



City Council Regular Meeting Agenda

Tuesday, July 08, 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

- a. [SVFD - Quarterly Report - Chief Frank Soto](#)

5. OTHER PRESENTATIONS

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

In compliance with the requirements of the Washington State Open Public Meetings Act (OPMA) the City accepts public comments concerning agenda items proposed for final action by the City Council ("Action Items"). Written public comments are accepted up to 24 hours prior to this meeting by (1) USPS mail to: City of Millwood, 9103 E Frederick Avenue, Millwood, WA 99206; (2) electronic mail to comments@millwoodwa.us, or; (3) direct at City Hall. All received comments are distributed to the City Council, Mayor, and City Staff prior to this meeting for review and consideration before action.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

- a. [PUBLIC HEARING - Amend Six-Year Transportation Plan
RESOLUTION 2025-10 Amend Six-Year TIP](#)
 - b. [Amendment to Spokane County SCEO ILA as adopted by BoCC R 25-0166](#)
 - c. [Empire Traffic Calming - Speed Hump Bid Tabulation](#)

9. ACTION ITEMS FOR CONSIDERATION

- a. [Consent Agenda](#)
[\(1\) June 2025 City Council Regular Meeting Minutes \(2\) June 2025 Treasurer's Report \(3\) June 2025 Claims \(4\) June 2025 Payroll \(5\) ARCR Project Change Order #1 \(6\) ARCR Partial Payment Phase One \(7\) Water System Maintenance Projects](#)

10. REPORTS (no action)

- a. Treasurer - Interim Treasurer
 - 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 - 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. 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.

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting - August 12, 2025 at 6:00 pm.

16. ADJOURNMENT

File Attachments for Item:

a. SVFD - Quarterly Report - Chief Frank Soto

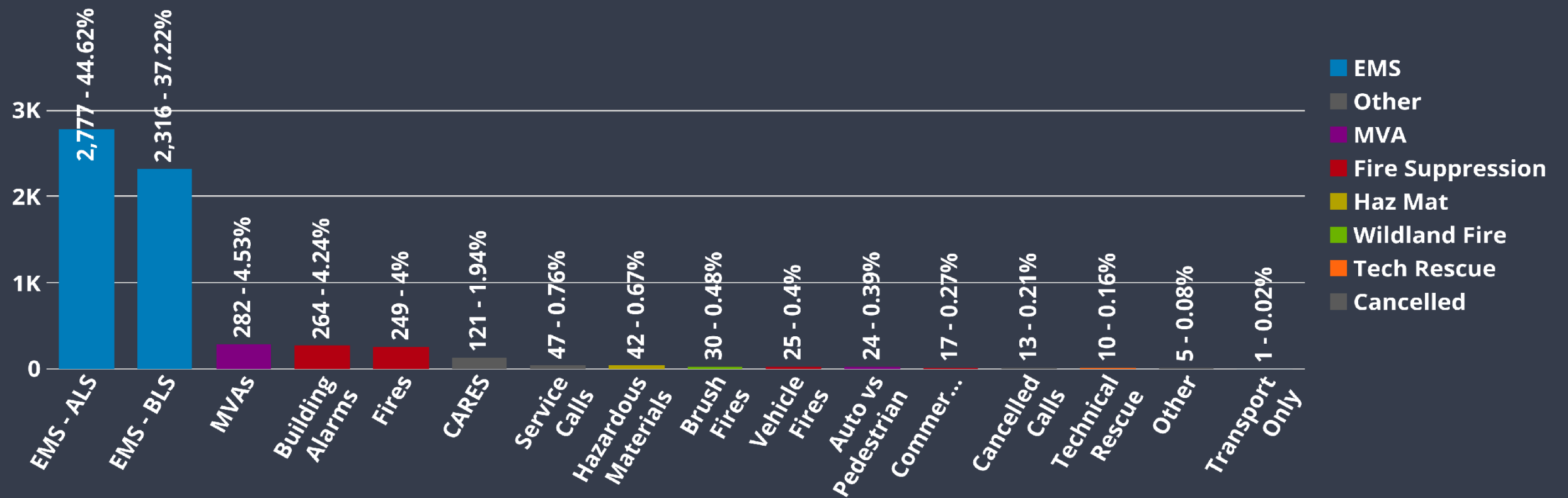


SVFD Run Report 2nd Quarter Report - 2025 All Response Areas

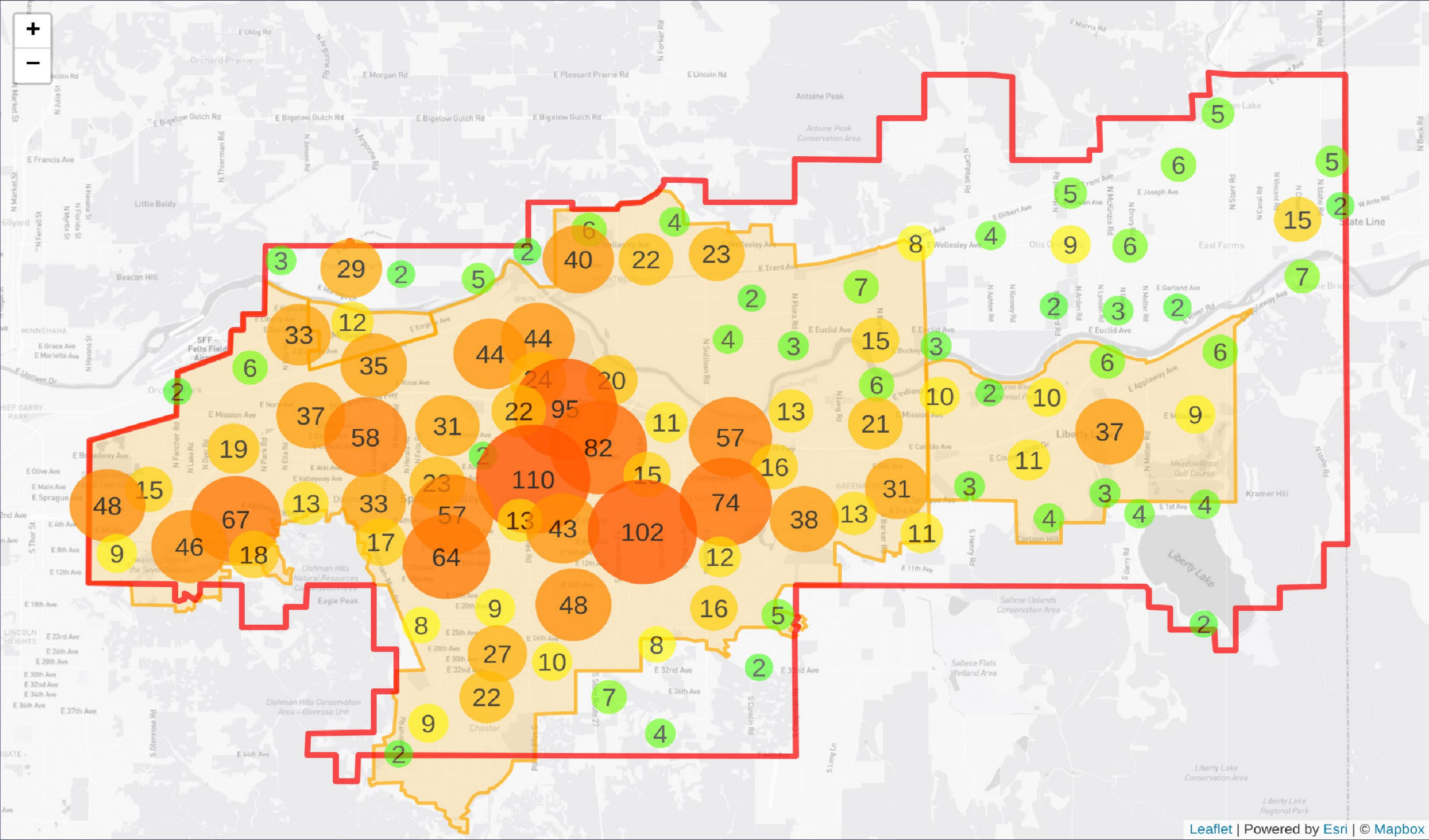
Total In-District Incidents - Last Quarter

