



## City Council Regular Meeting Agenda

Tuesday, October 08, 2024 at 6:00 PM

9103 E Frederick Ave.

[www.youtube.com/@cityofmillwood](https://www.youtube.com/@cityofmillwood)

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**1. CALL TO ORDER & ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MEETING AGENDA**

**4. LOCAL AGENCY REPORTS/PRESENTATIONS**

- a. Millwood Dedicated Deputy Update - Undersheriff Kittlestved

**5. OTHER PRESENTATIONS**

**6. PUBLIC COMMENTS CONCERNING ACTION ITEMS**

In compliance with the requirements of the Washington State Open Public Meetings Act (OPMA) the City accepts public comments concerning agenda items proposed for final action by the City Council ("Action Items"). Written public comments are accepted up to 24 hours prior to this meeting by (1) USPS mail to: City of Millwood, 9103 E Frederick Avenue, Millwood, WA 99206; (2) electronic mail to [comments@millwoodwa.us](mailto: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. [Winterfest Special Event Permit](#)

**9. ACTION ITEMS FOR CONSIDERATION**

- a. [Consent Agenda - Consisting of City Council Regular Meeting Minutes, Treasurer's Report, Claims and Payroll](#)

**10. REPORTS (no action)**

- a. Treasurer Report - Debb Matkin
- b. City Clerk/Public Records/Code Enforcement Report – Lisa Cassels
- c. Facilities Report - Kyle Schiewe
- d. Utilities Report - Matt Erdahl
- e. Planning Report - Amanda Tainio - Upward 7 Consulting
- f. Legal Report - Brian Werst - Witherspoon Brajcich McPhee, PLLC
- g. Mayor's Report - Mayor Kevin Freeman

**11. COUNCIL INFORMATION (no action or discussion)**

**12. PUBLIC REMARKS**

Public Remarks are an opportunity for citizens to address the Council, either in-person or by submitting their remarks to [remarks@millwoodwa.us](mailto: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](http://www.millwoodwa.us/government#CityCouncil) or available at City Hall prior to this meeting.

**13. COUNCIL REMARKS**

**14. ANNOUNCEMENTS**

**15. SET NEXT MEETING**

**16. ADJOURNMENT**

**File Attachments for Item:**

a. Winterfest Special Event Permit



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:<br>Millwood Community Assoc.                                                                                                                                                              |                  | ORGANIZATION/EVENT:<br>WinterFest Christmas Market 2024                                     |              |
| ADDRESS:<br>8903 E Liberty                                                                                                                                                                                | CITY<br>Millwood | STATE<br>WA                                                                                 | ZIP<br>99212 |
| PHONE:<br>509-891-9173 or 509-939-1083                                                                                                                                                                    |                  | EMAIL:<br>info@millwoodnow.org (alt: youngps2@comcast.net)                                  |              |
| TYPE OF EVENT:<br><input type="checkbox"/> PARADE <input type="checkbox"/> RUN <input type="checkbox"/> DEMONSTRATION <input type="checkbox"/> EXHIBITION <input checked="" type="checkbox"/> OTHER _____ |                  |                                                                                             |              |
| LOCATION (STARTING POINT, ROUTE, ASSEMBLY AREAS, ACCESS TO PUBLIC PROPERTY):<br><b>Dalton Ave from Argonne Rd west to alley</b>                                                                           |                  |                                                                                             |              |
| DESCRIPTION OF EVENT:<br><b>Annual Millwood Community Christmas Market with Street booth activities</b>                                                                                                   |                  |                                                                                             |              |
| DATE/TIME OF EVENT:<br>Friday, Dec 6 4PM - 7PM                                                                                                                                                            |                  | NUMBER OF PARTICIPANTS EXPECTED:<br>15-24 vendors, approx 300 visitors (over 3 hour period) |              |

## REQUIRED ATTACHMENTS:

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

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: 9/10/2024

## APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

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APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



## 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.



MILLWOOD WINTERFEST Christmas Market

2024 Special Event Application – City of Millwood

The first Millwood WinterFest Christmas Market was held in the Masonic Lodge and was primarily a gingerbread house craft with some food trucks and 2-3 craft booths located in the parking lot behind the lodge. Since then, the Christmas Market has grown to add vendors from the Millwood Farmers Market along with a few additional craft vendors. The market provides the Millwood community with fresh farm products (seasonal products such as trees and wreaths) as well as handcrafted artisan goods. By holding it in the street near the historic district businesses, it kicks off the holiday shopping season for our Millwood businesses. It also provides the Millwood neighborhood with educational and social interaction with local farmers and artisans. The coming together of the neighborhood, the laughter, and fellowship for children as well adults make Millwood Christmas Market a continued asset to the community.

