credit card usage and credit card policies. He stated that he initiated actions necessary to address the outstanding issues. The City immediately implemented several changes to strengthen control of credit card expenditures. Mayor Freeman stated that he looked forward to working with the Council regarding these changes, addressing the current circumstances and the prior unresolved audit concerns.

He also reported that he had submitted the City logo to the Sheriff's office, met with Argonne Congestion Relief Project contractor and engineers, was working with Welch Comer to evaluate funding sources for cast iron waterline replacement and reminded those running for office of filing week May 5-9. Additionally, as stated before, Mayor Freeman will not be seeking reelection.

11. COUNCIL INFORMATION (no action or discussion)

- a. SCSO - Intelligence Report - February 2025
b. Deputy Ball Report - Jan/Feb 2025

12. PUBLIC REMARKS

Kaye Boone, 2609 E Bessie, Ms. Boone was disappointed by Mayor Freeman's personal use of the City credit card, how long the personal use of the credit card lasted, the purchases that remain unsupported and unpaid and the lack of oversight and accountability. She acknowledged and appreciated the internal credit card controls described in the treasurer's report that had been put in place as well as Mayor Freeman's statement and repayment of credit card purchases but more needed to be done.

Todd Beese, 8610 E South Riverway, distributed flyers for upcoming events from the Millwood Community Association and the Masonic Lodge.

LaDonna Dement, 10306 E Empire, expressed concern that the Millwood Deputy needed to spend more time at the end of Empire Ave. Ms. Dement submitted written remarks regarding the personal use of the City credit card and her email was provided to Council Members and those in attendance at the meeting.

13. COUNCIL REMARKS

Council Member Stravens remarked that he was frustrated and extremely disappointed by the audit findings, there were policies in place but they were not followed and he noted that all funds would be accounted for.

Council Member Sander thanked staff for the written reports, appreciated Deputy Ball's report, and that Orchard Avenue water district would be starting a water main replacement project on Grace west of Vista.

Council Member Van Hees thanked City staff, City Attorney and Council Members for their work. He stated that it was unfortunate that it took this audit finding to spur on action, the Council was a great team and would work together and forge ahead.

Council Member Beese thanked staff. She remarked that she was disappointed with the lack of transparency, confident that Council was devoted as a team to remedy the issues and work to maintain the public trust. She also asked her fellow Council Members to consider having 2 meetings per month and would like to write small paragraphs on the benefits of neighborhoods to be included in each newsletter. Additionally, she would like to have small paragraphs in each newsletter updating the community on the steps the Council had taken towards addressing the audit findings.

Council Member Culler thanked staff for the written reports. He remarked that he was also very disappointed by the audit findings and lack of policy enforcement, the City had engaged an independent investigator to review the findings, the auditors will be conducting an audit this year, the Council will be taking action to implement policy changes to resolve any lingering issues, and be transparent on all matters.

14. EXECUTIVE SESSION

Mr. Werst announced that City Council would convene to executive session pursuant to RCW 42.30.110 (1)(i) for 20 minutes unless otherwise extended by further announcement to discuss with legal counsel potential litigation and legal risks of a proposed action of the City.

The Executive session began at 7:45 pm. Extension announced for 10 minutes at 8:05 pm.

Extension announced for 5 minutes at 8:15 pm. Extension announced for 5 minutes at 8:20 pm

Council came out of executive session at 8: 25 pm. No action was taken.

15. SET NEXT MEETING - City Council Regular Meeting - May 13, 2025 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Van Hees, Seconded by Council Member Beese to adjourn the City Council Regular Meeting at 8:25 pm.

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

Approved:

Attest:

Shaun Culler, Mayor Pro Tem

Lisa Cassels, City Clerk

DRAFT



City Council Special Meeting Minutes

Thursday, April 10, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Council Member Beese was designated as Mayor Pro Tem; Council Member Culler was absent and was excused. Mayor Pro Tem Beese called the meeting to order at 6:03 pm and called role.

PRESENT

Council Member Shawna Beese
Council Member Dan Sander
Council Member Kelly Stravens
Council Member Andy Van Hees

ABSENT

Council Member Shaun Culler - Council Member Culler joined the executive session at 7:05 pm.
City Attorney Brian Werst and City Treasurer Debb Matkin were also in attendance.

2. EXECUTIVE SESSION

At 6:05 pm, executive session was announced by Mr. Werst at the direction of Mayor Pro Tem Beese for 30 minutes pursuant to RCW 42.30.110(1)(i) unless otherwise extended by further announcement to discuss with legal counsel potential litigation or legal risks to the City. The City Council will not take action upon conclusion of the executive session.

Executive Session was extended for 30 minutes at 6:35 pm.

Extended for an additional 20 minutes at 7:05 pm.

Extended for an additional 5 minutes at 7:25 pm.

3. ADJOURNMENT

The City Council Special Meeting and the Executive Session were adjourned at 7:30 pm.

Approved:

Attest:

Shawna Beese, Mayor Pro Tem

Lisa Cassels, City Clerk



City Council Special Meeting Minutes

Tuesday, April 29, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

The City Council Special Meeting noticed for April 29, 2025, at 6:00 pm was cancelled.

2. EXECUTIVE SESSION

3. ADJOURNMENT



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, Kevin Freeman, Mayor of the City of Millwood, do hereby proclaim Friday, April 25, 2025, 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 25th Day of April, 2025

Kevin Freeman, Mayor



MEMO

To: Millwood City Council

From: Kevin Freeman, Mayor

Date: May 13, 2025

Re: Beautification and Tree Board

I request confirmation of the following appointment to the Beautification and Tree Board in accordance with MMC 2.25.020.

Nick Berger – Four Year Term ending May 13, 2029

Thank you



MEMO

To: Millwood City Council

From: Kevin Freeman, Mayor

Date: May 13, 2025

Re: Beautification and Tree Board

I request confirmation of the following appointment to the Beautification and Tree Board in accordance with MMC 2.25.020.

Cody Rollins – Four Year Term ending May 13, 2029

Thank you

CITY OF MILLWOOD

RESOLUTION 2025-05

MAY 13, 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD,
WASHINGTON, DECLARING CERTAIN PROPERTY AS SURPLUS
AND AUTHORIZING THE DISPOSITION OF SUCH PROPERTY.

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 personal property set forth in this resolution is of no value to the City, is surplus to the needs of the City of Millwood, and will not be used by the City of Millwood, and

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

Section 1. Surplus Property: The following personal property is obsolete and declared surplus to the needs of the City. The Mayor, or his designee, is instructed to dispose of the same in a manner that is commercially reasonable, administratively feasible, cost-efficient, and in accordance with the law.

- A. 2013 Yamaha YDRA Gas Golf Car – Rear flip seat, fold front windshield, 10” steel wheels & tires (set of 4). Serial number JW8-315588 Estimated value approx. \$5000.00
- B. 2021 Jinhua Yongqiang 4 x 8 Utility Trailer - Serial number L4WC1H810MA306104. Estimated value approx. \$150.00
- C. Enersound CS300 Conference Microphones (set of 10). Estimated value approx. \$250.00
- D. Jonsered Chainsaw – Serial number 2385599 (not running) No estimated value.
- E. Homelite Chainsaw – Serial number 502390228 (not running) No estimated value.
- F. Portable Cement Mixer (30 Years Old) – Motor Seized - Scrap value only

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 unconditionally shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. 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 2025-05

MAY 13, 2025

Section 4. Effect: This resolution shall be in full force and effect from and after its adoption.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS ____ DAY OF _____, 2025.

Kevin Freeman, Mayor

Attest:

Lisa Cassels, City Clerk

DRAFT

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

Time: 11:38:53 Date: 05/08/2025

04/01/2025 To: 04/30/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,100,422.19	186,105.10	199,639.46	2,086,887.83	136,847.39	56,692.60	-1,025.00	2,279,402.82
002 Restricted Uses Fund - Managerial	26,936.59	7,752.09	26,522.50	8,166.18	26,522.50	0.00	0.00	34,688.68
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	408,934.59	742.26		409,676.85	0.00	0.00	0.00	409,676.85
302 Special Capital Projects Fund	413,523.11	742.25		414,265.36	0.00	0.00	0.00	414,265.36
401 Utility Operating Fund	341,197.79	53,165.83	60,980.56	333,383.06	26,516.34	20,676.07	-8,139.34	372,436.13
402 Water Capital Fund Managerial	343,558.18	5,219.26		348,777.44	0.00	0.00	-994.00	347,783.44
403 Sewer Capital Fund - Managerial	46,841.58	22,270.03	26,399.83	42,711.78	26,399.83	0.00	-4,157.89	64,953.72
	<u>3,732,596.03</u>	<u>275,996.82</u>	<u>313,542.35</u>	<u>3,695,050.50</u>	<u>216,286.06</u>	<u>77,368.67</u>	<u>-14,316.23</u>	<u>3,974,389.00</u>

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

Time: 11:38:53 Date: 05/08/2025

04/01/2025 To: 04/30/2025

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	197,847.45	275,990.95	313,542.35	160,296.05	-14,316.23	293,654.73	439,634.55
6	1726-Banner Money Market	357,110.72	5.87	0.00	357,116.59	0.00	0.00	357,116.59
8	3411-Banner Dedicated	23,000.00	0.00	0.00	23,000.00	0.00	0.00	23,000.00
10	1753 - US Bank Safekeeping	7,868.72	0.00	0.00	7,868.72	0.00	0.00	7,868.72
Total Cash:		585,826.89	275,996.82	313,542.35	548,281.36	-14,316.23	293,654.73	827,619.86
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
9	0373-US Bank Investment	2,122,974.46	0.00	0.00	2,122,974.46	-592,483.32	593,000.00	2,123,491.14
11	1323 - Banner CD	1,023,686.58	0.00	0.00	1,023,686.58	0.00	0.00	1,023,686.58
Total Investments:		3,146,661.04	0.00	0.00	3,146,661.04	-592,483.32	593,000.00	3,147,177.72
		3,732,487.93	275,996.82	313,542.35	3,694,942.40	-606,799.55	886,654.73	3,974,797.58

TREASURER'S REPORT

Fund Investments By Account

Section 9, Item a.

City Of Millwood

04/01/2025 To: 04/30/2025

Time: 11:38:53 Date: 05/08/2025

Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	1,828,867.96					1,828,867.96
301 000 Capital Projects Fund	405,000.00					405,000.00
302 000 Special Capital Projects Fund	410,000.00					410,000.00
401 000 Utility Fund	-520,893.50					-520,893.50
9 - 0373-US Bank Investment	2,122,974.46	0.00	0.00			2,122,974.46
001 000 General Fund	1,023,686.58					1,023,686.58
11 - 1323 - Banner CD	1,023,686.58	0.00	0.00			1,023,686.58
	3,146,661.04	0.00	0.00			3,146,661.04

TREASURER'S REPORT
Fund Investment Totals

Section 9, Item a.

City Of Millwood

04/01/2025 To: 04/30/2025

Time: 11:38:53 Date: 05/08/2025

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	3,184,800.54					3,184,800.54	-1,097,912.71
002 Restricted Uses Fund - Managerial						0.00	8,166.18
099 Unemployment Compensation Fund - Managerial						0.00	51,182.00
301 Capital Projects Fund	405,000.00					405,000.00	4,676.85
302 Special Capital Projects Fund	410,000.00					410,000.00	4,265.36
401 Utility Operating Fund	-804,628.22					-804,628.22	1,138,011.28
402 Water Capital Fund Managerial						0.00	348,777.44
403 Sewer Capital Fund - Managerial						0.00	42,711.78
	<u>3,195,172.32</u>					<u>3,195,172.32</u>	<u>499,878.18</u>

Ending fund balance (Page 1) - Investment balance = Available cash.

3,695,050.50

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

04/01/2025 To: 04/30/2025

As Of: 04/30/2025 Date: 05/08/2025

Time: 11:38:53 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2610	12/13/2020	Util Pay	5		Xpress Billpay	48.40	Xpress Import - CC - 12-13-2020__daily_batch.csv
2025	777	04/22/2025	Util Pay	5		Xpress Billpay	226.27	Xpress Import - EFT - 04-22-2025__daily_batch.csv
2025	778	04/22/2025	Util Pay	5		Xpress Billpay	76.94	Xpress Import - iPay - 04-22-2025__daily_batch.csv
2025	779	04/22/2025	Util Pay	5		Xpress Billpay	225.73	Xpress Import - CheckFree - 04-22-2025__daily_batch.csv
2025	786	04/23/2025	Util Pay	5		Xpress Billpay	1,404.58	Xpress Import - EFT - 04-23-2025__daily_batch.csv
2025	787	04/23/2025	Util Pay	5		Xpress Billpay	151.08	Xpress Import - Metavante - 04-23-2025__daily_batch.csv
2025	788	04/23/2025	Util Pay	5		Xpress Billpay	70.00	Xpress Import - iPay - 04-23-2025__daily_batch.csv
2025	789	04/23/2025	Util Pay	5		Xpress Billpay	41.91	Xpress Import - CheckFree - 04-23-2025__daily_batch.csv
2025	791	04/24/2025	Util Pay	5		Xpress Billpay	573.39	Xpress Import - EFT - 04-24-2025__daily_batch.csv
2025	792	04/24/2025	Util Pay	5		Xpress Billpay	191.75	Xpress Import - Metavante - 04-24-2025__daily_batch.csv
2025	793	04/24/2025	Util Pay	5		Xpress Billpay	92.00	Xpress Import - iPay - 04-24-2025__daily_batch.csv
2025	795	04/25/2025	Util Pay	5		Xpress Billpay	1,120.66	Xpress Import - EFT - 04-25-2025__daily_batch.csv
2025	796	04/25/2025	Util Pay	5		Xpress Billpay	74.49	Xpress Import - Metavante - 04-25-2025__daily_batch.csv
2025	797	04/25/2025	Util Pay	5		Xpress Billpay	380.40	Xpress Import - iPay - 04-25-2025__daily_batch.csv
2025	798	04/25/2025	Util Pay	5		Xpress Billpay	226.27	Xpress Import - CheckFree - 04-25-2025__daily_batch.csv
2025	800	04/26/2025	Util Pay	5		Xpress Billpay	801.69	Xpress Import - EFT - 04-26-2025__daily_batch.csv
2025	802	04/27/2025	Util Pay	5		Xpress Billpay	528.08	Xpress Import - EFT - 04-27-2025__daily_batch.csv
2025	813	04/28/2025	Util Pay	5		Xpress Billpay	5,246.52	Xpress Import - EFT - 04-28-2025__daily_batch.csv
2025	814	04/28/2025	Util Pay	5		Xpress Billpay	336.97	Xpress Import - Metavante - 04-28-2025__daily_batch.csv
2025	815	04/28/2025	Util Pay	5		Xpress Billpay	40.91	Xpress Import - OnlineResources - 04-28-2025__daily_batch.csv
2025	816	04/28/2025	Util Pay	5		Xpress Billpay	377.91	Xpress Import - CheckFree - 04-28-2025__daily_batch.csv
2025	808	04/29/2025	Tr Rec	5		Permitting Customer	900.00	
2025	809	04/29/2025	Tr Rec	5		Permitting Customer	125.00	
2025	811	04/29/2025	Util Pay	5		Utility Batch	81.00	
2025	817	04/29/2025	Util Pay	5		Xpress Billpay	75.54	Xpress Import - CC - 04-29-2025__daily_batch.csv
2025	818	04/29/2025	Util Pay	5		Xpress Billpay	74.84	Xpress Import - Metavante - 04-29-2025__daily_batch.csv
2025	819	04/29/2025	Util Pay	5		Xpress Billpay	73.88	Xpress Import - CheckFree - 04-29-2025__daily_batch.csv
2025	821	04/30/2025	Util Pay	5		Utility Batch	151.08	
2025	879	04/30/2025	Util Pay	5		Xpress Billpay	-175.00	Xpress Import - Returns - 04-30-2025__daily_batch.csv
2025	880	04/30/2025	Util Pay	5		Xpress Billpay	303.21	Xpress Import - CC - 04-30-2025__daily_batch.csv
2025	881	04/30/2025	Util Pay	5		Xpress Billpay	304.89	Xpress Import - EFT - 04-30-2025__daily_batch.csv
2025	882	04/30/2025	Util Pay	5		Xpress Billpay	91.00	Xpress Import - Metavante - 04-30-2025__daily_batch.csv
2025	883	04/30/2025	Util Pay	5		Xpress Billpay	74.84	Xpress Import - CheckFree - 04-30-2025__daily_batch.csv
Receipts Outstanding:							14,316.23	
2025	832	04/30/2025	Payroll	5	EFT	Sarah Christine Hobbs	1,305.26	April 2025
2025	835	04/30/2025	Payroll	5	EFT	Deborah Ann Matkin	5,926.33	April 2025
2025	843	04/30/2025	Payroll	5	EFT	Kelly K Stravens	206.48	April 2025
2025	840	04/30/2025	Payroll	5	EFT	Daniel Karl Sander	206.48	April 2025
2025	827	04/30/2025	Payroll	5	EFT	Lisa M Cassels	3,481.45	April 2025
2025	831	04/30/2025	Payroll	5	EFT	Daniel Joseph Heacox	3,899.31	April 2025