6,223

Total In-District Incidents by Incident Category - Last Quarter



Incidents within the SVFD Boundary - Last Month



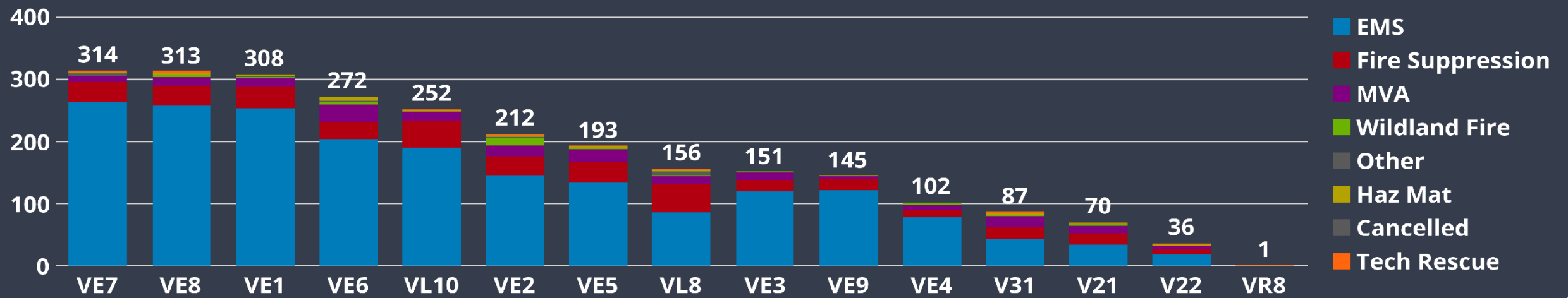
Response Summary

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

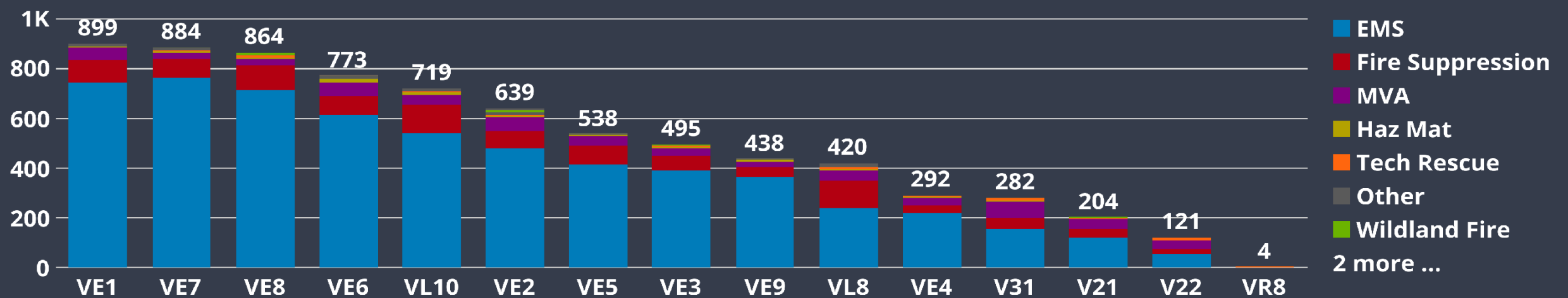
Total Responses - Last Quarter

7,648

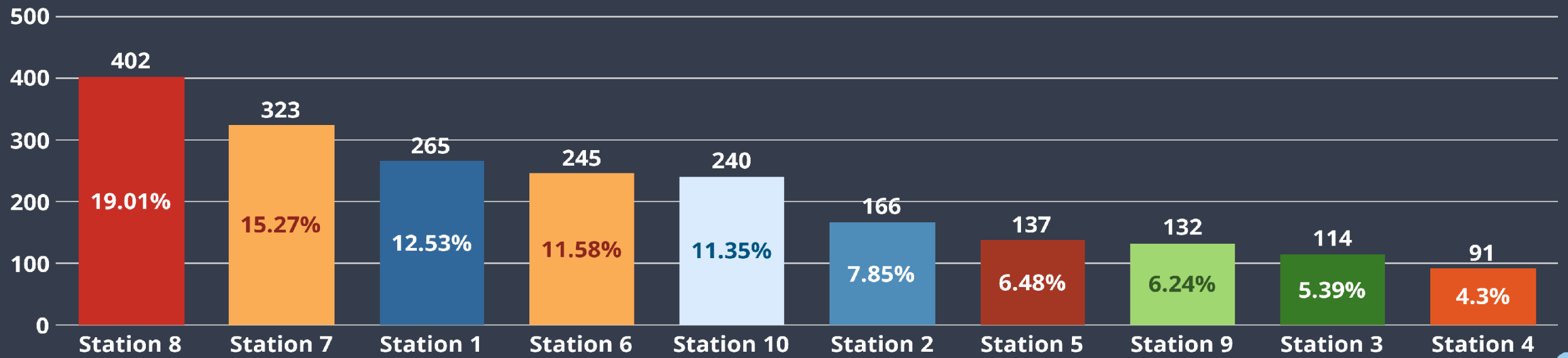
Total Responses by Frontline Apparatus - Last Month



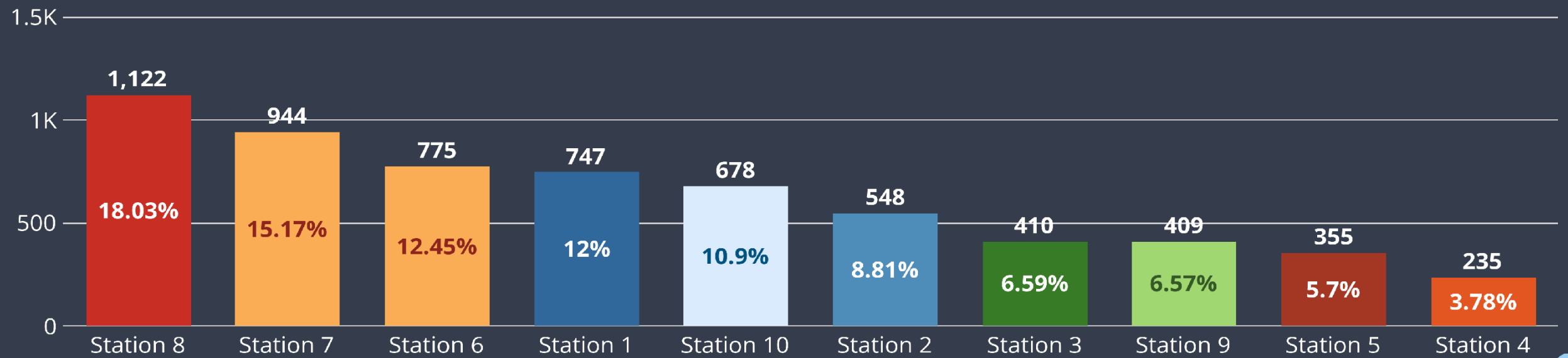
Total Responses by Frontline Apparatus - Last Quarter