Site Plan: Dalton Ave between Argonne Rd west to the alleyway

The market is to be located on Dalton Ave street between The Corner Door Café and Bottles. Each vendor will provide their own set-up of tables, tent (if needed) with tie-downs and chair. Vehicles may be used to deliver equipment/products but will be parked on surrounding streets or the Millwood Presbyterian Church parking lot. Set up is typically from 2PM – 3:30PM. Market hours are 4PM – 7PM. Takedown at 7PM

Restroom Access Agreement

Local businesses have agreed to have visitors use their restrooms for the event (The Corner Door Café, The Rocket Bakery and Bottles).

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 located across the tracks on Frederick Ave 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

Market Personnel: Greg Mott, The Corner Door Cafe (509) 921-9253 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083 Additional volunteers will be assisting as well but a set roster is not available at the time of our permit application.

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 market 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 market, increase food awareness and supply to the community, and promote our mission of enhancing our community of Millwood.

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

Shirene Young, Millwood Comm. Assoc.  
Millwood WinterFest Christmas Market  
C/O Millwood Community Association  
8903 E. Liberty, Spokane, WA 99212  
Phone : 509=891=9173 or 509=939-1083 (cell)  
Email: info@millwoodnow.org

**Traffic Control Plan – 2024**

The request for the 2024 Millwood WinterFest event is to close Dalton Ave west of Argonne Rd. to the alley immediately west of Argonne Rd.

Dalton Ave. would be closed at Argonne Rd. to the alley immediately west using temporary barriers at those intersections beginning at 2 PM. Sidewalks would not be closed or impeded.

Dalton Ave. would be re-opened at Argonne Rd. to the alley at approximately 8:00 PM and barriers removed from Argonne Rd intersection. At that time, Dalton Ave would be fully re-opened.

During the event, access to that section of 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 the alley 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

Restrooms: Bottles / Mara (509) 443-4027 and The Corner Door / Greg Mott (509) 921-9253.

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



**File Attachments for Item:**

**a. Consent Agenda** - Consisting of City Council Regular Meeting Minutes, Treasurer's Report, Claims and Payroll

**1. Call to Order & Roll Call**

Mayor Freeman called the Regular City Council meeting to order at 6:01 pm. Council Members present: Dan Sander, Shawna Beese, Andy Van Hees, Kelly Stravens and Shaun Culler.

**2. Pledge of Allegiance****3. Approval of Meeting Agenda**

The agenda was amended as followed: Undersheriff Kittilstved was unable to attend and would be rescheduling his presentation for the October meeting, removal of item 9.d Spokane County Sheriff's Department Interlocal (Revised Term) the Spokane County Board of Commissioners executed the original agreement for the full term and amending the consent agenda to include additional invoices submitted after the agenda was posted.

Council Members Andy Van Hees, Dan Sander, Shaun Culler, Shawna Beese and Kelly Stravens approved the amended agenda.

**4. Agency Reports/Presentations** – There were no agency presentations.**5. Other Presentations** – David Milliken – Hutton Settlement

Mr. Milliken explained the basic principles of Blue Zones for Community Development.

**6. Public Comments Received Concerning Action Items**

Three Public Comments were received after the meeting packet was distributed. Two of the comments were regarding Wholesale Water Service and one comment was regarding the Comprehensive Plan Periodic Update Grant. These comments were distributed to the Council Members and the public in attendance at the meeting for their consideration.

**7. Executive Session**

There was no Executive Session.

**8. Action Items for First Presentation****8.a Ordinance #543 – Wholesale Water Service**

Mayor Freeman and Mr. Werst explained the City's certificated water rights, the City had more water rights than we were using, other water purveyors were in need of additional water rights and the wholesaling of water would be a revenue source for the City. Mayor Freeman explained that he was hoping to get Council's feedback on what information/presenters they would like to have at future Council meetings to increase their understanding of Wholesale Water Service. Council Members discussions included the percentage of the water rights used by the City, aquifer adjudication, municipal water law, Millwood's

water needs as a tree City, possibility of needing more water in the future, cost of water for residents and possible revenue if water was sold.

**9. Action Items for Consideration and Motion**

- 9.a Consent Agenda consisting of City Council Regular Meeting Minutes 8.13.2024, August 2024 Treasurer's Report, August 2024 Payroll, August 2024 Claims and the Asphalt Patching Bid Award.