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

04/01/2025 To: 04/30/2025

As Of: 04/30/2025 Date: 05/08/2025

Time: 11:38:53 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	837	04/30/2025	Payroll	5	EFT	Bryce Keith Noack	3,978.98	April 2025
2025	844	04/30/2025	Payroll	5	EFT	Andrew J Van Hees	206.48	April 2025
2025	848	04/30/2025	Payroll	5	EFT	Department of Retirement	17,266.02	Pay Cycle(s) 04/30/2025 To 04/30/2025 - PERS 2; Pay Cycle(s) 04/30/2025 To 04/30/2025 - Deferred Comp
2025	846	04/30/2025	Payroll	5	EFT	EFTPS	13,237.14	941 Deposit for Pay Cycle(s) 04/30/2025 - 04/30/2025
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779	936.90	
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2025	841	04/30/2025	Payroll	5	EFT	Kyle Lee Schiewe	5,596.00	April 2025
2025	828	04/30/2025	Payroll	5	EFT	Shaun Broderick Culler	206.48	April 2025
2025	830	04/30/2025	Payroll	5	EFT	Kevin M Freeman	708.38	April 2025
2025	829	04/30/2025	Payroll	5	EFT	Matthew James Erdahl	4,570.49	April 2025
2025	847	04/30/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,527.74	Pay Cycle(s) 01/01/2024 To 01/31/2024 - Asuris; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Kaiser; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Dental; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Vision; Pay Cycl
2025	824	04/30/2025	Payroll	5	EFT	Samuel Gene Bachman	3,412.77	April 2025
2022	152	01/31/2022	Payroll	5	10574	Roberta L Beese	35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639	Roberta L Beese	35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697	Roberta L Beese	35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760	Roberta L Beese	108.91	April 2022
2022	987	05/05/2022	Claims	5	10809	Gregory & Celestine Kuntz	88.03	00760100 - 8928 E SOUTH RIVERWAY
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895	Roberta L Beese	48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018	Roberta L Beese	11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654	Roberta L Beese	11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859	Roberta L Beese	11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903	Roberta L Beese	11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2024	2775	12/31/2024	Payroll	5	12567	Roberta L Beese	11.71	December 2024
2025	144	01/31/2025	Payroll	5	12622	Roberta L Beese	11.71	January 2025
2025	365	02/28/2025	Payroll	5	12667	Roberta L Beese	11.71	February 2025
2025	382	02/28/2025	Payroll	5	12674	Barbara E StClair	22.94	February 2025

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

04/01/2025 To: 04/30/2025

As Of: 04/30/2025 Date: 05/08/2025

Time: 11:38:53 Page: 7

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	385	02/28/2025	Payroll	5	12675	Savannah Wu	36.71	February 2025
2025	611	03/31/2025	Payroll	5	12725	Roberta L Beese	11.71	March 2025
2025	613	03/31/2025	Payroll	5	12727	Alexander BH Brannin	22.94	March 2025
2025	631	03/31/2025	Payroll	5	12733	Savannah Wu	36.71	March 2025
2025	823	04/30/2025	Payroll	5	12771	Michael L Ankney	36.71	April 2025
2025	825	04/30/2025	Payroll	5	12772	Roberta L Beese	11.71	April 2025
2025	826	04/30/2025	Payroll	5	12773	Shawna Beese	206.48	April 2025
2025	833	04/30/2025	Payroll	5	12774	Colleen A Kirsten	22.94	April 2025
2025	834	04/30/2025	Payroll	5	12775	Kristine M Major	22.94	April 2025
2025	836	04/30/2025	Payroll	5	12776	Jay James Molitor	36.71	April 2025
2025	838	04/30/2025	Payroll	5	12777	Annette T Oakes	22.94	April 2025
2025	839	04/30/2025	Payroll	5	12778	Ronald W Rickard	36.71	April 2025
2025	842	04/30/2025	Payroll	5	12779	Barbara E StClair	22.94	April 2025
2025	845	04/30/2025	Payroll	5	12780	Savannah Wu	36.71	April 2025
2025	849	04/30/2025	Payroll	5	12781	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 01/01/2024 To 01/31/2024 - VEBA
2025	898	04/30/2025	Claims	5	12783	AT&T Mobility	178.86	
2025	899	04/30/2025	Claims	5	12784	Adams Tractor of Spokane	855.09	
2025	900	04/30/2025	Claims	5	12785	Anatek Labs, Inc.	535.00	PFAS EPA 533
2025	901	04/30/2025	Claims	5	12786	Arrow Construction Supply	354.83	Finishing Tools
2025	902	04/30/2025	Claims	5	12787	Avista Utilities	16,210.72	April & May Statement
2025	903	04/30/2025	Claims	5	12788	Banner Bank - 4120	2,181.47	
2025	904	04/30/2025	Claims	5	12789	Banner Bank - 7779	314.84	APRIL STATEMENT
2025	905	04/30/2025	Claims	5	12790	CNA Surety	102.50	
2025	906	04/30/2025	Claims	5	12791	Canon Financial Services, Inc.	185.13	
2025	907	04/30/2025	Claims	5	12792	CenturyLink	132.32	
2025	908	04/30/2025	Claims	5	12793	City of Millwood	2,798.38	4/5/25 & 5/5/25 Utility Bill
2025	909	04/30/2025	Claims	5	12794	Comcast - 7594	235.47	
2025	910	04/30/2025	Claims	5	12795	Comcast	534.59	
2025	911	04/30/2025	Claims	5	12796	Daedalus Drafting Services LLC	250.00	
2025	912	04/30/2025	Claims	5	12797	DataPro Solutions, Inc.	1,093.54	
2025	913	04/30/2025	Claims	5	12798	Fish Window Cleaning	311.00	
2025	914	04/30/2025	Claims	5	12799	Fuel Man	115.71	
2025	915	04/30/2025	Claims	5	12800	Grainger	150.94	
2025	916	04/30/2025	Claims	5	12801	Greenway Landscape Maintenance, LLC	2,267.30	
2025	917	04/30/2025	Claims	5	12802	H&H Document Management Solutions	444.84	Copier Lease & Print Count
2025	918	04/30/2025	Claims	5	12803	H.D. Fowler	471.70	
2025	919	04/30/2025	Claims	5	12804	Intermax Networks	135.16	

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

04/01/2025 To: 04/30/2025

As Of: 04/30/2025 Date: 05/08/2025

Time: 11:38:53 Page: 8

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	920	04/30/2025	Claims	5	12805	Lilac City Sprinklers	598.95	2 inch backflow assembly
2025	921	04/30/2025	Claims	5	12806	Montgomery Hardware	117.83	Facilities Repair
2025	922	04/30/2025	Claims	5	12807	North 40 Outfitters	529.91	Misc Supplies
2025	923	04/30/2025	Claims	5	12808	Oxarc	31.19	Oxygen & Acetylene cylinder rental
2025	924	04/30/2025	Claims	5	12809	Pacific Power Group, LLC	1,080.15	Old Park Generator Maintenance
2025	925	04/30/2025	Claims	5	12810	Quadient Finance USA, Inc.	1,316.95	Postage
2025	926	04/30/2025	Claims	5	12811	Quadient Leasing USA, Inc.	1,459.63	
2025	927	04/30/2025	Claims	5	12812	Specialty Mobile Mix	621.87	Side Walk Replacement
2025	928	04/30/2025	Claims	5	12813	Spokane County District Court	1,187.38	
2025	929	04/30/2025	Claims	5	12814	Spokane County Environmental Service	26,399.83	Increase of Sewer Charges for April
2025	930	04/30/2025	Claims	5	12815	Spokane County Treasurer - SCRAPS	608.28	
2025	931	04/30/2025	Claims	5	12816	Spokane County Treasurer - Sheriff's	53,045.00	April Law Enforcement; May Law Enforcement
2025	932	04/30/2025	Claims	5	12817	Spokane House of Hose	203.68	Jackhammer Parts; Jack Hammer Parts
2025	933	04/30/2025	Claims	5	12818	Spokane Regional Health District	700.00	Pool & Splash Pad Use Permit
2025	934	04/30/2025	Claims	5	12819	State Auditor's Office	1,182.35	
2025	935	04/30/2025	Claims	5	12820	T.C. Sherry & Associates P.S.	4,200.00	
2025	936	04/30/2025	Claims	5	12821	Union Pacific Railroad Company	1,230.84	
2025	937	04/30/2025	Claims	5	12822	Upward 7 Consulting	9,718.75	
2025	938	04/30/2025	Claims	5	12823	Vanguard Cleaning Systems	300.00	
2025	939	04/30/2025	Claims	5	12824	Verizon Wireless	364.41	
2025	940	04/30/2025	Claims	5	12825	WM Of Spokane - Monthly	516.29	Trash Service
2025	941	04/30/2025	Claims	5	12826	Welch-Comer	40,473.68	
2025	942	04/30/2025	Claims	5	12827	Western States Equipment Company	24.98	Equipment Maintenance Credit from AP 9653
2025	943	04/30/2025	Claims	5	12828	Witherspoon Brajcich McPhee, PLLC	36,409.42	
							<u>293,654.73</u>	

Fund	Claims	Payroll	Total
001 General Fund	136,847.39	56,692.60	193,539.99
002 Restricted Uses Fund - Managerial	26,522.50	0.00	26,522.50
401 Utility Operating Fund	26,516.34	20,676.07	47,192.41
403 Sewer Capital Fund - Managerial	26,399.83	0.00	26,399.83
	<u>216,286.06</u>	<u>77,368.67</u>	<u>293,654.73</u>

TREASURER'S REPORT

Signature Page

Section 9, Item a.

City Of Millwood

Time: 11:38:53 Date: 05/08/2025

04/01/2025 To: 04/30/2025

Page: 9

We the undersigned officers for the City of Millwood have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Treasurer / Date Elected Representative / Date

Signed: _____ Signed: _____
Elected Representative / Date Elected Representative / Date

CHECK REGISTER

City Of Millwood

Time: 11:30:22 Date: Section 9, Item a.

04/01/2025 To: 04/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
647	04/03/2025	Claims	5	EFT	Banner Bank - 6225	2,077.58	
648	04/03/2025	Claims	5	EFT	Banner Bank - 7761	35.24	
649	04/03/2025	Claims	5	EFT	Banner Bank - 7779	339.54	
704	04/09/2025	Claims	5	EFT	Department of Retirement	25.00	Old Age and Survivors Insurance (OASI) Invoice 166555
707	04/03/2025	Claims	5	EFT	Paymentech, LLC	455.99	
708	04/05/2025	Claims	5	EFT	Xpress Billpay	466.12	
709	04/10/2025	Claims	5	12769	Fuel Man	46.67	Fuel Card March Statement
710	04/10/2025	Claims	5	12770	Springbrook Holding Company LLC	21,022.87	2025 Yearly subscription services
898	04/30/2025	Claims	5	12783	AT&T Mobility	178.86	
899	04/30/2025	Claims	5	12784	Adams Tractor of Spokane	855.09	
900	04/30/2025	Claims	5	12785	Anatek Labs, Inc.	535.00	PFAS EPA 533
901	04/30/2025	Claims	5	12786	Arrow Construction Supply	354.83	Finishing Tools
902	04/30/2025	Claims	5	12787	Avista Utilities	16,210.72	April & May Statement
903	04/30/2025	Claims	5	12788	Banner Bank - 4120	2,181.47	
904	04/30/2025	Claims	5	12789	Banner Bank - 7779	314.84	APRIL STATEMENT
905	04/30/2025	Claims	5	12790	CNA Surety	102.50	
906	04/30/2025	Claims	5	12791	Canon Financial Services, Inc.	185.13	
907	04/30/2025	Claims	5	12792	CenturyLink	132.32	
908	04/30/2025	Claims	5	12793	City of Millwood	2,798.38	4/5/25 & 5/5/25 Utility Bill
909	04/30/2025	Claims	5	12794	Comcast - 7594	235.47	
910	04/30/2025	Claims	5	12795	Comcast	534.59	
911	04/30/2025	Claims	5	12796	Daedalus Drafting Services LLC	250.00	
912	04/30/2025	Claims	5	12797	DataPro Solutions, Inc.	1,093.54	
913	04/30/2025	Claims	5	12798	Fish Window Cleaning	311.00	
914	04/30/2025	Claims	5	12799	Fuel Man	115.71	
915	04/30/2025	Claims	5	12800	Grainger	150.94	
916	04/30/2025	Claims	5	12801	Greenway Landscape Maintenance, LLC	2,267.30	
917	04/30/2025	Claims	5	12802	H&H Document Management Solutions	444.84	Copier Lease & Print Count
918	04/30/2025	Claims	5	12803	H.D. Fowler	471.70	
919	04/30/2025	Claims	5	12804	Intermax Networks	135.16	
920	04/30/2025	Claims	5	12805	Lilac City Sprinklers	598.95	2 inch backflow assembly
921	04/30/2025	Claims	5	12806	Montgomery Hardware	117.83	Facilities Repair
922	04/30/2025	Claims	5	12807	North 40 Outfitters	529.91	Misc Supplies
923	04/30/2025	Claims	5	12808	Oxarc	31.19	Oxygen & Acetylene cylinder rental
924	04/30/2025	Claims	5	12809	Pacific Power Group, LLC	1,080.15	Old Park Generator Maintenance
925	04/30/2025	Claims	5	12810	Quadient Finance USA, Inc.	1,316.95	Postage
926	04/30/2025	Claims	5	12811	Quadient Leasing USA, Inc.	1,459.63	
927	04/30/2025	Claims	5	12812	Specialty Mobile Mix	621.87	Side Walk Replacement
928	04/30/2025	Claims	5	12813	Spokane County District Court	1,187.38	
929	04/30/2025	Claims	5	12814	Spokane County Environmental Service	26,399.83	Increase of Sewer Charges for April
930	04/30/2025	Claims	5	12815	Spokane County Treasurer - SCRAPS	608.28	
931	04/30/2025	Claims	5	12816	Spokane County Treasurer - Sheriff's	53,045.00	April Law Enforcement; May Law Enforcement
932	04/30/2025	Claims	5	12817	Spokane House of Hose	203.68	Jackhammer Parts; Jack Hammer Parts
933	04/30/2025	Claims	5	12818	Spokane Regional Health District	700.00	Pool & Splash Pad Use Permit
934	04/30/2025	Claims	5	12819	State Auditor's Office	1,182.35	
935	04/30/2025	Claims	5	12820	T.C. Sherry & Associates P.S.	4,200.00	

CHECK REGISTER

City Of Millwood

Time: 11:30:22 Date: Section 9, Item a.