Incident Locations by Station Area - Last Month

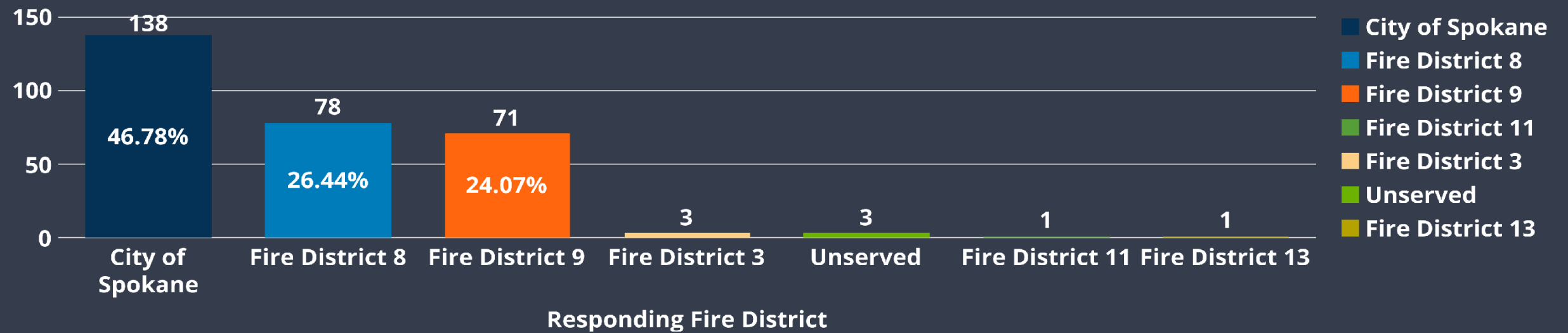


Incident Locations by Station Area - Last Quarter



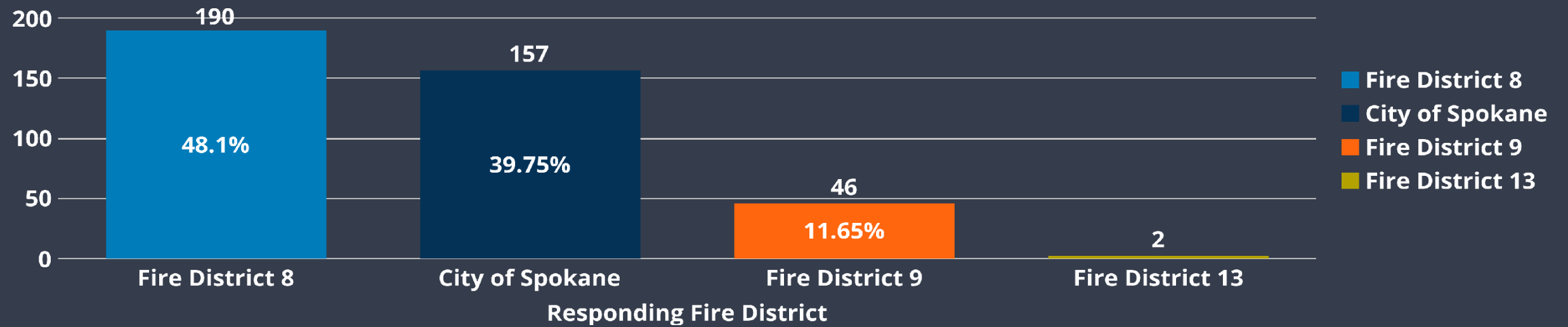
Total Responses from SVFD Into Another District - Last Quarter