Moved by Shaun Culler; seconded by Andy Van Hees to approve the amended Consent agenda with the August 2024 claims amended to include additional claims in the amount of \$50,388.22 totaling \$472,876.63 for the August claims

Motion: 5 - 0

Voting For: Andy Van Hees, Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

- 9.b Interagency Agreement between City of Millwood and Department of Commerce – for GMA Periodic Update Grant

Moved by Shawna Beese; seconded by Kelly Stravens to bring the Department of Commerce Interagency Agreement back at the next meeting for consideration.

Motion: 5- 0

Voting For: Andy Van Hees, Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

- 9.c Spokane Valley Fire Department Interlocal Agreement for Inspection Services.

Moved by Shaun Culler; seconded by Dan Sander to approve and authorize Mayor Freeman to execute the Interlocal Agreement for Inspection Services between Millwood and SVFD.

Motion: 5- 0

Voting For: Andy Van Hees, Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

- 9.d Spokane County Sheriff's Department Interlocal Agreement was fully executed as approved at the Millwood City Council on 7.9.24 by the Board of County Commissioners. A revised term was not necessary.

- 9.e 2026 Comprehensive Plan Periodic Update – Community Survey

## City Council Regular Meeting Minutes

September 10, 2024

Ms. Tainio explained that she had crafted the community survey with staff input. The Planning Commission went through the survey line by line and their modifications had been incorporated into the document. The Planning Commission's recommendation was for approval by City Council. If approved by Council the survey would be available at City Hall and on the website by mid-September.

Moved by Shawna Beese; seconded by Kelly Stravens to approve the Comprehensive Plan Periodic Update – Community Survey

Motion: 5- 0

Voting For: Andy Van Hees, Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

9.f Appointment of Lisa Cassels as City Clerk and Public Records Officer

Moved by Andy Van Hees; seconded by Dan Sander to appoint Lisa Cassels as City Clerk and Public Records Officer.

Motion: 5- 0

Voting For: Andy Van Hees, Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

10. **Reports (no action)**

10.a Treasurer's Report - Debb Matkin

Ms. Matkin reported that the budget survey went out in the September billing, the audit would begin on September 16<sup>th</sup>, the 2024 budget amendment would be on the October agenda and she sent out the 2025 call letter to Council for their budget estimates.

10.b City Clerk/Public Records Report – Lisa Cassels

Ms. Cassels reported that there were 2 open code enforcement cases, 4 public records requests (one was extensive) and permitting had slowed down.

10.c Facilities Report - Kyle Schiewe

Mr. Schiewe reported that he had ordered the budgeted tow behind air compressor, Spokane County looked at Empire recommending chip/fog sealing instead of scrub sealing, possibility of getting the chip seal project scheduled for 2025 and the wading pool closed after Labor Day.

10.d Utilities Report - Matt Erdahl

Mr. Erdahl reported that all the water samples were satisfactory, three water meters had been replaced, herbicide & pesticide samples from all three wells had been submitted for testing (required every 9 years) waiting for the results and working on sewer pretreatment with Josh Villa from Spokane County.

**10.e Planning Report - Amanda Tainio - Upward 7 Consulting**

Ms. Tainio submitted the August 2024 planning report in the packet.

**10.f Legal Report - Brian Werst - Witherspoon Brajcich Mcphee, PLLC**

Mr. Werst had nothing further to report.

**10.g Mayor's Report - Mayor Kevin Freeman**

Mayor Freeman reported on the Argonne Project open house meetings that had taken place thus far and the last open house meeting was scheduled for September 19, 2024. He also reported on a meeting with Matt Erdahl regarding the cast iron waterlines that remain in the City's water system, general maintenance needs, the cost of those and funding options available.

**11. Council Information (no action or discussion)****12. Public Remarks**

Todd Beese, 8610 E South Riverway, submitted to the Council a copy of the Millwood Comprehensive Plan pgs. 9 & 10 containing community visioning from 1993 regarding widening Argonne and asked that Argonne Road not be widened. Doug Sadler, 8612 E Bridgeport, had concerns regarding wholesale water sales and appreciated Council's request for additional information.

**13. Council Remarks**

Councilmember Beese commented that the rounding up/down issue would be addressed with the Comprehensive Plan update. Councilmember Sander commented on the great turnout for Millwood Daze. Councilmembers Stravens, Culler and Van Hees thanked all involved in compiling and distributing the survey.

**14. Announcements**

Mayor Freeman discussed the upcoming 2025 budget schedule.

**15. Set Next Meeting – October 8, 2024 at 6:00pm.****16. Adjournment**

Moved by Shaun Culler; seconded by Kelly Stravens to adjourn the regular meeting at 7:54pm.

Motion: 5 - 0

Voting For: Andy Van Hees, Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

Approved:

Attest:

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Kevin Freeman, Mayor

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Lisa Cassels, City Clerk