04/01/2025 To: 04/30/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
936	04/30/2025	Claims	5	12821	Union Pacific Railroad Company	1,230.84	
937	04/30/2025	Claims	5	12822	Upward 7 Consulting	9,718.75	
938	04/30/2025	Claims	5	12823	Vanguard Cleaning Systems	300.00	
939	04/30/2025	Claims	5	12824	Verizon Wireless	364.41	
940	04/30/2025	Claims	5	12825	WM Of Spokane - Monthly	516.29	Trash Service
941	04/30/2025	Claims	5	12826	Welch-Comer	40,473.68	
942	04/30/2025	Claims	5	12827	Western States Equipment Company	24.98	Equipment Maintenance Credit from AP 9653
943	04/30/2025	Claims	5	12828	Witherspoon Brajcich McPhee, PLLC	36,409.42	
						000	31.19
						001 General Fund	143,391.76
						002 Restricted Uses Fund - Managerial	26,522.50
						401 Utility Operating Fund	40,304.49
						403 Sewer Capital Fund - Managerial	26,399.83
							Claims: 236,649.77
							236,649.77

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

CHECK REGISTER

City Of Millwood

Time: 11:09:07 Date:

Section 9, Item a.

04/01/2025 To: 04/30/2025

Page:

1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
824	04/30/2025	Payroll	5	EFT		3,412.77	April 2025
827	04/30/2025	Payroll	5	EFT		3,481.45	April 2025
828	04/30/2025	Payroll	5	EFT		206.48	April 2025
829	04/30/2025	Payroll	5	EFT		4,570.49	April 2025
830	04/30/2025	Payroll	5	EFT		708.38	April 2025
831	04/30/2025	Payroll	5	EFT		3,899.31	April 2025
832	04/30/2025	Payroll	5	EFT		1,305.26	April 2025
835	04/30/2025	Payroll	5	EFT		5,926.33	April 2025
837	04/30/2025	Payroll	5	EFT		3,978.98	April 2025
840	04/30/2025	Payroll	5	EFT		206.48	April 2025
841	04/30/2025	Payroll	5	EFT		5,596.00	April 2025
843	04/30/2025	Payroll	5	EFT		206.48	April 2025
844	04/30/2025	Payroll	5	EFT		206.48	April 2025
846	04/30/2025	Payroll	5	EFT	EFTPS	13,237.14	941 Deposit for Pay Cycle(s) 04/30/2025 - 04/30/2025
847	04/30/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,527.74	Pay Cycle(s) 01/01/2024 To 01/31/2024 - Asuris; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Kaiser; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Dental; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Vision; Pay Cycl
848	04/30/2025	Payroll	5	EFT	Department of Retirement	17,266.02	Pay Cycle(s) 04/30/2025 To 04/30/2025 - PERS 2; Pay Cycle(s) 04/30/2025 To 04/30/2025 - Deferred Comp
823	04/30/2025	Payroll	5	12771		36.71	April 2025
825	04/30/2025	Payroll	5	12772		11.71	April 2025
826	04/30/2025	Payroll	5	12773		206.48	April 2025
833	04/30/2025	Payroll	5	12774		22.94	April 2025
834	04/30/2025	Payroll	5	12775		22.94	April 2025
836	04/30/2025	Payroll	5	12776		36.71	April 2025
838	04/30/2025	Payroll	5	12777		22.94	April 2025
839	04/30/2025	Payroll	5	12778		36.71	April 2025
842	04/30/2025	Payroll	5	12779		22.94	April 2025
845	04/30/2025	Payroll	5	12780		36.71	April 2025
849	04/30/2025	Payroll	5	12781	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 01/01/2024 To 01/31/2024 - VEBA
001 General Fund						56,216.51	
401 Utility Operating Fund						20,676.07	

76,892.58 Payroll:

76,892.58

CHECK REGISTER

City Of Millwood

Time: 11:09:07 Date:

Section 9, Item a.
2

04/01/2025 To: 04/30/2025

Page:

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date:_____

() Elected Representative _____ Date:_____

() Elected Representative _____ Date:_____

() Elected Representative _____ Date:_____

File Attachments for Item:

b. SPECIAL EVENT PERMIT APPLICATION - West Valley Education Foundation, Cornhole Tournament



Application for Special Event Permit

Section 9, Item b.

Millwood City Hall
9103 E. Frederick Ave
Millwood, WA 99206
(509) 924-0960
info@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 crosswalk in accordance with traffic regulations and controls, any activity or event sponsored by the city, or any activity or event deemed by the city's appointed designee to not require a special event permit.

Applicant: <u>(Eric Rosentrater)</u> <u>W.V. Education Foundation</u>		Phone: <u>509-944-0657</u>	Organization/Event: <u>WREF Cornhole Tournament</u>
Address: <u>2805 N. Argonne Rd.</u>	City: <u>Millwood</u>	State: <u>WA</u>	Zip: <u>99212</u>
Property Owner Name: <u>City of Millwood</u>	Phone: <u>509 924 0960</u>	Email: <u>rosentrater77@msn.com</u>	
Address: <u>9241 E. Frederick</u>	City: <u>Millwood</u>	State: <u>WA</u>	Zip: <u>99212</u>
Type of Event: ☐ Parade ☐ Run ☐ Demonstration ☐ Exhibition ☒ Other <u>Cornhole Tournament</u>			
Is this an event involving political or religious activity intended primarily for the communication of expression of ideas? ☐ Yes ☒ No			
Location (Starting point, route, assembly areas, access to public property): <u>Millwood Park, map included</u>			
Description of Event: <u>32 team Cornhole tourney, games / food, Beer garden, Raffles</u>			
Date/Time of Event: <u>Saturday, July 19, 2025 - Event 11-5 / Set-up: ^{Before} Cleanup: ^{After}</u>			
Number of Participants Expected: <u>Approx 200</u>			

Required Attachments:

☐ Site Plan

☐ Security & Emergency Medical Plan

☐ Required permits from outside agencies

☐ Restroom Access Agreement

☐ Clean Up Plan

By signing below the applicant is confirming that they have inspected the event space with a staff member ensuring there are no obvious hazards and all information on the application is correct.

Applicant Signature: Eric R

Date: 3/6/25

Application approved with the following conditions: Eric R & Kyle S. will meet on site prior to discuss Sprinkler Systems and Fencing locations for Penna posts.

Approved By: [Signature]

Date: 3-28-25



SPECIAL EVENT PERMITS

APPLICATION FEE: AN APPLICATION FEE PURSUANT TO THE CITY'S ADOPTED FEE SCHEDULE 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 NON-PROFIT 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 JUDGEMENTS, 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 FROM 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 2012 OR A SUBSTITUTE ENDORSEMENT PROVIDING AT LEAST A BROAD COVERAGE.

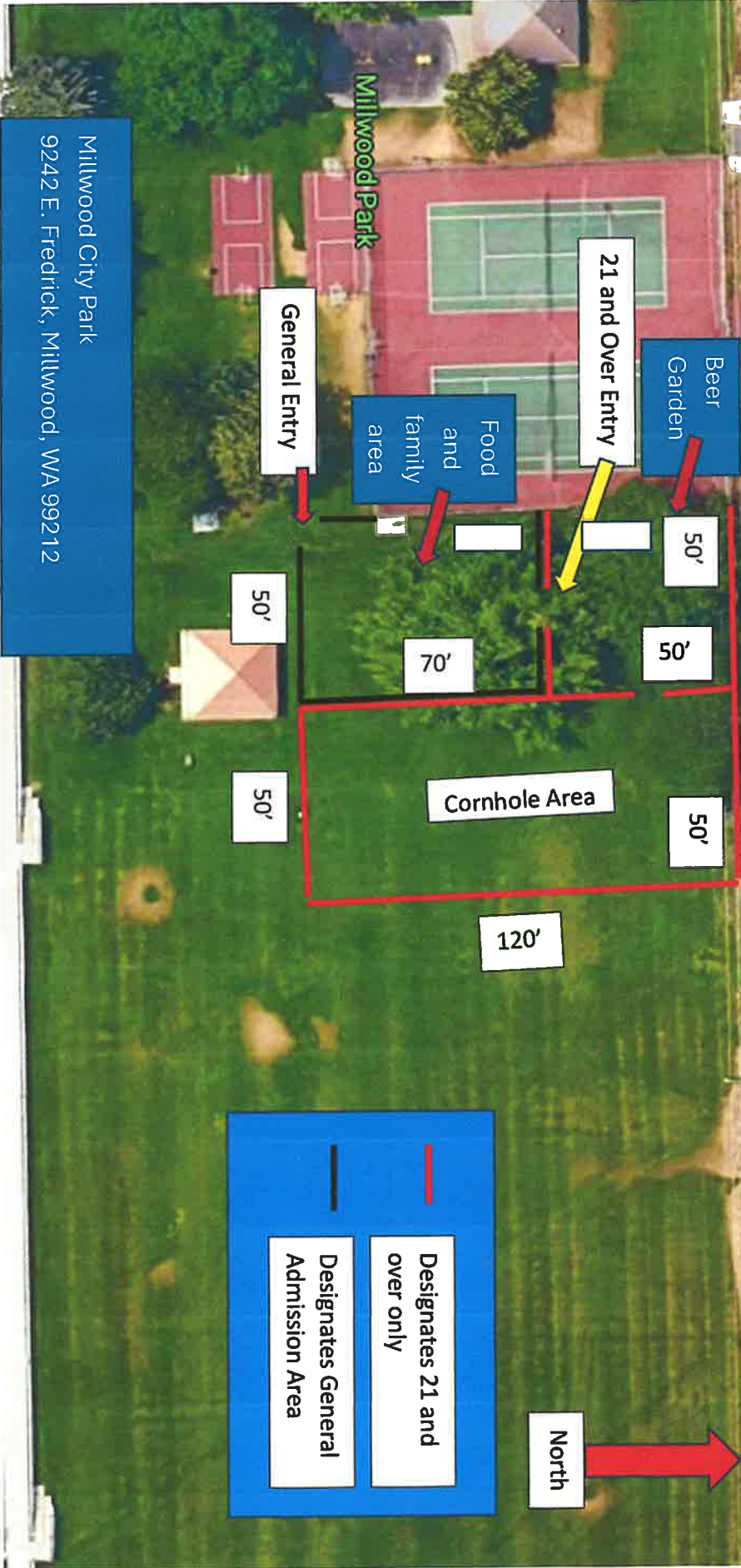
PERFORMANCE BOND: A PERFORMANCE BOND OR DEPOSIT IN THE AMOUNT OF \$1000.00 IS REQUIRED TO GUARANTEE COSTS OF CLEAN UP OR RESTORATION OF CITY FACILITIES. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT, ITS ESTIMATED COST FOR CLEAN UP OR OTHER POTENTIAL EXPENSES, THE CLERK MAY INCREASE THE REQUIRED BOND 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 MIS-STATEMENT 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 PERSON ON PROPERTY OR OTHERWISE JEOPARDIZES THE HEALTH, SAFETY OR WELFARE OF PERSONS OR PROPERTY.

West Valley Education Foundation Proposed Cornhole Tournament

July 19, 2025





WVEF EVENT EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The “WVEF Cornhole Tournament” will be held July 19, 2025, at Millwood Park, 9241 E. Fredrick Ave, Spokane WA 99206.

II. PURPOSE PROCESS

- A. This emergency action plan predetermines actions to take before and during the “WVEF Cornhole Tournament” (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required before the event in preparation for an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

- A. The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire and Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. EAP Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event.
 - a. PRIMARY CONTACT: Eric Rosentrater
 - b. TELEPHONE NUMBER: 509-944-0657
 - c. SECONDARY CONTACT: Lisa Moliterno
 - d. SECONDARY PHONE NUMBER: 509-230-1472

B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator:
 - a. Location of the emergency
 - b. Nature of the emergency

- c. Contact person with callback number

C. Severe Weather

1. Weather Forecasts and current conditions will be monitored through the National Weather Service's Millwood Weather Forecast Office website at <https://www.weather.gov/otx/>.
2. Before the event – If severe weather is predicted before the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.
3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the events of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since the thunder was last heard.
 - a. **In the event of severe weather, the Special Events Manager or his/her designee has the authority, above and beyond the EAP event representative, to delay and/or cancel an event.**

D. Fire

1. No specific hazard has been identified as an increased risk of fire at this event.
 - a. In certain high-risk cases, on-site Fire Department personnel may be required. This judgment will be made by City staff.
2. All staff will be instructed on the safe use of Portable Fire Extinguishers.
3. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator:
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.
2. The limited provisions for on-site Emergency Medical Services at this event include:
 - a. First Aid Kit (See attached map) for use in the event of minor medical emergencies

3. Should an incident occur that requires Emergency Medical Services, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site EMS officer or 911:
- a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number

F. Law Enforcement

1. Should an incident occur that requires Law Enforcement, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site RPD officer or 911:
- a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number

G. Emergency Vehicle Access

- 1. Access for emergency vehicles will be maintained at all times.
- 2. Fire lanes and fire hydrants will not be obstructed.
- 3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
- 4. Crowd control will be managed by EVENT STAFF
- 5. Parking for vendor and staff vehicles will be provided (see attached map)
- 6. Parking for attendee vehicles will be provided (see attached map)

V. Contact Information

Event Organizer	Eric Rosentrater	509-944-0657
EAP Event Representative	Lisa Moliterno	509-230-1472
	Peggy Imada	509-939-7937
	Tuyen Nuygen	509-279-9313
General Emergency	Spokane County ECC	911

VI. Event Area Map (attached next page)



Clean Up Plan

March 18, 2025

TO: City of Millwood

FROM: Eric Rosentrater, West Valley Education Foundation

EVENT: Cornhole Event/Tournament (Requested Date July 19, 2025)

The Foundation will provide additional garbage recepticals as needed/requested by the City to ensure adequate locations for waste generated at the event. WVEF Board Members and Volunteers will remain after the event to ensure that all garbage/debris is picked up and removed from the park location and delivered to an appropriate disposal location. The park will be returned to the same or better condition than prior to the event.

Restroom Access

March 18, 2025

TO: City of Millwood

FROM: Eric Rosentrater, West Valley Education Foundation

EVENT: Cornhole Event/Tournament (Requested Date July 19, 2025)

We would request that the park have both the men's and women's restrooms be unlocked for the duration of our event. The Foundation will check regularly on the status of the bathrooms throughout the event and in the event of maintenance or other corrective action, the Foundation will coordinate with the City of Millwood staff on the appropriate course of action.