295 Total Responses

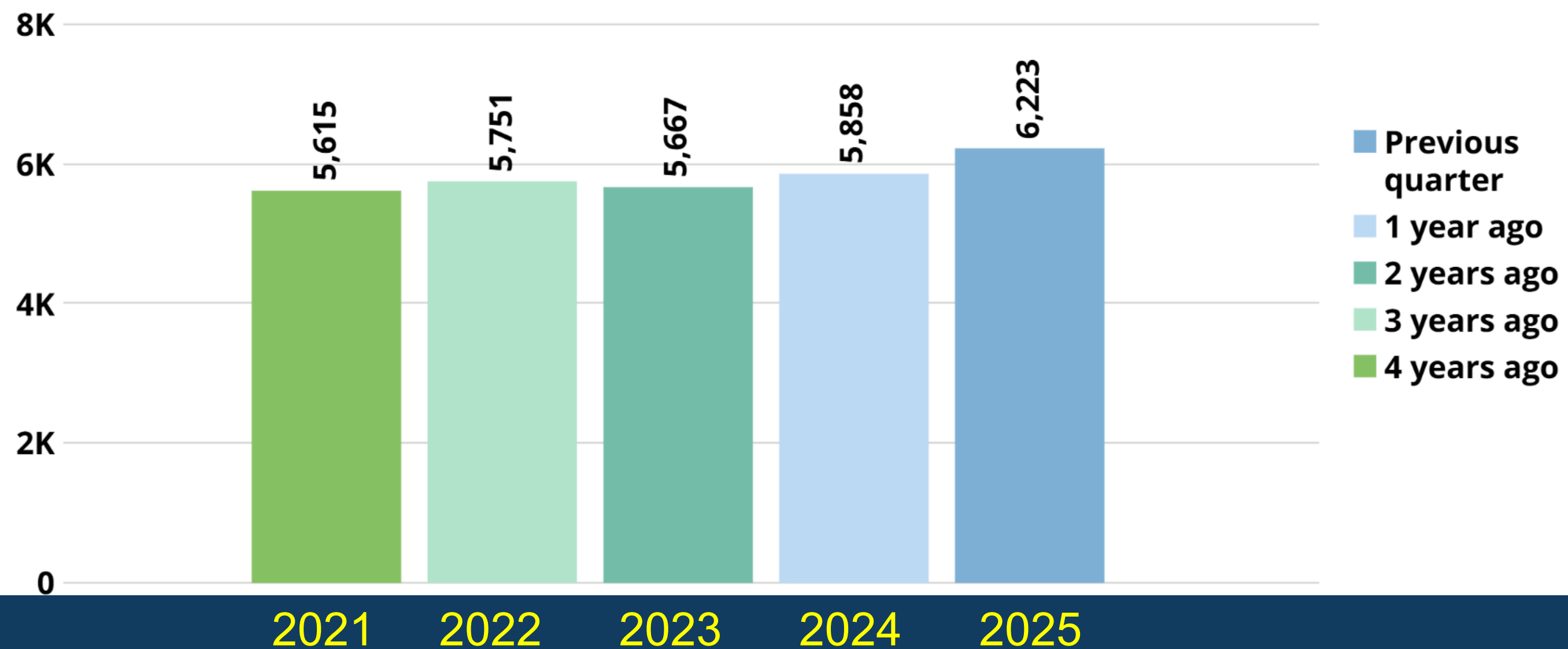


Total Responses from Other District Apparatus Into SVFD - Last Quarter

395 Total Responses



Total In-District Incidents Year over Year Comparison - Previous Quarter



Busiest 2nd Quarter on record

SVFD is 6.2% ahead of last year's 2nd Q call volume



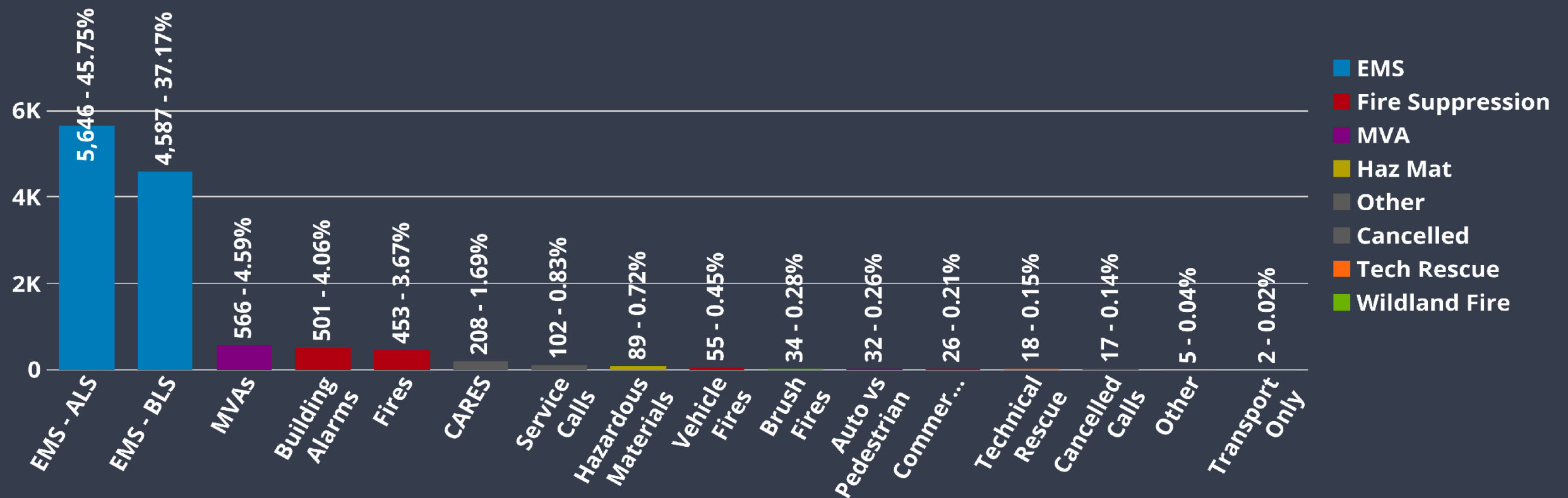
SVFD Run Report – YTD

All Response Areas

Total In-District Incidents - This Year

12,341

Total In-District Incidents by Incident Category - This Year



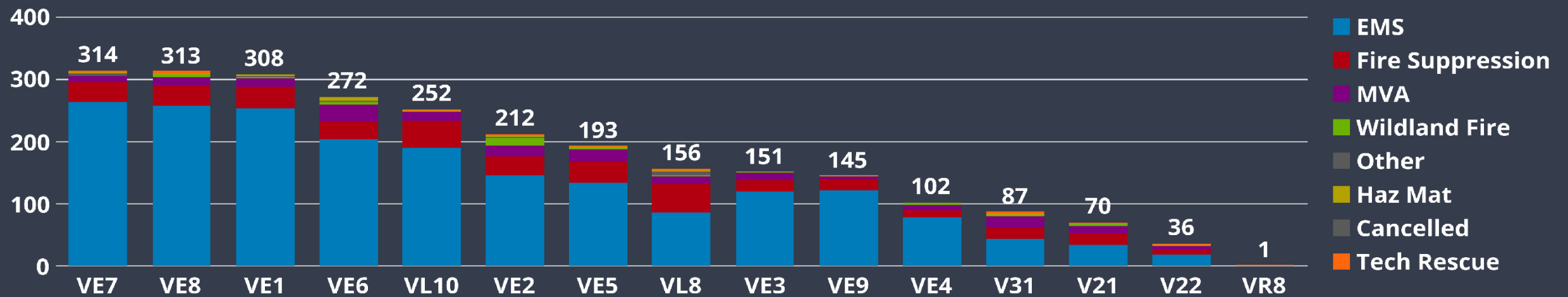
Response Summary

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

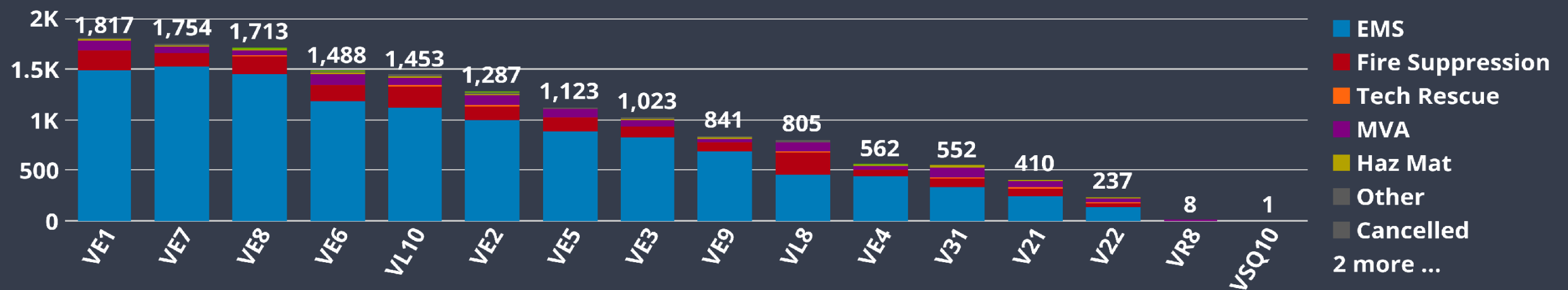
Total Responses - This Year

15,185

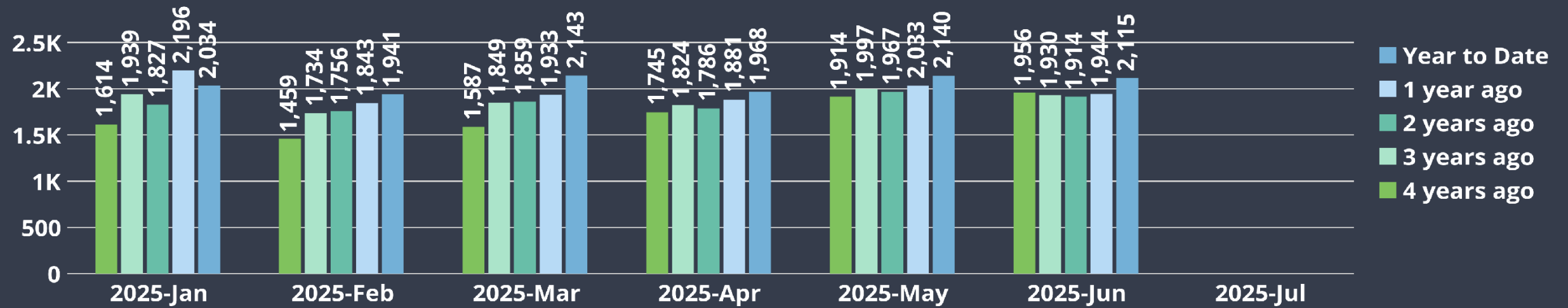
Total Responses by Frontline Apparatus - Last Month



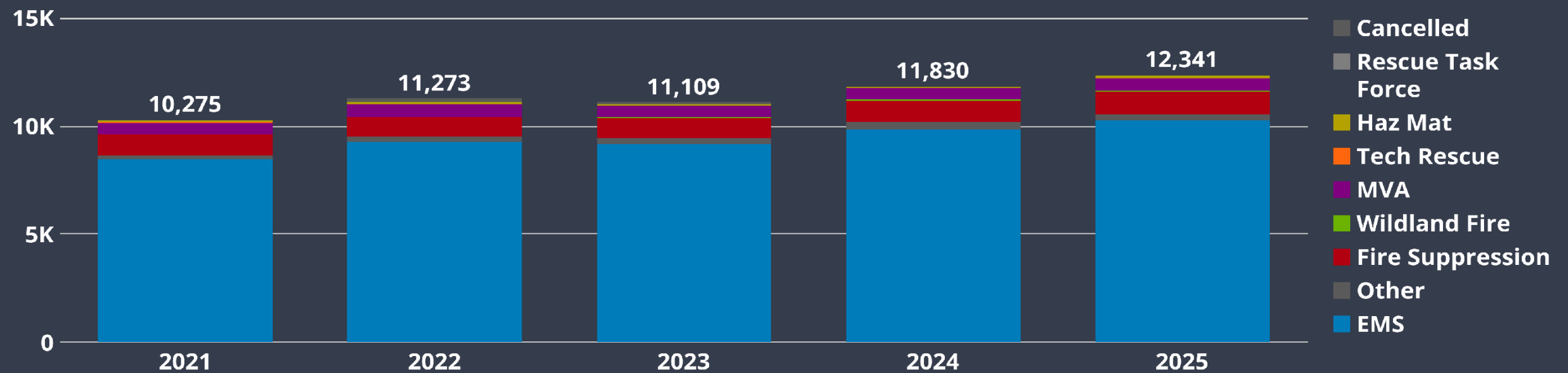
Total Responses by Frontline Apparatus - This Year