MEMBER CERTIFICATE OF INSURANCE

03/11/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

West Valley Education Foundation
Brian Kazemba or Current Officer
2805 N. Argonne Road
Spokane,WA 99212

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas,TX 75374-2946

Insured #: WA103510

Named Insured Member (physical address):

2805 N. Argonne Road
Spokane,WA 99212

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
General Liability Concert Specialty Insurance Company	GL2025AIM28846	05/14/25 - 05/14/26	\$0	Per Occurrence	\$1,000,000
		05/14/25 - 05/14/26		Damage to Rented Premises	\$50,000
		05/14/25 - 05/14/26		Extended Medical	\$5,000
		05/14/25 - 05/14/26		Personal & Advertising Injury	\$1,000,000
				General Aggregate	\$2,000,000
				Products - Comp/Ops	\$2,000,000
Directors and Officers Concert Specialty Insurance Company	DO2025AIM24435	05/14/25 - 05/14/26	\$0	Per Occurrence / Aggregate	\$1,000,000
Retroactive Date:05/14/2020					

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE



MEMBER CERTIFICATE OF INSURANCE

03/11/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

West Valley Education Foundation
 Brian Kazemba or Current Officer
 2805 N. Argonne Road
 Spokane, WA 99212

Named Insured & Mailing Address

Education Support Purchasing Group
 c/o AIM
 P.O. Box 742946
 Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
 Management, Inc.
 P.O. Box 742946
 Dallas, TX 75374-2946

Named Insured Member (physical address):

2805 N. Argonne Road
 Spokane, WA 99212

Insured #: WA103510

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
General Liability Concert Specialty Insurance Company	GL2025AIM28846	05/14/25 - 05/14/26	\$0	Per Occurrence	\$1,000,000
		05/14/25 - 05/14/26		Damage to Rented Premises	\$50,000
		05/14/25 - 05/14/26		Extended Medical	\$5,000
		05/14/25 - 05/14/26		Personal & Advertising Injury	\$1,000,000
				General Aggregate	\$2,000,000
				Products - Comp/Ops	\$2,000,000
Directors and Officers Concert Specialty Insurance Company	DO2025AIM24435	05/14/25 - 05/14/26	\$0	Per Occurrence / Aggregate	\$1,000,000
Retroactive Date: 05/14/2020					

City of Millwood is added as an additional insured under the General Liability policy only.
 Event: WVEF Cornhole Tournament
 Date/Time: 7/19/2025 - 7/20/2025

Certificate Holder:

City of Millwood
9103 E Frederick
Millwood, WA 99206

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE





Washington State
Liquor and Cannabis Board

Licensing and Regulation
PO Box 3724
Seattle, WA 98124-3724
Phone (360) 664-1600
Fax: (360) 753-2710

For Office Use Only

Section 9, Item b.

License No.: _____

Date: ____ / ____ / ____

Amount Rec'd: \$ _____

Initials: _____

Application for Special Occasion License for a Nonprofit Society or Organization

A Special Occasion License allows a nonprofit society or organization to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified event. You may request to sell spirits, beer and wine in original, unopened containers for off-premises consumption in combination with this privilege. For more information about Special Occasion Licenses, please visit our [FAQ Page](#).

Applications must be submitted at least 45 days before the event. The Liquor and Cannabis Board may not be able to process your application in time for your event if you do not apply at least 45 days before the event.

The fee for each Special Occasion License is **\$60.00 per day, per alcohol service area**. Special Occasion License holders are limited to 12 single-day events per calendar year.

1. Organization Information

Society or Organization's Name: (as it appears on your tax documents) <u>West Valley Education Foundation</u>				
<u>2805 North Argonne Road</u>	<u>Millwood</u>	<u>WA</u>	<u>99212</u>	<u>Spokane</u>
Organization's Street Address	City	State	Zip Code	County
Organization's 9-digit UBI #, or Tax ID#: <u>26-1510433</u> Previous Special Occasion license number: _____				
Nonprofit Contact Name: (must be at least 21 yrs old) <u>Eric Rosentrater</u>				
Date of Birth: <u>10/09/1975</u> (mm/dd/yyyy)		Email*: <u>rosentrater77@msn.com</u>		
*Approved special occasion license will be emailed to this address				
Phone No.: <u>(509) 944-0657</u>		Driver's License #: <u>WDL57STC593B</u>		

2. Event Information

Name of Event: <u>West Valley Education Foundation Cornhole Tournament</u>				
Describe the nature of the event: <u>32-team Cornhole Tourney, games, food, raffles, beer garden</u> (i.e. Fundraiser, Beer Garden, Dinner Box/Swag Pick-up, Auction)				
Do you intend to sell spirits, beer, and/or wine for off-premises consumption: ☐ Yes ☒ No				
Do you intend to auction alcohol? ☐ Yes ☒ No If yes, will the auction be: ☐ in-person silent ☐ in-person live (select all that apply)				
Name of premises where event will be held: <u>Millwood City Park</u>				
Address: <u>9241 East Fredrick</u>				
City: <u>Millwood</u>	State: <u>WA</u>	County: <u>Spokane</u>	Zip Code: <u>99212</u>	
Inside City Limits? ☒ Yes ☐ No On Tribal land? ☐ Yes ☒ No On Port Authority land? ☐ Yes ☒ No				
Estimated number of people attending the event: <u>200</u> Estimated number of attendees under age 21: <u>20</u>				
Date(s) alcohol will be sold <u>07/19/2025</u> ____/____/____		Time(s) alcohol will START being sold <u>11</u> ☒ A.M. ☐ P.M. ____ ☐ A.M. ☐ P.M.		Time(s) alcohol will STOP being sold* <u>5</u> ☐ A.M. ☒ P.M. ____ ☐ A.M. ☐ P.M.
*Alcohol may not be consumed after 2:00 AM				
If you have more than two event dates, please attach a list of all additional dates and times along with this application.				

3. Outdoor Alcohol Service

Section 9, Item b.

When alcohol is served outdoors, it must be served in an enclosed area.

Will alcohol be served outdoors? ☒ Yes ☐ No – If no, proceed to Section 4

If yes, attach a site map clearly indicating alcohol service areas. [CLICK HERE](#) for site map examples and instructions.

If yes, are you asking that minors be allowed in the enclosed service area? ☐ Yes ☒ No

If yes, this application will take **60 days to process** and you must attach a completed [Special Occasion All Ages Outdoor Event Addendum](#).

4. Venues Requiring Authorization

Is the event being held on church or school property, a military facility, or a liquor licensed premises*? ☐ Yes ☒ No

If yes, have an appropriate official or manager from the venue sign the below authorization:

I am an official or manager of the venue and I authorize the sale of liquor at this event.

Name	Title	Phone Number
------	-------	--------------

Signature	Date
-----------	------

*The liquor from a liquor licensed premises where a special occasion event is being held is specifically prohibited from the event area during the event.

5. Wineries, Breweries, Distilleries, and Spirits Distributors

Are you receiving donated alcohol from a winery, brewery, distillery, or spirits distributor? ☐ Yes ☒ No

If yes, from who? _____

If yes, please attach a copy of your 501(c)(3) or (6) determination letter with this application. Only certified 501(c)(3) and (6) organizations registered by the IRS may receive donated product from a winery, brewery, distillery, or spirits distributor. Visit our [FAQ Page](#) for more information about donations.

Are any wineries, breweries, or distilleries going to be present at your event? ☐ Yes ☒ No

If yes, name(s) of participating winery, brewery or distillery: _____

6. Use of Event Proceeds

It is illegal for a third party (e.g. a promoter) to run an event on your behalf in exchange for a percentage of the profits. Allowing a third party to receive part of the proceeds may prevent your nonprofit from obtaining Special Occasion Licenses. Misrepresentation of facts may also be cause for denial (RCW 66.24.010).

☒ I affirm and understand that all proceeds from alcohol sales at this event will only be retained by the non-profit organization submitting this application.

The fee for each Special Occasion License is **\$60.00 per day, per alcohol service area**. Special Occasion License holders are limited to 12 single-day events per calendar year.

Mail your completed application and check made payable to WSLCB to:

WSLCB
PO Box 3724
Seattle, WA 98124-3724

Or overnight to:

WSLCB
1025 Union Ave SE
Olympia, WA 98501-1539

I certify that all of the information provided in this application is true and correct.

X
Signature of nonprofit organization member

3/6/2025
Date

Eric D. Rosentrater
Print Name

President - WVEF
Title

Remember to attach:

- ☐ Payment payable to WSLCB
- ☐ A site map, if you are serving alcohol outdoors
- ☐ The Special Occasion All Ages Outdoor Event Addendum, if you are requesting minors have access to the enclosed service area at an outdoor event
- ☐ A copy of your 501(c)(3) or (6) determination letter, if you are receiving donated product from a winery, brewery, distillery, or spirits distributor.



WV Education Foundation
2805 N Argonne RD
Millwood, WA, 99212

Account Information			
Cust #:	1723		
Date:	03/19/2025	Due:	04/18/2025
Invoice #:	1032	Terms:	Net 30
For:	Building Permit		
Permit:	2025.0012.SE0002		

Item	Taxed	Quantity	Amount	Total
Special Events - Other Business Licenses & Permits - 03/19/2025	N	1.0000	50.00	50.00
WV Education Foundation Cornhole Tournament Fundraiser 7.19.25			Non Taxed:	50.00
			Taxed:	0.00
			Tax @ 0.00%:	0.00
			Payments:	0.00
			Total:	50.00

Please make checks payable to:

City of Millwood
9103 E Frederick Ave.
Millwood, WA 99206

Receipt: 81888 03/19/2025
Acct #: 1723
City Of Millwood
9103 E Frederick Ave
Millwood, WA 99206-4302
(509) 924-0960

WV Education Foundation
2805 N Argonne RD
Millwood, WA 99212

Invoice Payment
Inv#: 1032 Amt Paid: 50.00
WV Education Foundation Cornhole
Tournament Fundraiser 7.19.25

Non Taxed Amt: 50.00
Total: 50.00
Chk: 3318 50.00
Ttl Tendered: 50.00
Change: 0.00
Issued By: Lisa
03/19/2025 15:38:49

WASHINGTON STATE LIQUOR AND CANNABIS BOARD - LICENSE SERVICES
1025 UNION AVE SE - P O Box 43075
Olympia WA 98504-3075
specialoccasions@lcb.wa.gov Fax: 360-753-2710

TO: MAYOR OF MILLWOOD

MARCH 20, 2025

SPECIAL OCCASION #: 093582

WEST VALLEY EDUCATION FOUNDATION
2805 N ARGONNE ROAD
SPOKANE, WA 99212

DATE: JULY 19, 2025

TIME: 11:00 AM TO 5:00 PM

PLACE: MILLWOOD CITY PARK - 9241 EAST FREDRICK AVE, MILLWOOD

CONTACT: ERIC ROSENTRATER (DOB: 10.9.1975) 509-944-0657

SPECIAL OCCASION LICENSES

- * ☐ Licenses to sell beer on a specified date for consumption at a specific place.
- * ☐ License to sell wine on a specific date for consumption at a specific place.
- * ☐ Beer/Wine/Spirits in unopened bottle or package in limited quantity for off premise consumption.
- * ☐ Spirituous liquor by the individual glass for consumption at a specific place.

If return of this notice is not received in this office within 20 days from the above date, we will assume you have no objections to the issuance of the license. If additional time is required please advise.

- | | | |
|--|---|-----------------------------|
| 1. Do you approve of applicant? | YES ☒ | NO ☐ |
| 2. Do you approve of location? | YES ☒ | NO ☐ |
| 3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken? | YES ☐ | NO ☐ |

<u>OPTIONAL CHECK LIST</u>	<u>EXPLANATION</u>	YES ☐	NO ☐
LAW ENFORCEMENT	☐	YES ☐	NO ☐
HEALTH & SANITATION	☐	YES ☐	NO ☐
FIRE, BUILDING, ZONING	☐	YES ☐	NO ☐
OTHER:	☐	YES ☐	NO ☐

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.

3/20/2025 
DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE

**Washington State Liquor and Cannabis Board
Olympia, Washington**

SPECIAL OCCASION LICENSE

License Number: 093582

In accordance with and subject to the provisions of the Washington State Liquor Control Act and the rules and regulations of the Washington State Liquor and Cannabis Board:

**WEST VALLEY EDUCATION FOUNDATION
C/O: ERIC ROSENTRATER
2805 N ARGONNE ROAD
SPOKANE, WA 99212**

is hereby licensed to sell, beer, wine, and spirituous liquor to be consumed on site only at the location, date(s), and time(s) listed below:

MILLWOOD CITY PARK - 9241 EAST FREDRICK AVE, MILLWOOD

JULY 19, 2025

11:00 AM TO 5:00 PM

No one under the age of 21 may buy, consume, or possess alcohol at any time.

The operation of the beer garden must be in compliance with the local authority rules and regulations.

No one under the age of 21 may enter the enclosed area where alcohol is being served.

The operation of the beer garden must be in compliance with the local authority rules and regulations.

You must ask for approved identification from all people who order alcohol at the point of sale.

Per RCW 66.28.090, the licensed premises shall, at all times, be open to any enforcement officer, inspector, or peace officer.

If you have any questions, please contact Customer Service at (360) 664-1600, email: specialoccasions@lcb.wa.gov, or your Enforcement Officer at (509) 625-5513.

Dated in Olympia, Washington on Wednesday, March 26, 2025.

Jim Vollendroff

File Attachments for Item:

c. RESOLUTION 2025-04 Historic Preservation Commission Meeting Schedule

RESOLUTION 2025-04

MAY 13, 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON ADOPTING RULES OF PROCEDURE FOR THE HISTORIC PRESERVATION COMMISSION; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

WHEREAS, the City adopted Ordinance 464 on August 12, 2014, creating the Millwood Historic Preservation Commission ("Commission"); and

WHEREAS, state law provides certain property tax incentives for property owners under the Certified Local Government Program administered by the Washington State Department of Archaeology and Historic Preservation ("DAHP"); and

WHEREAS, the adoption of Rules of Procedure for the Commission is a requirement for designation of the City as a Certified Local Government; and

WHEREAS, the Commission has recommended approval of a draft Rules of Procedure meeting DAHP's requirements, a copy of which is attached hereto as Attachment 1.

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

Section 1. Approval of Rules of Procedure: The Rules of Procedure for the Millwood Historic Preservation Commission contained in Attachment 1 attached hereto are hereby approved.

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. Repeal: All ordinances and resolutions, laws, and regulations, or parts thereof in conflict with this Ordinance are, to the extent of said conflict, hereby repealed.

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

RESOLUTION 2025-04

MAY 13, 2025

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY OF
_____ 2025.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

RESOLUTION 2025-04

MAY 13, 2025

ATTACHMENT 1**Millwood Historic Preservation Commission
Rules of Procedure****Introduction**

Rules of Procedure are intended to provide a format and guidance for the operations of the Historic Preservation Commission. The information is gathered in part from the historic preservation ordinance. It also gives the HPC an opportunity to elaborate on policies in the preservation ordinance. In the event of a conflict between these Rules and a city ordinance, the ordinance shall prevail. These Rules of Procedure are subject to approval by the City Council.

Article I Organization and Meetings

A) Creation. The Millwood Historic Preservation Commission ("Commission") was created by Ordinance No. 464, codified in Chapter 15.22 of the Millwood Municipal Code.

B) Purpose. The purpose of this Commission is to provide for the identification, evaluation, designation, and protection of significant historic and prehistoric resources within the city of Millwood and preserve and rehabilitate eligible historic properties for future generations through special valuation, a property tax incentive, as provided in Chapter 84.26 RCW in order to:

- (1) safeguard the heritage of the community as represented by those buildings, objects, sites and structures which reflect significant elements of its history;
- (2) foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the community's history;
- (3) encourage the stabilization or improvement of the aesthetic and economic vitality and values of such sites, improvements and objects;
- (4) assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, objects, sites and structures; and
- (5) promote and facilitate the conservation of valuable material and energy resources through ongoing use and maintenance of the existing built environment.

RESOLUTION 2025-04

MAY 13, 2025

C) Membership. The Historic Preservation Commission shall be organized in accordance with the following provisions.

- (1) The commission shall consist of no more than five (5) members appointed by the Mayor and confirmed by the City Council. All members of the commission shall have a demonstrated interest and/or competence in historic preservation and possess qualities of impartiality and broad judgment.
- (2) Members of the commission shall either be residents of the city of Millwood or own real property within the city of Millwood.
- (3) A minimum of two (2) positions on the commission shall be reserved for persons who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. Any commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of any or all of the two positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer. Exception to the residency requirement in Subsection 15.22.040(2)(b) may be granted by the Mayor and confirmed by the City Council in order to provide for members of the commission from the necessary disciplines.
- (4) The original appointment of members to the commission shall be as follows: one (1) member for two (2) years, two (2) members for three (3) years; and two (2) members for four (4) years. Thereafter, appointments shall be made for a three (3) year term. Members may be appointed to successive terms. Vacancies shall be filled for the unexpired term in the same manner as the original appointment. Members may be removed by the Mayor with the approval of the City Council.
- (5) In making commission appointments, the Mayor may consider names submitted from any source, but the Mayor should notify history and community development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration, along with names from any other source.

D) Duties and Responsibilities. The primary responsibilities of the Historic Preservation Commission are to identify and actively encourage the conservation of the city's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise

RESOLUTION 2025-04

MAY 13, 2025

community awareness of the city's history and historic resources; and to serve as the city's primary resource in matters of history, historic planning, and preservation.

In carrying out these responsibilities, the historic preservation commission shall engage in the following activities:

- (1) conduct and maintain a comprehensive inventory of historic resources within the boundaries of the city and adopt standards in its rules to guide this activity;
- (2) initiate and administer the Millwood Register of Historic Places as set forth in Section 15.22.050 and adopt standards in its rules to guide this activity;
- (3) review and make recommendations regarding proposals to construct, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in Section 15.22.060 and adopt standards in its rules to guide this review and the issuance of a Certificate of Alteration or Certificate of Demolition;
- (4) serve as the local review board for special property tax valuation in accordance with the provisions of Section 15.22.070 and adopt standards in its rules to guide this activity;
- (5) review nominations to the State and National Registers of Historic Places;
- (6) conduct and promote public educational and interpretive programs regarding historic and prehistoric resources, addressing such topics as maintenance and rehabilitation of historic properties to encourage appropriate use and preservation of historic resources and discourage the deterioration of historic properties due to neglect, abandonment, or other cause;
- (7) cooperate with federal, state, and other local government entities on matters that further historic preservation objectives in the community;
- (8) advise the Mayor and City Council on matters pertaining to history and historic preservation, including recommendations on land use, housing, and capital improvement proposals that may affect local historic resources, and communication about various federal, state, local or private funding sources available to promote historic preservation in the community;
- (9) officially recognize excellence in the rehabilitation of historic buildings, structures and sites, and new construction in historic areas, and encourage appropriate measures for such recognition;
- (10) conduct all commission meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation, and adopt standards in its rules to guide this action; and
- (11) perform such other duties and responsibilities as may be conferred

RESOLUTION 2025-04

MAY 13, 2025

by city ordinance or as directed by the City Council.

E) Open Meetings –

All meetings of the preservation commission shall be open to the public, except where otherwise provided by the Washington Open Public Meetings Act (Chapter 42.30 RCW). It is the intent of OPMA that the actions of the Commission be taken openly and that their deliberations be conducted openly. A meeting under OPMA takes place when a quorum of the Commission is present and takes "action." Action is defined very liberally to include discussions, deliberations, public testimony, review, evaluations and voting on motions related to matters which are, or will be, before the Commission. This applies as well to telephone conversations and electronic messages. Special meetings must be publicized as required by statute: 24 hours' notice to members and the news media, and posted to the city's website and public notice boards. Executive sessions, in which the public are excluded, must comply with the state's strict rules on such meetings.

F) Appearance of Fairness/Conflict of Interest Policy

The general rule for Appearance of Fairness (Conflict of Interest) is that a municipal officer, including an appointed official serving on the Commission, shall not use his or her position to secure special privileges or exemptions for himself, herself or others. A "special privilege" relates to being allowed to do something that would otherwise be prohibited, or to being relieved from doing something that would be otherwise mandated. When in doubt, the city attorney should be consulted. It is not necessary that there be an actual conflict of interest, but merely an appearance of a conflict may be enough to call into question the Commissioner's participation in a matter. In the case of a possible appearance of fairness issue, the Commissioner should disclose the issue as early as possible.

G) Meetings.

(1) Regular Meetings - The regular meetings of the Commission shall be held at 6:00 p.m. on the ~~third Thursday~~ second Monday of the month at the City Hall, provided that meetings may be held at some other convenient place if directed by the Chair in advance of the meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chair may set an alternate day for the meeting.

2. Special meetings - Special meetings of the preservation commission may be called at any time by the Chair. At least forty-eight hours' notice of the time and place of special meetings shall be given to each member; provided that this requirement may be waived by consent of all the members. The purpose of the special meeting

RESOLUTION 2025-04

MAY 13, 2025

must be stated in the notice.

3. Cancellation - Whenever there is no business to be conducted, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four hours prior to the time set for the meeting, provided that the Commission holds at least four meetings each year.

4. Quorum - A quorum shall consist of a majority of the members.

5. Agenda - The agenda for each meeting shall be prepared by staff at the direction of the Chair. The normal order of business at each meeting shall be: (1) call to order, (2) determination of quorum, (3) approval of the agenda, (4) approval of minutes of the previous meeting, (5) old business, (6) new business, (7) adjournment.

6. Decisions - Decisions of the preservation commission shall be by a majority of those members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.

7. Public Comments - A time limit may be set by the preservation commission for the presentations or remarks of non-members. Rules of parliamentary procedure. The Commission shall follow Robert's Rules of Order. Exceptions to the Rules may be made by majority vote of the Commission.

H) Minutes.

The Commission shall keep minutes of its proceedings showing the action of the commission upon each matter. Such minutes shall include the names of interested persons who provide comments regarding a matter under consideration and the respective position of each. In addition, the minutes shall document the commission's decisions and reference any conditions imposed by the commission. These minutes shall be filed with the city clerk and shall be public records.

I.) Officers

a. Chair - A Chair shall be elected by the members of the commission from among their membership for a one-year term, and shall be eligible for reelection. The Chair shall preside at all meetings and hearings. The Chair shall decide all points of order and procedure, subject to the historic preservation ordinance and any rules of procedure or guidelines adopted by the preservation commission, unless directed otherwise by a majority

RESOLUTION 2025-04**MAY 13, 2025**

of the members in session at the time. The Chair may discuss or vote on any matters before the body. In the event the Chair is unable to participate due to absence or a conflict of interest, the Commission shall elect an acting chair from among the members present. The acting chair shall have the same powers and duties as the Chair when acting in that capacity. If the position of the member elected as Chair becomes vacant before the end of the one-year term, a new Chair shall be elected from the membership to serve for the remainder of the unexpired term.

b. Secretary - The Secretary shall be the City Planner or his/her designee. The Secretary shall keep the minutes of the Commission's proceedings, prepare meeting agenda and notices, maintain the Commission's records, and provide other staff functions for the Commission.

Article II Inventory of Historic Resources

The Commission will create a Millwood Inventory of Historic Places to list potentially significant historic resources. The following are criteria for inclusion of properties in the Inventory.

Any building, structure, site, object or district may be placed on the Inventory if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of Millwood; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of national, state or local history.
2. It embodies the distinctive architectural characteristics of a type, period, style, or method of construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
3. It is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.
4. It exemplifies or reflects special elements of the City's cultural, special, economic, political, aesthetic, engineering or architectural history.
5. It is associated with the lives of persons significant in national, state or local history.
6. It is yielded or is likely to yield important archaeological information.
7. It is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.

RESOLUTION 2025-04

MAY 13, 2025

8. It is a birthplace or grave of an historical fixture of outstanding importance and is the only surviving structure or site associated with that person.
9. It is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns.
10. It is a reconstructed building that has been executed in a historically accurate manner on the original site.
11. It is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.
12. Anyone may recommend a property for inclusion in the Inventory Inventories should be completed using the Historic Place Inventory Form provided by DAHP.

Article III Millwood Register of Historic Places (cf. 15.22.050)**a. Criteria for Determining Designation in the Register.**

Any building, structure, site, object, or district may be designated for inclusion in the Millwood Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:

- i. is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
- ii. embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
- iii. is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
- iv. exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history;
- v. is associated with the lives of persons significant in national, state, or local history;
- vi. has yielded or may be likely to yield important archaeological information related to history or prehistory;
- vii. is a building or structure removed from its original location but which

RESOLUTION 2025-04

MAY 13, 2025

is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;

viii. is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;

ix. is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;

x is a reconstructed building that has been executed in an historically accurate manner on the original site; or

xi is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

b. Process for Designating Properties or Districts to the Register.

i. Any person may nominate a building, structure, site, object or district for inclusion in the Millwood Register of Historic Places. Members of the Historic Preservation Commission or the commission as a whole may generate nominations. In its nomination decision, the commission shall consider the Millwood inventory of historic resources and the city comprehensive plan.

ii. In the case of individual properties, the nomination shall include the written consent of the owner(s) of the subject property. The nomination documentation shall also include the UTM reference and all features (interior and exterior) of principal structures and accessory buildings that contribute to its significance.

iii. In the case of districts, the nomination shall include a description of the boundaries of the district; the characteristics of the district which justify its inclusion on the register; and a list of all properties including features, structures, sites, and objects which contribute to the significance of the district. The nomination documentation shall also include the written consent of all owner(s) of the subject property located within the proposed district.

iv. The commission shall consider the nomination at a public meeting. Notice of the nomination shall be given to the public, the owner(s) of all properties that are the subject of the nomination and the authors of the nomination, if different, and lessees, if any, of any subject property, at least 30 days prior to the public meeting in accordance with rules established by the commission pursuant to Subsection 22.040(4). Such notice shall include publication in a newspaper of general circulation in the city and posting of the property.

v. The Historic Preservation Commission shall consider the merits of

RESOLUTION 2025-04

MAY 13, 2025

the nomination, according to the criteria in Subsection 15.22.050(1), and according to nomination review standards that may be established by the commission pursuant to Subsection 15.22.040(4). If the commission finds that the nominated property or district is eligible for the register, the commission shall list the property or district in the register. The public, the authors of the nomination, and the owner(s) of the subject property(ies) shall be notified of the listing.

c. Effects of Listing on the Register.

(1) Listing on the Millwood Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as located within an historic district.

(2) Prior to the commencement of any work on an historic property as defined herein or any property located within an historic district as defined herein, excluding ordinary repair and maintenance and emergency measures defined in Section 15.22.030, the owner or his/her authorized agent shall request and receive a Certificate of Alteration. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.

(3) Prior to whole or partial demolition of an historic property as defined herein or any property located within an historic district, the owner must request and receive a Certificate of Demolition. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.

(4) Once the city of Millwood is approved as a Certified Local Government, only historic properties listed on the Millwood Register of Historic Places are eligible for special tax valuation in accordance with the provisions of Section 15.22.070.

d. Process for Removing Properties from the Register. In the event that any property or district is no longer deemed appropriate for designation on the Millwood Register of Historic Places, the Historic Preservation Commission or the owner of the subject property may propose the removal of that property or district from the register by the same procedure set forth in Subsection 15.22.050(2) for designating a property or district on the register. Owner consent for removal of a property or district from the register is not required.

e. Appeal of Decisions to Designate or Remove Properties on Register. Any aggrieved party may appeal a decision of the Historic Preservation Commission to designate or remove a property or district on the Millwood Register of Historic Places. Said appeal shall be filed with the City Clerk and shall be accompanied by an appeal fee, the amount of which shall be set by resolution of the City Council. An appeal of such a decision shall be heard by the city hearing examiner pursuant to chapter 2.56 of the Millwood Municipal Code.

RESOLUTION 2025-04

MAY 13, 2025

Article IV Review of Alterations to Register Properties

Except as otherwise provided in this section, no person shall alter an individual property on the Millwood Register of Historic Places or any property within an historic district on the register without receipt from the Historic Preservation Commission of a Certificate of Alteration, or in the case of demolition, a Certificate of Demolition. The review process shall apply to all features of the property, interior and exterior, that contribute to the designation of the property or an historic district as listed on the nomination form. The requirements below shall apply to review of property alterations or demolitions under this Section.

A. Requests for Review. The building official shall notify the historic preservation commission or professional staff of any application for a permit to work on an individual property on the Millwood Register of Historic Places or any property within an historic district on the register. If the activity is not exempt from review, the commission or professional staff shall notify the applicant of the review requirements. The building official shall not issue any such permit until a Certificate of Alteration or Certificate of Demolition is received from the commission but shall work with the commission as appropriate to provide information regarding applicable building and fire code regulations. Said regulations shall include the Washington State Historic Building Code provisions authorized in Chapter 19.27 RCW. Applications for a Certificate of Alteration or a Certificate of Demolition shall be filed with the Planning Director.

B. Review of Applications for Certificate of Alteration.

(1) Application Materials. Applications for a Certificate of Alteration shall include the following information and materials:

- a) the applicant's name and address, and the owner's name, address, and written consent if the applicant is not the owner;
- b) proof of ownership of the property;
- c) a legal description of the property;
- d) comprehensive exterior and interior photographs of the property;
- e) a scaled plot plan exhibiting dimensions and orientation of the property, location and dimensions of existing and proposed structures, and location and layout of parking areas, walkways, and landscaping, provided the proposal involves alterations to the exterior dimensions of any structure on the property;
- f) architectural plans or other legible drawings, drawn to scale, depicting the proposed alteration activity, including a description of existing and proposed building materials and colors; and
- g) an application fee, the amount of which shall be set by resolution of the City Council.

RESOLUTION 2025-04

MAY 13, 2025

(2) Exemptions. The following activities do not require a Certificate of Alteration or review by the commission:

- a) ordinary repair and maintenance, as defined in Section 15.22.030;
- b) emergency measures, as defined in Section 15.22.030; or
- c) work involving interior features of a property that the commission has not designated as historic features unless the interior work is being considered for Special Tax Valuation.

(3) Commission Review.

a) The commission shall meet with the applicant and review the proposed work according to the design review criteria in its rules established pursuant to Subsection 15.22.040(4). Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular or special meetings of the commission. The commission shall complete its review and make its recommendations within 45 calendar days of the date of receipt of a complete application. If the commission is unable to process the request, the commission may ask for an extension of time.

b) The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the commission's recommendations, a Certificate of Alteration shall be granted by the commission according to standards established in the commission's rules.

c) The commission's recommendations shall be transmitted to the building official, who shall have final determination on whether to issue a Certificate of Alteration. If a Certificate of Alteration is granted, the building official may then issue the permit.

C. Review of Applications for Certificate of Demolition.

(1) Application Materials. Applications for a Certificate of Demolition shall include the following information and materials:

- a) the applicant's name and address, and the owner's name, address, and written consent if the applicant is not the owner;
- b) proof of ownership of the property;
- c) a legal description of the property;
- d) comprehensive exterior and interior photographs of the property;
- e) a scaled plot plan exhibiting dimensions and orientation of the property; location and dimensions of existing structures, with an indication of which structure(s) is proposed to be demolished; and

RESOLUTION 2025-04

MAY 13, 2025

location and layout of parking areas, walkways, and landscaping; and

f) an application fee, the amount of which shall be set by resolution of the City Council.

(2) Exemption. Emergency measures, as defined in Section 15.22.030, do not require a Certificate of Demolition or review by the commission.

(3) Commission Review.

a) The commission shall meet with the applicant in an attempt to find alternatives to demolition. Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular or special meetings of the commission. Negotiations between the commission and applicant may last no longer than 45 calendar days from the initial meeting of the commission, unless the applicant requests an extension of time. If no request for an extension is made and there is no agreement on an alternative to demolition, the commission shall act to approve or deny the Certificate of Demolition.

b) The commission's decision to approve or deny a Certificate of Demolition shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. When issuing a Certificate of Demolition, the board may require the owner to mitigate the loss of the structure(s) by means determined by the commission at the meeting including the possible requirement to deconstruct and salvage building materials as part of the demolition process.

c) The commission's decision and, if granted, the Certificate of Demolition shall be transmitted to the building official, who shall have final determination on whether to issue a Certificate of Alteration. If a Certificate of Demolition is granted, the building official may then issue the permit.

d) After demolition is accomplished, the commission shall review the property to determine if it should be removed from the register.

D. Commission Rules. The Historic Preservation Commission is authorized to establish rules to guide its review of applications for a Certificate of Alteration or Certificate of Demolition.