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

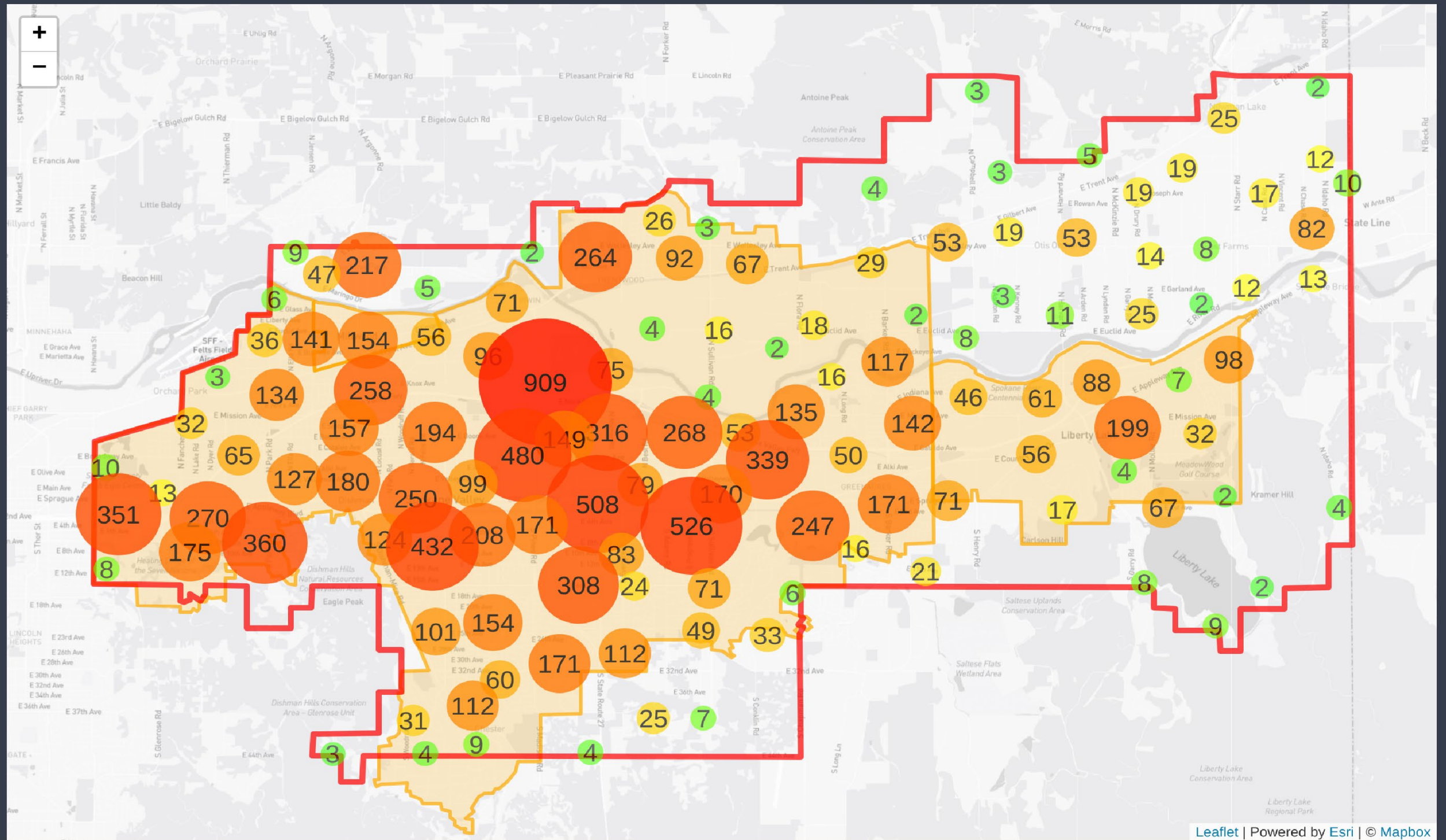


Total In-District Annual Incidents Year-to-Date
by Year



Busiest June on record
SVFD is 4.3% ahead of last year's call volume

Incidents within the SVFD Boundary - This Year



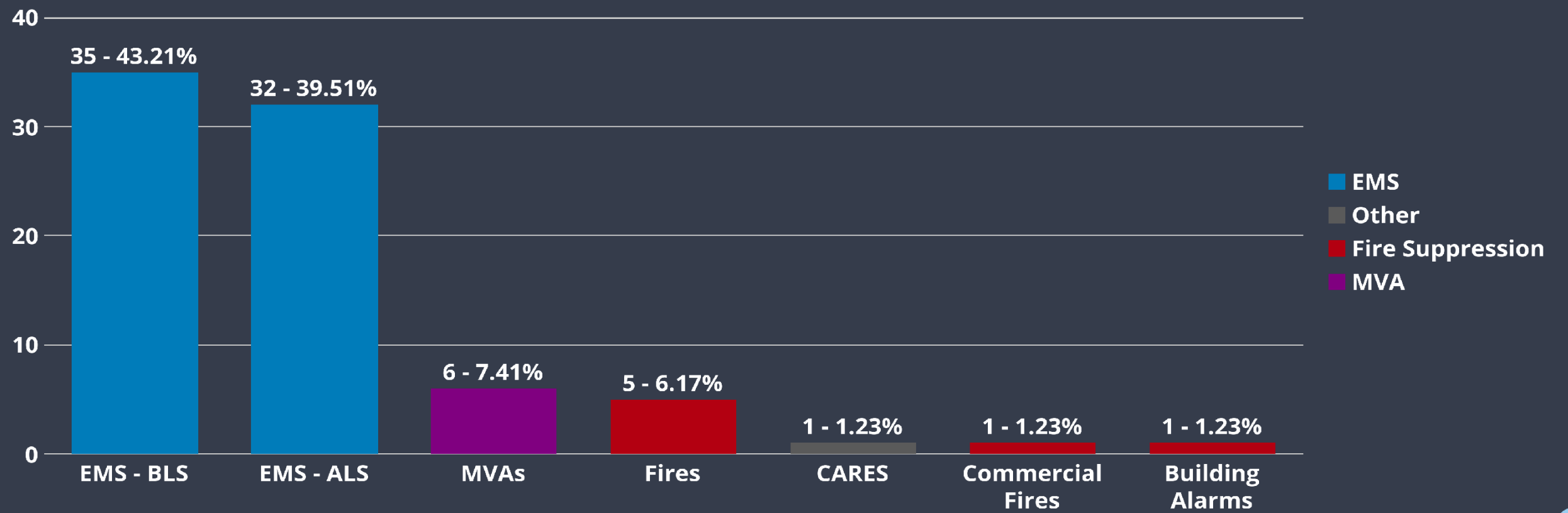


Millwood Run Report

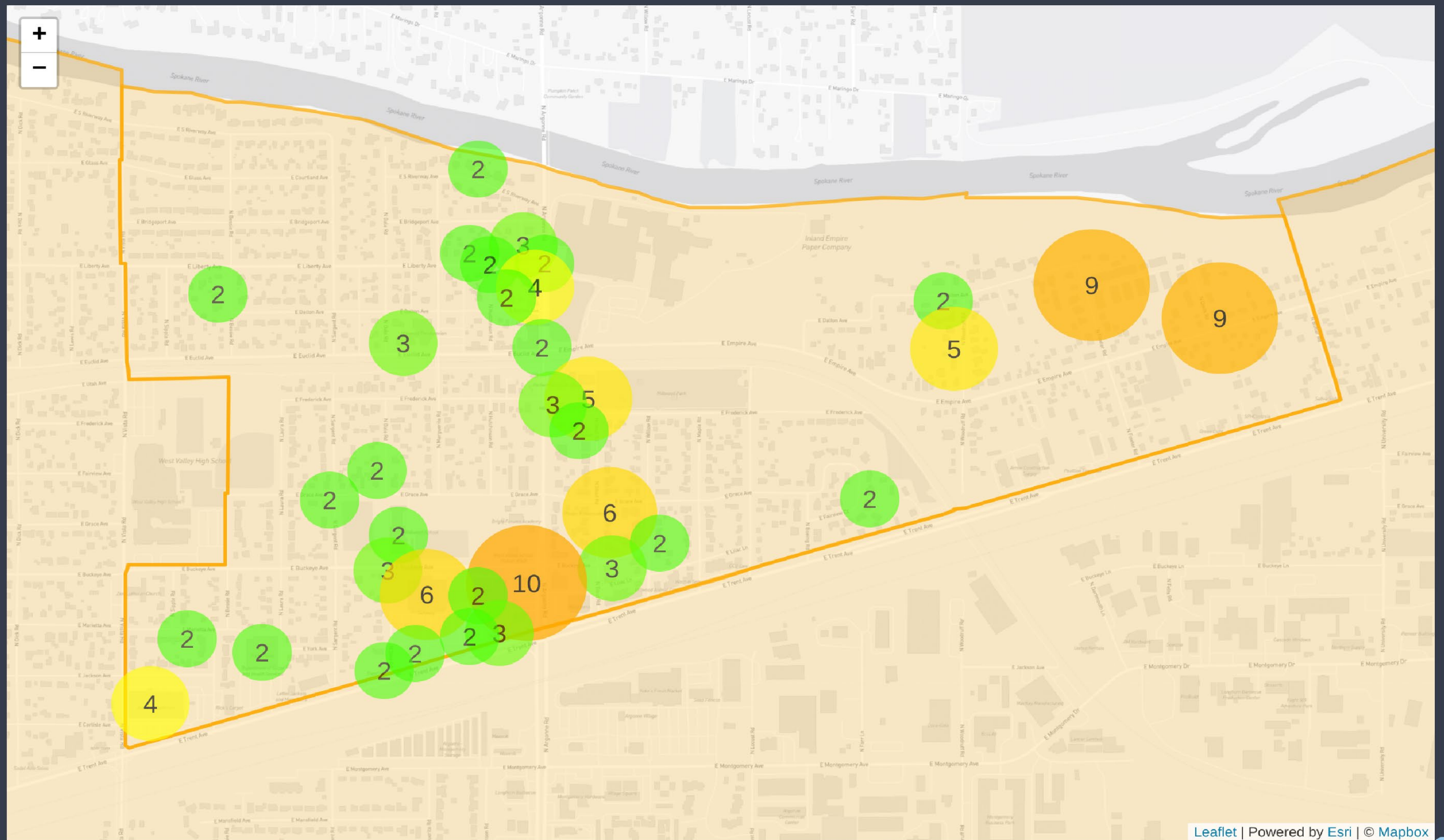
Total In-District Incidents - Last Quarter

81

Total In-District Incidents by Incident Category - Last Quarter



Incidents within the SVFD Boundary - This Year



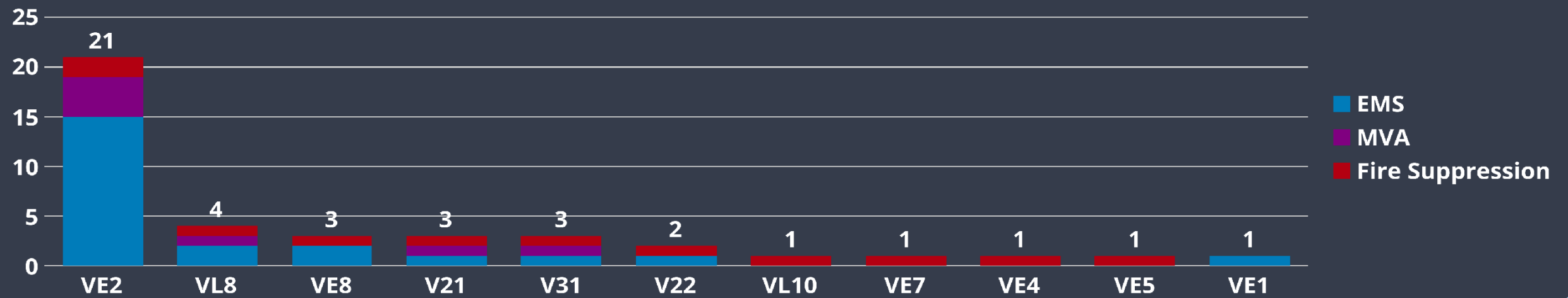
Response Summary

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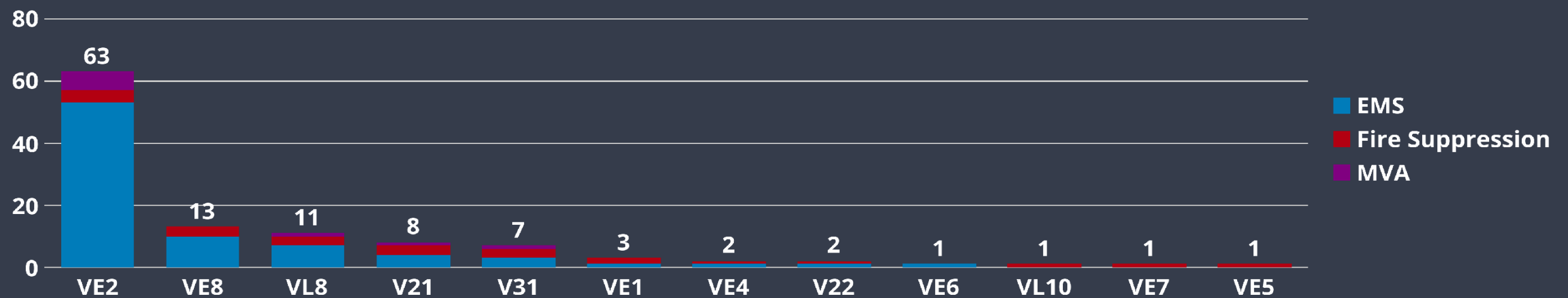
Total Responses - Last Quarter