E. Appeal of Decisions on Certificates of Alteration or Demolition. Any aggrieved party may appeal a decision regarding a Certificate of Alteration or Certificate of Demolition to the City's hearing examiner within ten (10) calendar days after the date of the decision being appealed. The appeal must state the grounds upon which the appeal is based. The appeal shall be reviewed by the hearing examiner pursuant to chapter 2.56 of the Millwood Municipal Code. Appeal of the hearing examiner's decision regarding a Certificate of Alteration or Certificate of Demolition may be made pursuant to Chapter 36.70C RCW, the

RESOLUTION 2025-04

MAY 13, 2025

Land Use Petition Act, in compliance with the statute and through the Spokane County Superior Court.

Article V Special Property Tax Valuation

A. Eligible Property. In order to be eligible to apply for special valuation in accordance with the provisions of this Chapter, a property must be individually listed on the Millwood Register of Historic Places or must be certified by the Historic Preservation Commission as a contributing property within an historic district on the Millwood Register of Historic Places and said property must have undergone qualifying rehabilitation work within the standards set forth in this Section. The actual cost of rehabilitation work shall be calculated on the basis of expenses incurred for improvements or work elements completed during the 24 month period prior to the date of application. Properties subject to ongoing or phased rehabilitation work shall be eligible for special valuation so long as the property meets the criteria of Subsection 15.22.070(3)(a).

B. Application Requirements. The requirements below shall apply to applications for special valuation.

(1) The owner of an historic property desiring special valuation shall apply to the assessor of the county in which the historic property is located upon forms prescribed by the department of revenue and supplied by the county assessor.

(2) In order to be eligible for special valuation, applications must be filed not later than October 1 of the calendar year preceding the assessment year for which special valuation is sought.

(3) Applications for special valuation shall be accompanied by the applicable fee(s) established for such applications, provided a resolution and/or interlocal agreement(s) has been approved by the City Council for this purpose.

(4) Applications for special valuation shall include the following information and materials:

- a) the applicant's name and address, and the owner's name, address, and written consent if the applicant is not the owner;
- b) proof of ownership of the property;
- c) a legal description of the property;
- d) comprehensive exterior and interior photographs of the property before and after rehabilitation;
- e) architectural plans or other legible drawings, drawn to scale, depicting the completed rehabilitation work, including a description of

RESOLUTION 2025-04

MAY 13, 2025

applicable building materials and colors; and

f) documentation as to the actual cost of the rehabilitation project and the period of time during which the rehabilitation took place, and a notarized affidavit attesting to the accuracy of this information.

(5) The Historic Preservation Commission is authorized to examine the applicant's records and may require the applicant to provide information in addition to the material required in Section 15.22.070(2)(d) to assist in its review.

C. Application Procedures. The procedures below shall be followed with regard to applications for special valuation.

(1) Following receipt of an application for special valuation from the Spokane County Assessor, the Historic Preservation Commission shall conduct a public meeting to review the application consistent with the provisions of this Section and the commission's rules. At said public meeting, the commission shall determine if the application is complete and if the property in question meets the following criteria:

- a) the property is historic property;
- b) the property is included within a class of historic property determined eligible for special valuation by the provisions of this Section;
- c) the property has been rehabilitated at a cost which meets the definition of "cost" set forth in Section 15.22.030; and
- d) the property has not been altered in any way that adversely affects those elements that qualify it as historically significant, utilizing for this purpose the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties set forth in WAC 254-20-100, as amended.

(2) If the Historic Preservation Commission determines that the application for special valuation is complete and the property in question satisfies all of the criteria set forth in Subsection 15.22.070(3)(a), it shall, on behalf of the city of Millwood, enter into an agreement with the owner that meets the specifications of WAC 254-20-120, as amended. Upon execution of said agreement between the commission and the owner, the commission shall approve the application for special valuation.

(3) If the Historic Preservation Commission determines that the property in question does not meet all of the requirements for special valuation, including the criteria set forth in Section 15.22.070(3)(a), it shall deny the application.

(4) The Historic Preservation Commission shall certify its decision in writing and state the facts upon which the approval or denial is based. Within ten days of issuing a decision, the commission shall file a copy of its

RESOLUTION 2025-04

MAY 13, 2025

certified written decision, all application materials, and any pertinent agreement(s) with the county assessor for recording. The commission shall also transmit a copy of the certification to the applicant. If the commission has approved an application for special valuation, the commission shall notify the state review board of such approval.

(5) Complete applications for special valuation filed on or before October 1 shall be approved or denied by the Historic Preservation Commission before December 31 of the calendar year in which the application is made.

D. Monitoring and Disqualification.

(1) Following the execution of a special valuation agreement between the Historic Preservation Commission and the property owner, no changes in standards of maintenance, public access, alteration, report requirements, or any other provisions of the agreement shall be allowed during the special valuation period without the approval of all parties to the agreement.

(2) The Historic Preservation Commission shall monitor properties for which special valuation has been approved, and, if it suspects any irregularities, it shall conduct a public meeting in accordance with its rules to determine whether or not a property is disqualified/ram special valuation due to:

- a) the owner's failure to comply with the terms of the agreement, or
- b) a loss of historic value resulting from physical changes to the building or site, utilizing for this purpose the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties set forth in WAC 254-20-100.

(3) In the event that the Historic Preservation Commission concludes that a property is no longer qualified for special valuation, it shall notify the owner(s), the Spokane County Assessor, and the state review board in writing and state the facts supporting its findings.

E. Appeals.

(1) Any decision of the Historic Preservation Commission acting on an application for classification as historic property eligible for special valuation may be appealed to Superior Court of Spokane County under Chapter 34.05.510 through 34.05.598 RCW in addition to any other remedy of law.

(2) Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization in accordance with 84.40.038 RCW.

File Attachments for Item:

d. ORDINANCE #544 Section 17.04/17.040.35 (Adoption by Reference) Spokane Co. Off-Street Parking & Loading Standards

ORDINANCE NO. 544

APRIL 8, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 17.04 / 17.040.35 (ADOPTION BY REFERENCE) 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 the laws of the State of Washington; and

WHEREAS, pursuant to chapter 35A.11 RCW, the City Council (the "Council") may adopt and enforce ordinances 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 of Millwood Planning Commission held an open record public hearing on August 28, 2024, which was continued until September 25, 2024, to review the proposed amendment (ZTA-2024-02) and recommended approval of the amendment with clarification modifications; and,

WHEREAS, on October 8, 2024, the City Council reviewed the Planning Commission's recommendation and pursuant to MMC 14.12.150(C), affirmed the suggested amendment and requested that it be written by the appropriate department and presented for adoption at the following council meeting; and on November 12, 2024 council voted to table Ordinance 544; and was brought back to council for consideration for motion on March 11, 2025, and

WHEREAS, all procedural requirements have been completed and a copy of this Ordinance will be submitted with a Notice of Final Adoption to WA State Department of Commerce Growth Management Services within ten (10) days of final adoption; and,

WHEREAS, the Council finds it is in the best interest of the City to modify Millwood Municipal Code (MMC) Section 17.04 / 17.040.35, Adoption by reference.;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILLWOOD DO ORDAIN AS FOLLOWS:

Section 1. Modification of Millwood Municipal Code Section 17.04 / 17.040.35. The final adopted Millwood Municipal Code Chapters are attached hereto as Exhibit "A" (deleted language ~~stricken~~, added language underlined):

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance 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 ordinance.

ORDINANCE NO. 544

APRIL 8, 2025

Section 3. Effective Date. This ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this ordinance in the official newspaper of the City.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 8TH DAY OF APRIL 2025.

Kevin Freeman, Mayor

Attest:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
):
County of Spokane)

Lisa Cassels, being first duly sworn on oath deposes and says: I am the City Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled "AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 17.04/17.040.35 (ADOPTION BY REFERENCE) AND PROVIDING FOR OTHER MATTERS RELATED THERETO" is the true and correct original copy of the City of Millwood's Ordinance numbered #544 and that the same was posted and published according to law.

Lisa Cassels, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2025.

Notary Public in and for the State of Washington.
Residing at Spokane.
My Commission expires _____.

ORDINANCE NO. 544

APRIL 8, 2025

ORDINANCE 544 - EXHIBIT A

Title 17 - ZONING

Chapter 17.04 - [TITLE, USE ZONES, BOUNDARIES AND DISTRICTS]

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, Section 14.802.060 (excluding subsection #9), Section 14.802.080, Section 14.802.120, and Section 14.802.180, are herein adopted by reference. References to Spokane County residential zones shall apply to all Millwood residential zones and references to Spokane County shall be interpreted as Millwood.

(Ord. No. 527 , § 1, 6-14-2022)

Chapter 14.802

Off-Street Parking and Loading Standards

14.802.000 Purpose and Intent

The purpose and intent of the off-street parking and loading standards is to provide adequate parking spaces, internal circulation, pedestrian facilities and access to ensure a safe and functional parking facilities. The chapter implements many of the goals and policies of the Comprehensive Plan.

14.802.020 Applicability of Standards and Plan Submission

1. Land used as a public or private parking area shall be developed and maintained in accordance with this chapter except for those zones that specifically allow variations to these standards.
2. Submission of a parking plan shall be required for all new construction, any change to a building, or any change in the use of a building or site to such an extent that a County development permit or certificate of occupancy is necessary. Building permits shall not be issued until the parking plan has been approved. The parking plan shall illustrate the location of all traffic control devices, parking stalls, directional arrows, signs, curbs, ingress/egress points, pedestrian access and walkways. The parking plan may be incorporated into the overall site development plan.

14.802.040 Off-Street Parking Requirements

1. Off-street parking shall be provided for all uses. The number of required parking spaces shall be determined as specified in Table 802-1 below.

Table 802-1, Off Street Parking Requirement

Cultural and Recreational Uses	
Use Classification	Number of spaces required
Public assembly	One space for every 4 occupants based on maximum permitted occupant load
Libraries, museums, art galleries	One space per 275 gross sq. ft.
Bowling alley	Four spaces per lane.
Driving range	Two spaces per tee.
Gymnasium	One space per 100 gross sq. ft.
Golf course	Three spaces per tee.
Health/Fitness club	One space per 100 gross sq. ft.
Skating rink	One space per 200 gross sq. ft.
Sports field (soccer, baseball, etc.)	Twenty spaces per acre of site.
Swimming pool	One space per 40 sq. ft. of pool area.
Tennis and similar courts	One and 1/2 spaces per court.

Table 802-1, continued

Educational uses	
Use Classification	Number of spaces required
Kindergarten through 8 th grade	Two spaces per teaching station; <i>OR</i> 1 space for every 4 seats or every 8 feet of bench or pew for fixed seating assembly areas (school auditorium, theater, stadium); <i>OR</i> 1 space for every 75 gross square feet of school assembly area without fixed seating, whichever is greater.
Grades 9 through 12	Five spaces per teaching station; <i>OR</i> 1 space for every 4 seats or every 8 feet of bench or pew for fixed seating assembly areas (school auditorium, theater, stadium); <i>OR</i> 1 space for every 75 gross square feet for school assembly areas without fixed seating, whichever is greater.
Colleges and universities	One space per 4 seats in classroom, plus 1 space per classroom. Dormitories, 0.75 spaces per planned resident.
Technical and specialized schools/studios	One space per 125 gross sq. ft.
Motor Vehicle Sales, Service and Car Washes	
Use Classification	Number of spaces required
Automotive wrecking yard	Twelve spaces for sites up to 10 acres; 20 spaces for sites over 10 acres.
Car washes and other short-turn-around auto services. (Tire mounting, quick lubes, etc.)	Three spaces for each service bay. Space inside the service bay shall be considered a parking space.
Motor vehicle or large machinery sales and service	One space per 1,000 gross sq. ft of building, plus 1 space per 1,500 gross sq. ft. of outside display area.
Recreational vehicles and manufactured home sales	One space per 3,000 gross sq. ft. of display area.
Auto repair garage	One space per 200 gross sq. ft. with a minimum of 3 spaces.

Table 802-1 - continued

Office and Business Services	
Use Classification	Number of spaces required
Business and professional offices	One space per 350 gross sq. ft. Minimum of 5 spaces.
Day care center	One space per 10 children.
Governmental buildings and uses	One space per 350 gross sq. ft. Minimum of 5 spaces.
Hospital or medical center	0.4 spaces per employee, plus 1 space for every 3 beds, plus 1 space for every 5 daily outpatient treatments, plus teaching hospitals add 1 space for every 3 students.
Kennel, public or private	One space for each 10 animals kept on the premises.
Medical offices	One space per 175 gross sq. ft.
Retail and Food Services	
Use Classification	Number of spaces required
Animal clinics, hospitals, veterinarian offices, kennels and pounds	One space per 200 gross sq. ft. of waiting, office, and exam rooms.
Coin-operated laundries	One space per 5 machines.
General retail, not elsewhere classified	One space per 250 gross sq. ft. Minimum of 3 spaces.
Large appliance retail	One space per 650 gross sq. ft.
Personal care services	One space per 100 gross sq. ft.
Restaurants and taverns.	One space for every 5 occupants based on maximum permitted occupant load. Outdoor seating areas shall require additional parking spaces at 10 spaces per 1,000 gross square feet. Minimum of 5 spaces.
Restaurant, drive through, carryout, or espresso with no seating	One space per 75 gross sq. ft. Minimum of 6 spaces. Outdoor seating areas shall require additional parking spaces at 10 spaces per 1,000 gross square feet.
Shopping centers	One space per 250 gross sq. ft.

Table 802-1, continued

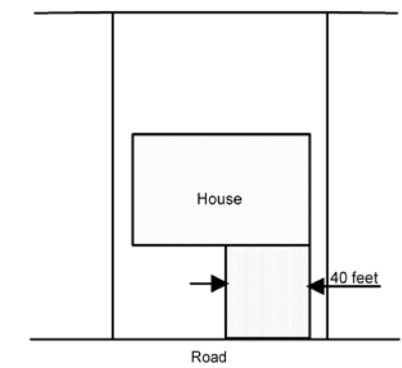
Residential/Lodging/Rooms	
Use Classification	Number of spaces required
Commercial lodgings and sleeping rooms	One space per unit/room plus required spaces for associated uses.
Manufactured home parks	Two spaces per dwelling unit, plus 5% of total requirement for guest parking.
Multi-family dwelling	One and one half spaces per dwelling unit, plus 5% of total requirement for guest parking.
Nursing/convalescent homes	One space per 5 beds.
Retirement/elderly housing, low income subsidized	One space per 3 dwelling units, plus 5% of total requirement for guest parking..
Single-family or duplex dwelling	Two spaces per dwelling unit. Spaces may be stacked in driveway.
Storage, Wholesale and Industrial Uses	
Use Classification	Number of spaces required
Self service storage (mini-storage) ¹	Minimum of 4 spaces.
Wholesale and commercial warehouses and storage.	1 space per 2,000 gross sq. ft.
Manufacturing, processing, machining, assembly, and/or packaging plants of all types.	1 space per 400 gross sq. ft.
¹ Driveway aisles shall be a minimum of 20 feet wide where access to storage units is only on one side of the aisle, and 24 feet wide where access to storage units is on both sides of the aisle.	

2. Uses not specified in Tables 802-1 shall provide parking based on the most comparable use as determined by the Planning Director.
3. In the case of multiple-use occupancies, in a building or on a lot, the total requirement for off-street parking shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for a particular use shall not be considered as providing required parking facilities for any other use except as allowed by joint use parking agreements under section 14.802.140.
4. All required parking areas shall be made permanently available to the customers of the use on the site and maintained for parking purposes only. Required parking facilities shall not be used for product display, automobile sales, storage, and/or repair work.

14.802.060 Parking Lot Location and Design

Off-street parking shall be located and designed according to the parking and design standards as specified herein.

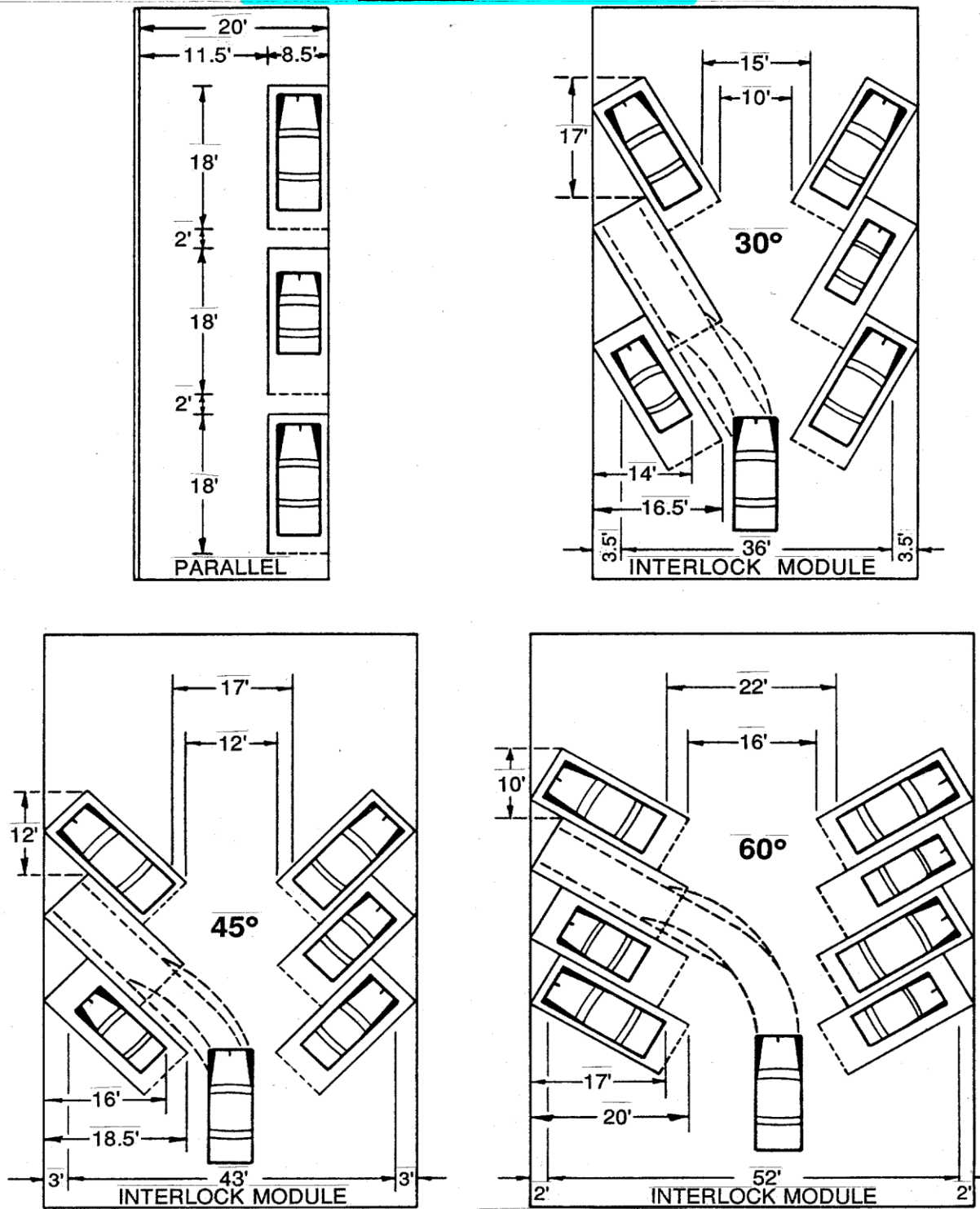
1. Parking facilities required under Section 14.802.040 shall be generally located on the same site as the use or building for which the parking is required. Off-site parking that is separated from the use by an arterial may be denied if adequate provisions to ensure pedestrian safety cannot be provided.
2. Parking stalls shall be designed so there is no vehicle overhang into public rights of way, drainage swales or ditches or adjoining property. Parking areas shall not encroach into stormwater facilities, including but not limited to grassy swales and ditches, and stormwater easements without written permission of the County Engineer or their designee.
3. The accessible parking space(s) required by Chapter 19.27 RCW shall be included in the total number of required parking spaces.
4. Bicycle racks and/or storage shall be provided when 25 or more parking spaces are required, at a ratio of 1 rack for every 25 parking spaces. Bicycle racks shall accommodate 5 or more bicycles and shall be located near the entrance of the building or use they are intended for.
5. New office and industrial developments, with 50 or more required parking spaces, shall designate at least 5% of the spaces for employee carpool or vanpool parking. Employee carpool or vanpool parking shall be located closer to the building entrance or the employee entrance than other employee parking with the exception of accessible parking. The carpool/vanpool spaces shall be clearly marked "Reserved Carpool/Vanpool Only".
6. Parking shall be so designed that vehicles will not back out into public rights-of-way. Single family and duplex residences are exempt from this requirement.
7. Parking stalls and aisles shall be designed as illustrated in Figure 1 and Figure 2 below. Parking spaces at any angle other than those shown are permitted, provided the width of stalls and aisles are proportionately adjusted based upon the angle proposed.
8. Parking spaces may be allowed in required setback areas, provided standards for frontage landscaping are adequately met.
9. Within in the LDR, LDR-P, MDR, or HDR zones, outdoor parking areas for single family and two family dwellings, which are located between the existing roadway and the dwelling, shall be consistent with the following standards:
 - a. Parking areas shall be limited in width to 50% of the lot frontage or 40 feet, whichever is less.
 - b. Parking or storage of vehicles outside the parking area described above is prohibited.
 - c. Parking areas and driveways shall be paved except that expansion of parking areas for existing dwellings may be allowed to utilize gravel surfaces of sufficient material and compaction to prevent erosion or tracking of soil, dirt, mud or debris onto public, private or future public road rights of way/easements, stormwater facilities or other public property.
 - d. The Director may make modifications in instances where due to a lot's configuration there is not adequate area in the front yard to comply with both minimum parking requirements and the parking width limitations described above.



Maximum parking allowed under 14.802.060(9)

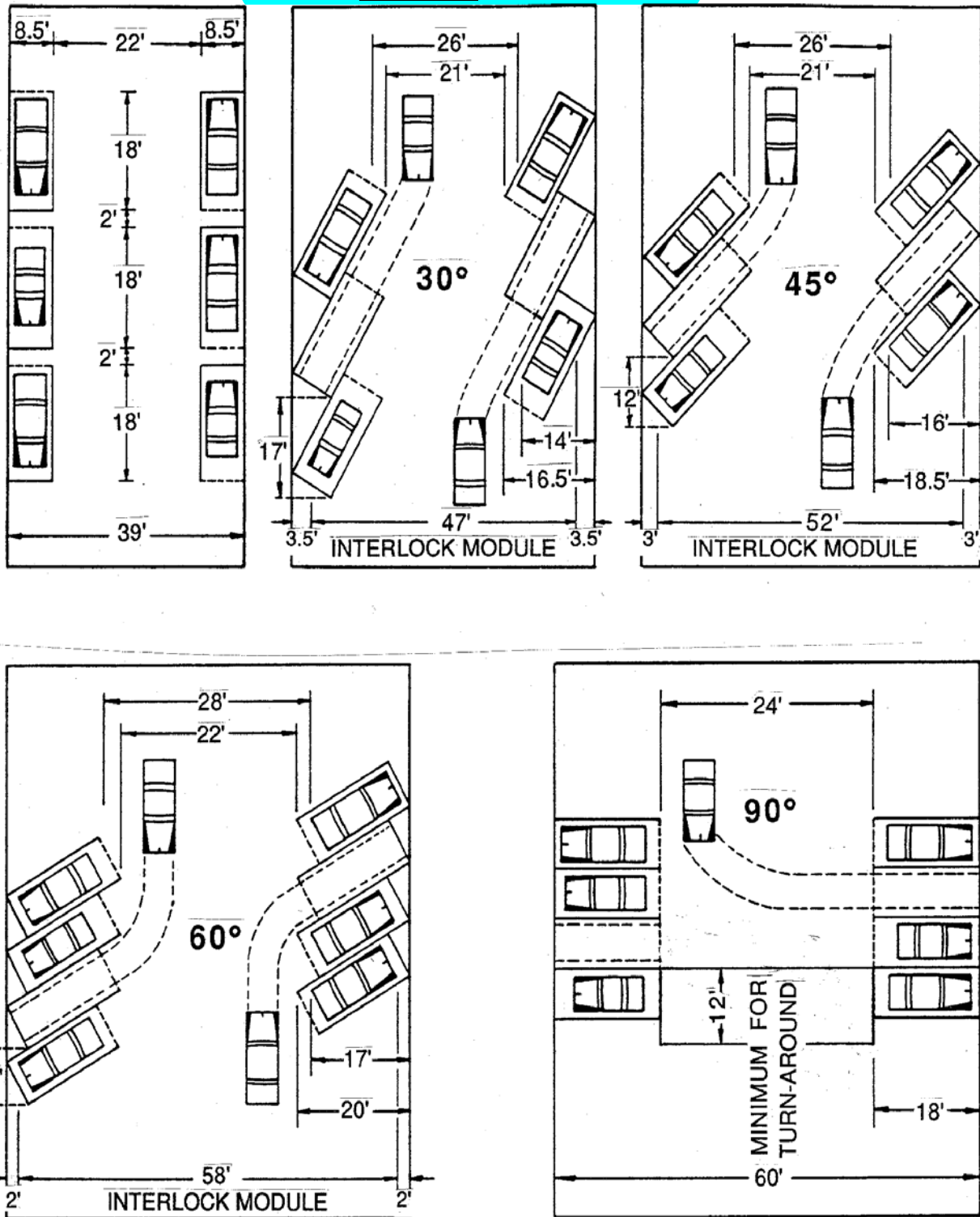
PARKING DESIGN STANDARDS

**FIGURE 802-1
MINIMUM ONE-WAY PARKING DEPTHS**



NOTE: NOT TO SCALE. PARKING STALLS 8.5' W. X 18' L.

PARKING DESIGN STANDARDS
FIGURE 802-2
MINIMUM TWO-WAY PARKING DEPTHS



NOTE: NOT TO SCALE. PARKING STALLS 8.5' W. X 18' L.

14.802.080 Parking Lot Surfacing and Marking Requirements

1. All off-street parking and outdoor storage areas shall be graded and paved with a hard surface such as concrete, asphalt, brick pavers or other hard material before a certificate of occupancy for the building is issued.
2. Paint or markers shall be used to delineate parking stalls and directional arrows on paved or hard-surfaced areas.
3. Pedestrian walkways shall be installed and/or marked according to Section 14.802.120.

14.802.100 Illumination

Parking lots shall have lighting capable of providing adequate illumination for security and safety. All light sources shall be constructed, down shielded and used as not to illuminate directly or create glare visible from adjacent properties or public rights of way. Lighting resembling or conflicting with traffic signals, emergency vehicles or otherwise creating safety hazards for pedestrian/vehicular traffic is prohibited.

14.802.120 Pedestrian Access

1. Parking lot circulation shall be designed to minimize conflicts between vehicles and pedestrians around and within parking lots and at vehicle ingress/egress points. Internal pedestrian walkways shall be installed through any parking lot of 50 or more spaces and shall be located and constructed as an integrated part of existing sidewalks and/or pedestrian trails.
2. Walkways shall be accessible and a minimum of 6 feet wide. Internal walkways shall be separated from traffic lanes and vehicle overhangs and shall be located as follows:
 - a. Walkways running parallel to the parking rows shall be provided for every 4 rows. A row is considered either a single or double line of parking stalls which are separated from other rows by internal driveways.
 - b. Walkways running perpendicular to the parking rows shall be no further than 20 parking spaces apart.
 - c. Walkways that cross vehicle lanes shall be marked with striping or constructed with a contrasting paving material to indicate a pedestrian crossing area.

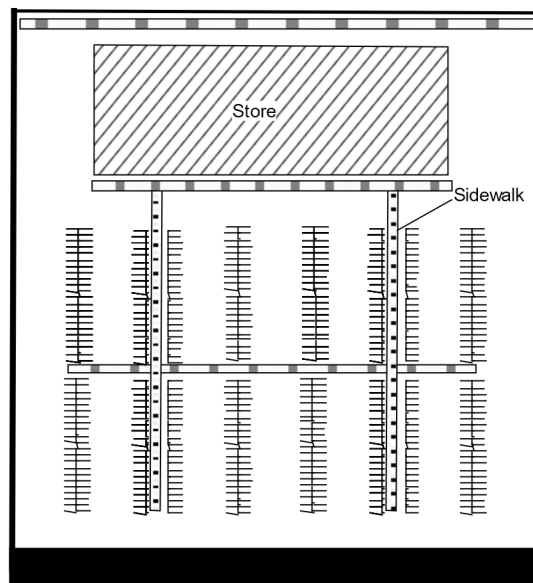


Figure 802-3, Example of Walkway System Within a Parking Lot

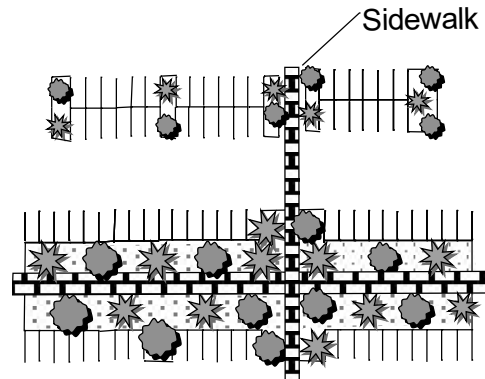


Figure 802-4, Detail of Landscaped Walkway System

14.802.140 Joint-Use Parking Requirements

1. The owner(s) of a group of uses or buildings may jointly provide parking and loading spaces, subject to the Director's approval. Written plans shall be submitted to the Director and shall include all of the following items.
 - a. The identification of the limits of the property involved.
 - b. The footprint of all structures.
 - c. The identification of all other areas not involved in the off-street parking, loading or access thereto (e.g., pedestrian areas, landscaping, refuse storage areas).
 - d. The actual layout of all off-street parking and loading spaces, as well as access thereto.
 - e. Identification of those spaces to be used collectively if other than all spaces on the property.
 - f. Parties involved with the joint use of parking facilities shall execute a legal easement regarding their joint use agreement. The agreement shall be reviewed by the Director and recorded in the County Auditor's office. The agreement shall run with the land and shall not be terminated without authorization by the Planning Director, based upon changed conditions.
2. For shopping centers, the Director may establish a total parking requirement based upon the mixture of uses contained within the center. If the Director finds that the uses within the center have substantially dissimilar peak demands for off-street parking, the Director may establish the center's parking requirements at a level reduced up to 25% of the normal parking requirement.
3. Up to 50% of the parking facilities required by this chapter for a use considered to be primarily a daytime use may be provided by the parking facilities of a use considered to be primarily a nighttime use or vice versa, provided that the reciprocal parking area shall be subject to the same conditions set forth in items 4a, 4b and 4c of this subsection. For purposes of this subsection, the following uses are typical daytime uses: business offices, barber and beauty shops and manufacturing or wholesale buildings. The following uses are typical nighttime and/or weekend uses: auditoriums (incidental to a public or parochial school), churches, dance halls, theaters and taverns.
4. Up to 100% of the weekend and/or nighttime parking facilities required by this chapter for a church or auditorium may be supplied by parking facilities required for the public/private school or college e, provided that the reciprocal parking area shall be subject to the following conditions.
 - a. The church must be incidental or adjacent to a public/private school or college
 - b. The building or use requesting joint parking shall be within 150 feet of the proposed joint use parking area.
 - c. The applicant shall demonstrate that there is not substantial conflict in the principal operating hours of the buildings or uses utilizing a joint use area.
 - d. Parties involved with the joint use of parking facilities shall execute a legal easement regarding their joint use agreement. The agreement shall be reviewed by the Director and recorded in the County Auditor's office. The agreement shall run with the land and shall not be terminated without authorization from the Director, based upon changed conditions.