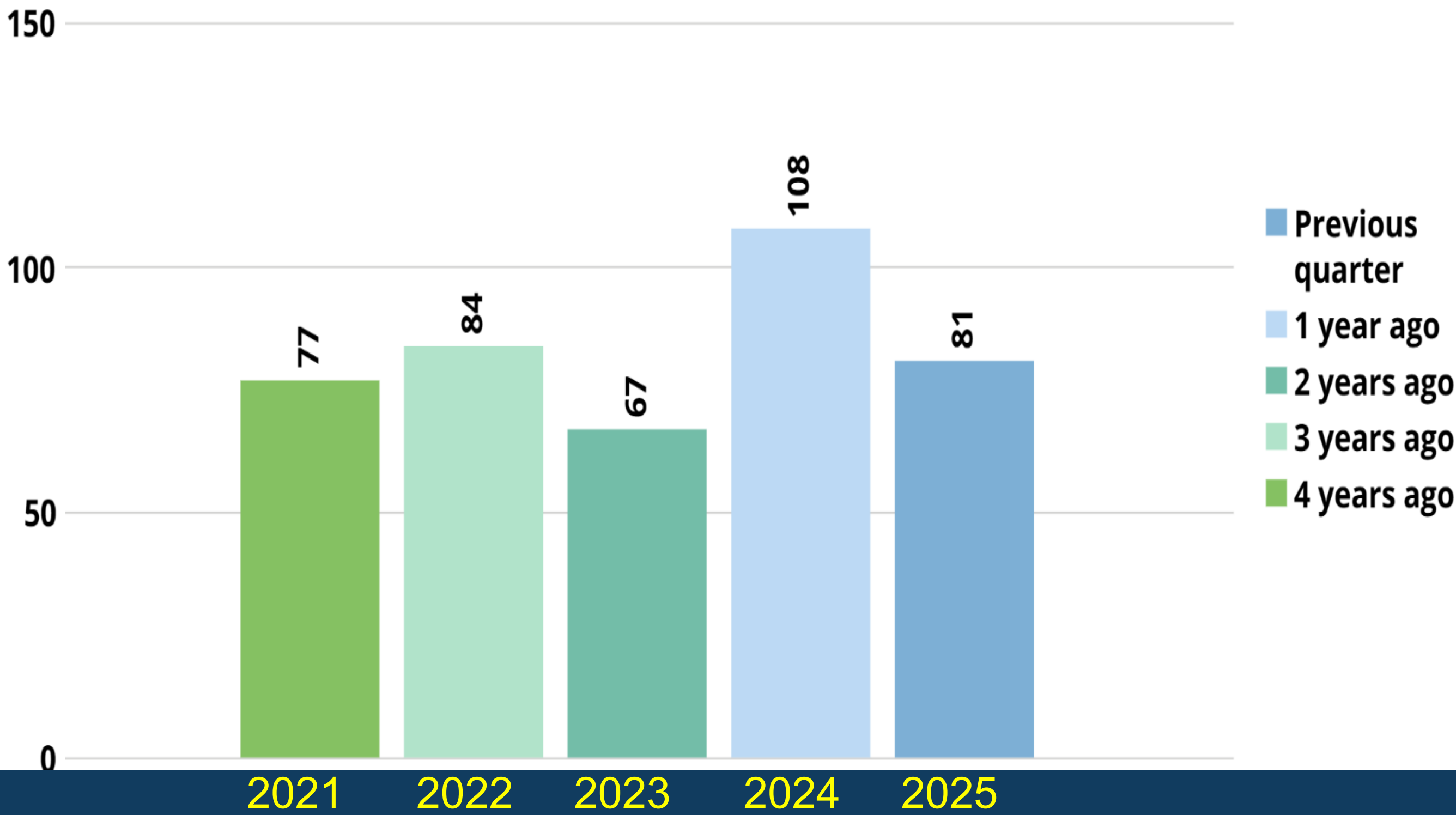
115

Total Responses by Frontline Apparatus - Last Month



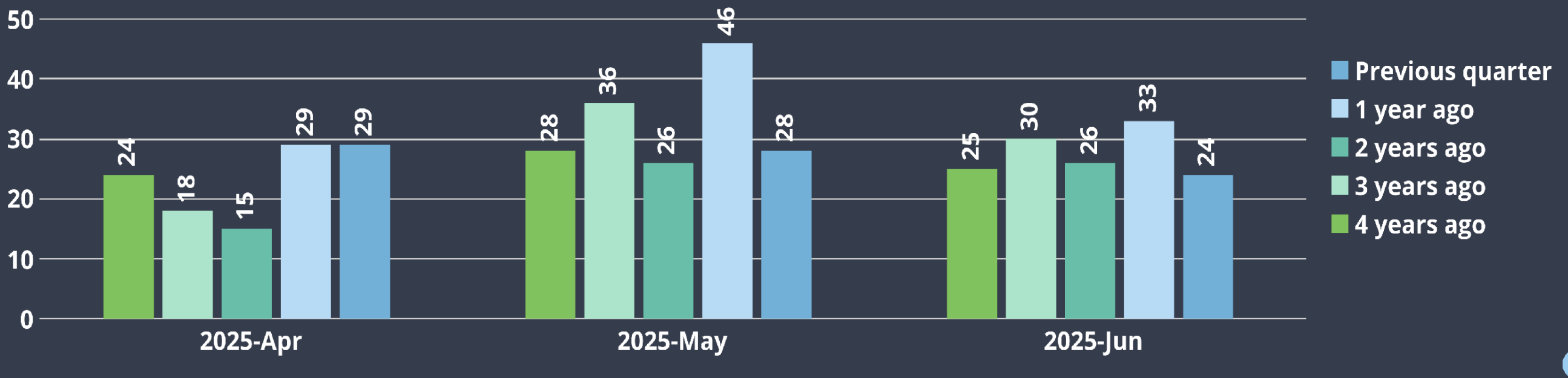
Total Responses by Frontline Apparatus - Last Quarter



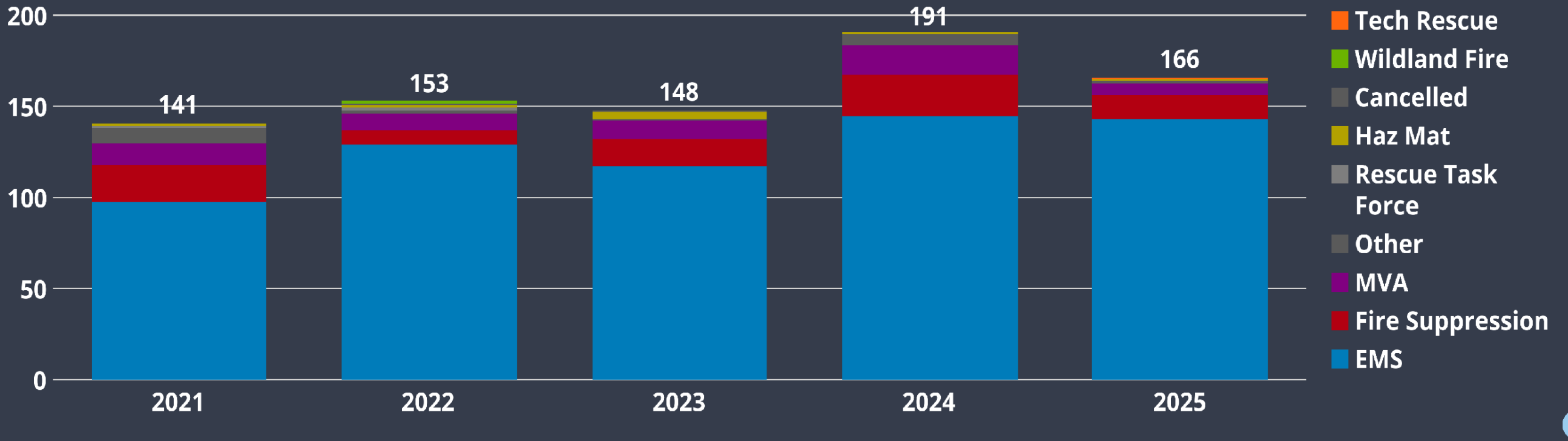


Millwood has 25% less incidents than last year's 2nd Q call volume

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



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



Millwood has 13% less incidents than last year's total call volume

File Attachments for Item:

a. PUBLIC HEARING - Amend Six-Year Transportation Plan
TIP

RESOLUTION 2025-10 Amend Six-Year

CITY OF MILLWOOD

RESOLUTION 2025-10

JULY 8, 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON
APPROVING AN AMENDED 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 Plan, and