14.802.160 Modification of Parking Requirements

1. A non-paved surface such as gravel or crushed rock for parking and storage areas routinely used by cleated and other heavy equipment may be allowed when approved by the Director.
2. The Director may waive paving requirements upon recommendations by the Spokane County Air Pollution Control Authority or the County Engineer's Office. Such recommendations shall be in writing and assert that the proposed surfacing, such as grass pavers or other technology, will not adversely affect air quality, water quality or the integrity of the parking area. Economic hardship shall not be a reason for granting a waiver.
3. The Director may allow a reduced number of parking spaces when an applicant can quantify a reduced demand based on the attributes of the use, site or surrounding area (for example, transit availability, commute trip reduction programs, employee housing etc.).
4. Storage areas in retail stores and offices, in excess of 1,000 sq. ft., may be calculated separately as a warehouse, if no more than 50% of the total floor area is considered a warehouse.
5. Industrial buildings with storage areas in excess of 1,000 square feet may be considered as a warehouse use for calculating the required parking.

14.802.170 Parking Design Incentives

Maximum lot coverage requirements in residential and commercial zones may be increased by 25% provided one of the following design features is incorporated into the development.

1. Underground parking is provided for the building or use.
2. A multilevel parking structure is provided for the building or use.
3. The building is adjacent to the street and all parking facilities are located to the rear or side of the building or use.
4. Bus shelters or other facilities designed exclusively to support transit are incorporated into the development and have a cost of at least 0.5% of the total development value. The value shall be determined from official County records. In the absence of an appropriate assessed value in the official County records, an appraisal performed by a licensed appraiser may be accepted.

14.802.180 Required Off-Street Loading

Off-street loading facilities are required to provide adequate space to accommodate outside deliveries from large vehicles which cannot be functionally served by normal parking stalls.

1. All off-street loading spaces shall be located and designed according to the following criteria:
 - a. All off-street loading spaces shall be designed to minimize impacts on adjacent properties.
 - b. In all cases, loading facilities shall be located on the same lot as the structure they are designed to serve.
 - c. Off-street loading space shall not be included in an area calculation used to satisfy off-street parking requirements for landscaping.
 - d. Loading spaces shall be designed and located so vehicles using these spaces do not project into any public right-of-way.
 - e. Loading spaces shall be designed so vehicles are not required to back to or from an adjacent street. Loading spaces in industrial zones that use local access streets are exempt from this requirement.
2. Off-street loading spaces shall measure at least 15 feet wide, 60 feet long and 15 feet high, except if this section requires only one off-street loading space, it may measure 12 feet wide, 30 feet long and 15 feet high.
3. The minimum number of off-street loading spaces shall be provided according to Table 802-2.

Table 802-2, Required Off-Street Loading

Use	Size	Required Parking Spaces
Industrial, manufacturing wholesale, warehouse, similar uses	10,000 - 40,000 sq. ft.	1 space
	40,000 - 60,000 sq. ft.	2 spaces
	60,000 - 100,000 sq. ft.	3 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Offices, hotel/motel, restaurants	20,000 - 60,000 sq. ft.	1 space
	60,000 - 100,000 sq. ft.	2 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Hospitals, convalescent centers, nursing homes, similar institutions	10,000 - 40,000 sq. ft.	1 space
	40,000 - 100,000 sq. ft.	2 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Department stores, retail and other commercial uses	10,000 - 20,000 sq. ft.	1 space
	20,000 - 50,000 sq. ft.	2 spaces
	50,000 - 100,000 sq. ft.	3 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Residential	No requirement	

14.802.200 Public Transit

Provisions for transit facilities shall be coordinated through the Division of Engineering and Roads and the Spokane County Transit Authority.

14.802.220 Landscaping Requirements

Landscaping shall be provided pursuant to chapter 14.806.

File Attachments for Item:

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

CITY OF MILLWOOD
CLERK/PUBLIC RECORDS/CODE ENFORCEMENT
May 13, 2025

Section 10, Item b.

City Council

- Prepared Draft Resolutions for Legal Review
- Routed contracts for signatures
- Prepared Agendas, Packets & Minutes for City Council Regular and Special Meetings.

Planning Commission

- Prepared Agenda, Packet & Minutes for Planning Commission Meeting.
- Routed Certificate of Occupancy for signatures Whistle Punk Brewing (Kitchen)
- Assisted Ms. Tainio with research, scheduling, Invoicing, and planning requests.

Historic Preservation Commission

- Prepared Agenda, Packet & Minutes for Historic Preservation Commission Meeting on April 14, 2025.
- Mailed 69 letters created by the Commission to the Historic District homes and businesses with information on 100-year old home recognition and local register of Historic properties.
- Coordinated and gathered materials for HPC booth at the Farmers Market on May 28, 2025 to raise awareness for Millwood's Historic District and the Historic Preservation Commission.

Public Records Requests (9 Total for 2025).

- Three new public records requests have been received since the last meeting.
- One request has been completed; it is a recurring request for insurance Information.
- The other two requests – one is another recurring request for utility and B&O tax information. The other is for information on the Argonne Congestion Relief Project.

Code Enforcement

- Fence height violation – residential – research on historic zoning ordinances regarding fencing, multiple communications & emails
- Excessive trash violations – residential
- Excessive trash and no trash receptacle at commercial business.
- Unauthorized car parking
- Couch in Right-of-way

Miscellaneous

- Verified and recorded approximately 50-75 backflow test reports.
- Prepared numerous Right of Way Permits, Land Use Permits & Invoices.
- Business Licensing – Approved 25 Millwood General Business & Millwood General Business Non-Resident Licenses. Prepared & mailed letters with Millwood Home Business Application included, to 3 businesses to verify the type of home business requested was an approved use.
- Coordinate meeting space with AWC for training meeting on 5.13.25 at City Hall.
- WVEF raffle-spoke with Gambling Commission; there is no permit needed for a raffle for WVEF if they do not exceed \$5000.00 profit and don't have more than 2 raffles per year.
- Answer phones and cover the counter when needed.

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

May 6, 2025

Memo To: Millwood City Council

RE: April 2025 Planning Report

Here is a summary of the planning activities for the month of April 2025:

- The Planning Commission met on April 30th and held a Public Hearing on the Draft Comprehensive Plan Ch. 1, 2, 3, & 4, updated Community Visioning and Goals, Policies, and Actions Framework, & new Draft Comprehensive Plan Parks and Recreation Element
 - The next meeting is scheduled for May 28th at 6pm
 - Anticipated Agenda Items: Periodic Update - Discuss potential modifications to Draft Comprehensive Plan Land Use, Housing, Transportation, EPF, Capital Facilities and Utilities.
- Permit/license/land use application review and processing:
 - 2802 N. Stout – Deck review
 - 9011 E. South Riverway – Amended and restated fence permit review / decision
 - MW-2025-0011 / CP-2024-02 - 8921 E. Euclid Mixed Use Building re-review / coordination (3 story mixed use building with future restaurant space, office space, and 3 residential units)
 - 9005 / 9013 E. Frederick – Whistle Punk Commercial Kitchen TI C/O Coordination
 - 2708 N. Laura - VAR-2025-01 Staff Report & Hearing Examiner Decision issuance (variance for reduced side setback for garage & carport approved)
 - 10218 E. Empire – Demolition condition on behalf of utilities
 - 9015 E. Euclid – Wall sign permit review
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Periodic Update
 - Teams Meeting w/ Commerce
 - Planning Technical Advisory Committee (PTAC) Meeting
 - PTAC LCA Subcommittee Meeting
 - Community engagement - Interviews / Discussions
 - Comprehensive Plan Land Use & Housing Elements (Checklist, HAPT incorporation, Racially Disparate Impact - RDI Analysis)

With best regards,

Amanda Tainio

Millwood Contract City Planner

planner@millwoodwa.us

File Attachments for Item:

- a. Deputy Ball Report - March & April

To: Kevin Freeman <mayor@millwoodwa.us>

Subject: March and April

Good afternoon Sir, here are the statistics for March and April.

Traffic stops with warning 18.

Traffic stops with citation 16.

Proactive warrant/new charge arrests: 8

Arrests from calls for service within Millwood: 3

If you want me to start including what the arrests were for or anything let me know,

Thanks!

Deputy Trevor Ball

Millwood Resource Deputy

UAS Team | Field Training Officer | Honor Guard

Spokane County Sheriff's Office

(509)319-5504



File Attachments for Item:

b. Council Member Culler Appointment to Spokane County Housing & Community Development Advisory Committee

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER CONCERNING AN)
APPOINTMENT TO THE SPOKANE COUNTY)
HOUSING AND COMMUNITY DEVELOPMENT)
ADVISORY COMMITTEE)

RESOLUTION

WHEREAS, the Board of County Commissioners of Spokane County, Washington, pursuant to the provisions of RCW 36.32.120(6), has the care of county property and the management of county funds and business; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has the authority to make available to the counties, funds for community development purposes pursuant to various federal laws including CFR Title 24, Chapter V, Part 570 (Community Development Block Grants); and

WHEREAS, pursuant to Resolution No. 87-1080 and subsequent Cooperation Agreements for Entitlement County Block Grant Funds under the Housing and Community Development Act of 1974, as amended, Spokane County established a Housing and Community Development Advisory Committee, and the Board of County Commissioners did adopt and amend the Bylaws for said committee under Resolution Nos. 0-0926 and 6-1021; and

WHEREAS, the Bylaws provide that the Committee shall consist of Mayors of participating cities and towns or their officially designated representatives and Citizen Representatives who are residents of the unincorporated area of Spokane County, all of which are appointed by the County Commissioners; and

WHEREAS, Kevin Freeman, Mayor for the City of Millwood recommended Shaun Culler be appointed to represent the City of Millwood on the Spokane County Housing and Community Development Advisory Committee.

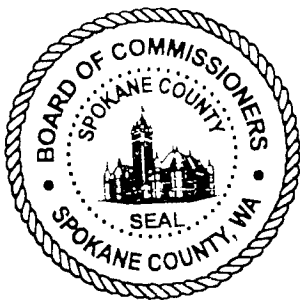
NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Spokane County, Washington, that the following appointment to the Housing and Community Development Advisory Committee is hereby approved as follows:

Shaun Culler

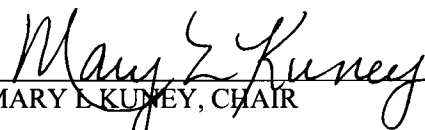
City of Millwood

Term Expires: 6/30/2028

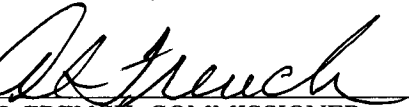
APPROVED BY THE BOARD this 22nd day of April 2025.

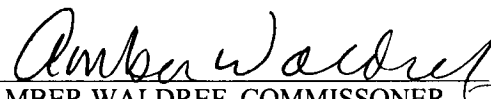


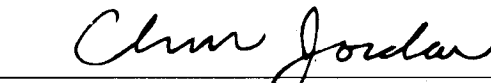
BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON


MARY L. KUNEY, CHAIR

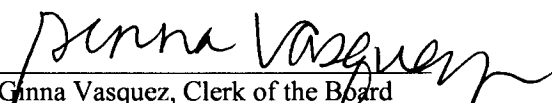

JOSH KERNS, VICE CHAIR


AL FRENCH, COMMISSIONER


AMBER WALDREF, COMMISSIONER


CHRIS JORDAN, COMMISSIONER

ATTEST:


Ginna Vasquez, Clerk of the Board

Submit to Clerk of the Board with available supporting materials (Resolutions, Agreements, Prese

AGENDA SHEET

SUBMITTING DEPARTMENT: Commissioners

CONTACT PERSON: Shelly Thompson

PHONE NUMBER: 509-477-2694

CHECK TYPE OF MEETING BELOW:	BELOW FOR CLERK'S USE ONLY:
☒ Regular Legislative Session Agenda	Clerk's Resolution No. <u>25 - 0209</u>
	Approved: <u>Majority/Unanimous</u>
	Denied: <u>Majority/Unanimous</u>
	Renews/Amends No. _____
	Public Works No. _____
	Purchasing Dept. No. _____

AGENDA TITLE (please provide a reasonably descriptive agenda title for this item: Appoint Shaun Culler as the City of Millwood representative on the Housing and Community Development Advisory Committee.

DESCRIPTIVE SUMMARY (please provide anticipated fiscal and budgetary information & reason for request): Kevin Freeman, Mayor for the City of Millwood has recommended Shaun Culler be appointed as the City of Millwood representative on the Housing and Community Development Adviosry Committee.

FISCAL IMPACT (please provide anticipated fiscal and budgetary impact, with amount and source of funds, if applicable): N/A

REQUESTED BOARD ACTION (if any): Approve resolution appointing Shaun Culler as the City of Millwood representative on the Housing and Community Development Advisory Committee.

Other County Departments Impacted - List any other departments that were notified in advance of this agenda item: N/A

This Item will need to be codified in the Spokane County Code: No

File Attachments for Item:

- a. Kaye Boone - Remarks made at 4.8.25 meeting - emailed 4.11.25

Public Remarks – Millwood City Council meeting – Tuesday, 4/8/25

My name is Kaye Boone and my address is 2609 N. Bessie Rd, Millwood WA. My husband and I have been residents of Millwood for nearly 40 years.

I will preface my remarks by acknowledging the information presented tonight by the City Treasurer's report regarding updating internal controls about the use of City credit cards, etc. as well as Mayor Freeman's statement read by Mayor Pro Tem Shaun Culler about this same issue.

My remarks today are about the recent (March 31st) report on KXLY regarding the findings of the Office of the Washington State Auditor relating to the City of Millwood not keeping track of credit card charges made by city officials – 'resulting in a loss of public funds.'

My understanding is that Mayor Freeman used his City credit card for \$3,292.66 in personal purchases between August 17, 2021 and January 12, 2024 – a period of 29 months – nearly 2 ½ years.

The Mayor claimed he had used the City card by mistake and has subsequently repaid the City in full – last payment was February 28, 2025.

However, the Auditor found another \$7,319 in credit card charges that neither the Mayor nor the City could adequately explain the business purpose of the charges.

I have a few observations and rhetorical questions for the Mayor, the City Treasurer, and the City Council:

- I worked in the accounting field for over 40 years for various companies and non-profit organizations. One of my tasks for several of these companies/organizations was monitoring the use of Company credit cards to comply with the requirements of what was an allowed or disallowed expense.
- ONE mistake can be understandable but to use the City credit card for personal expenses and to continue this for nearly 2 ½ years is beyond incomprehensible to me.
- While I appreciate that Mayor Freeman repaid the City, my rhetorical questions are:
 - Why did this pattern continue for so long?

- Who approved these personal purchases?
- The additional \$7,319 in questionable charges concerns me as well.
 - Why did Mayor Freeman omit receipts to prove their business purpose?
 - Will the \$7,319 be repaid to the City?
 - If so, when will that happen, and will Millwood taxpayers be informed?
- As retired senior citizens and Millwood taxpayers, my husband and I must monitor our budget very carefully.
- To find out – only through the media – that there has been a significant loss of public funds due to lack of oversight and accountability is extremely upsetting.
- We would appreciate a sincere public apology from the Mayor, the Treasurer, and the City Council in the next City newsletter.
- And we hope that going forward, the City will have transparency about the financial payments made WITH TAXPAYER FUNDS for any and all expenses.

Thank you.

Kaye Boone
2609 N. Bessie Rd.
Millwood WA 99212

509.991.5552