WHEREAS, in accordance with RCW 35.58.2795, the City of Millwood published notice on May 29, 2025 of a public hearing to be held on June 10, 2025, regarding the City of Millwood’s proposed Six Year Transportation Improvement Plan, and

WHEREAS, a draft Six Year Transportation Improvement Plan as prepared and reviewed during a public hearing held by the Millwood City Council on June 10, 2025, with the Millwood City Council approving such Six Year Transportation Improvement Plan by adoption of Resolution 2025-06 on June 10, 2025;

WHEREAS, the City of Millwood desires to amend its Six Year Transportation Plan;

WHEREAS, in accordance with RCW 35.58.2795, the City of Millwood published notice on June 20, 2025 of a public hearing to be held on July 8, 2025, regarding the City of Millwood’s proposed amended Six Year Transportation Improvement Plan, and

WHEREAS, a draft amended Six Year Transportation Improvement Plan, contained in the attached Exhibit A, has been prepared and has been reviewed during a public hearing held by the Millwood City Council on July 8, 2025;

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

That the Six Year Transportation Improvement Plan for the period 2026-2032, as shown in Exhibit A, presented and reviewed at the Regular Meeting of the Millwood City Council held July 8, 2025, is hereby approved. Any and all versions of the Six Year Transportation Improvement Plan for the City of Millwood for the period 2026-2032 are hereby repealed and of no effect, including any such approval provided in Resolution 2025-06.

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
Unfunded	2026	Argonne - Grind and Overlay	Frederick /Liberty	Grind and Overlay	Street Fund/TIB	815 ft	\$457,200
Unfunded	2026	Argonne - Grind and Overlay	Liberty / South Riverway	Grind and Overlay	Street Fund/TIB	570 ft	\$335,700
Funded	2026	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:

b. Amendment to Spokane County SCEO ILA as adopted by BoCC R 25-0166



SCOTT R. CHESNEY, AICP, DIRECTOR OF PLANNING

May 9, 2025

Mayor Kevin Freeman
City of Millwood
9103 E Frederick Ave
Millwood, WA 99206

Dear Mayor Freeman,

The Spokane County Board of Commissioners considered and adopted the attached amendment to the Interlocal Agreement that creates the Steering Committee of Elected Officials and Countywide Planning Policies. Resolution 25-0166 is attached.

The ILA now requires signatures from all participating jurisdictions for ratification. Please see the amended ILA and signature pages for each jurisdiction.

When executed, please return it to me and include any resolution or action if used. Once received, Spokane County Planning will assemble and distribute the fully executed ILA.

Regards,

Scot R. Chesney, AICP, director

C: Mary Kuney, Chair, Spokane County BoCC
Ginna Vasquez, Clerk to the BoCC

IN WITNESS WHEREOF, the City of Millwood ratifies amendments to the Growth Management Joint Planning Interlocal Agreement as adopted by the Steering Committee of Elected Officials on November 19, 2008, and October 9, 2003, and originally adopted August 24, 1995, by Resolution 94-1686 as of the date shown below this signature block.

CITY OF MILLWOOD

Mayor Kevin Freeman

Dated

NO. 25 - 0166

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF CONSIDERING THE
SPOKANE COUNTY STEERING COMMITTEE
OF ELECTED OFFICIALS (SCEO)
RECOMMENDATION AMEDNING THE SCEO
INTERLOCAL AGREEMENT TO INCLUDE
TRIBAL PARTICIPATION

RESOLUTION

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

WHEREAS, pursuant to the provisions of Chapter 36.70.040 RCW, the Board has created a Planning Department, hereinafter referred to as the "Department," and a Planning Commission, hereinafter referred to as the "Commission" (Resolution No. 76-698 as amended by Resolution 23-0057); and

WHEREAS, pursuant to RCW 36. 70A.210, the Steering Committee of Elected Officials ("Steering Committee") was established by interlocal agreement (Resolution 1994-1686, and as amended thereafter from time to time) to assist in the development of the Countywide Planning Policies and perform other duties, including but not limited to providing recommendations to the Board of County Commissioners on the same; and

WHEREAS, the amended SCEO interlocal agreement will replace the GMA Joint Planning Interlocal Agreement, as amended on November 19, 2008 and October 9, 2003, and originally adopted August 24, 1995 by Resolution 94-1686.

WHEREAS, pursuant to the provisions of RCW Section 36.70A.210, the legislative authority of a county that plans under the Growth Management Act (GMA) shall adopt a Countywide planning policy or policies in cooperation with the Cities and Tribes located in whole or in part within the County; and

WHEREAS, pursuant to the provisions of RCW Section 36.70A.210, counties are required to invite tribes to participate in developing countywide planning policies. Counties must develop policies for the protection of tribal cultural resources in collaboration with Tribes if they choose to participate; and

WHEREAS, pursuant to Substitute House Bill 1717 (2021-2022), and as codified in RCW 36.0A.130, local jurisdictions are required to work with federally recognized Indian tribes who choose to participate in the county or regional planning process, and by which federally recognized Indian tribes whose reservation or ceded lands lie within the county shall be invited to participate in and cooperate with the adoption process for proposed amendments to the Countywide Planning Policies; and

WHEREAS, pursuant to the provisions of chapter 39.34 RCW, two or more public agencies may enter into agreements with one another for joint or cooperative action; and

WHEREAS, the SCEO established a subcommittee consisting of technical staff from the various jurisdictions tasked with providing a recommendation to the SCEO on a proposed amendment to the existing interlocal agreement that fulfills the requirements of RCW 36.0A.130; and

WHEREAS, the Steering Committee Interlocal Agreement Subcommittee and Steering Committee held a total of six workshops on the subject of Amending the Steering Committee Interlocal Agreement, which took place on January 24th, 2024, May 15th, 2024, July 9th, 2024, August 20th, 2024, September 10th, 2024, and September 25th 2024; and

WHEREAS, pursuant to Chapter 36.70A RCW a notice of public hearing for the SCEO November 13th, 2024, hearing was issued on October 29th, 2024 (**Attachment A**); and

WHEREAS, the Steering Committee held a public hearing on the proposed amendment to the Steering Committee Interlocal Agreement on November 13th, 2024; and

WHEREAS, at the November 13th, 2024, SCEO hearing, the Steering Committee deliberated and unanimously recommended approval of the proposed amendment to the SCEO Interlocal Agreement included as (**Attachment B**); and

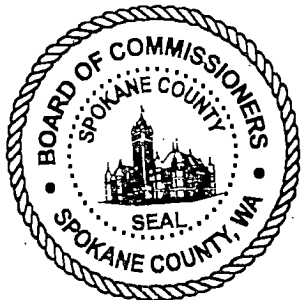
WHEREAS, the Board of County Commissioners received the SCEO recommendation on March 25th, 2025, and set April 1st, 2025, to consider the same; and

WHEREAS, at the April 1st, 2025, open public meeting the Board considered the recommendation of the SCEO, and the Department filed and voted on whether to adopt the same.

NOW THEREFORE BE IT RESOLVED, the Board hereby adopts the recommendation of the Steering Committee of Elected Officials amending the SCEO Interlocal Agreement to include representation by the Spokane Tribe of Indians, and the Kalispel Tribe of Indians.

PASSED AND ADOPTED this 1st day of April 2025.

ATTEST



Shelly Thompson OBO
Ginna Vasquez, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

Mary L. Kuney
Mary L. Kuney, Chair

Josh Kerns
Josh Kerns, Vice-Chair

ABSENT

Al French
Al French, Commissioner

Amber Waldref
Amber Waldref, Commissioner

Chris Jordan
Chris Jordan, Commissioner

SPOKANE COUNTY STEERING COMMITTEE OF ELECTED OFFICIALS

1026 W Broadway • Spokane WA 99260-0170 • 509.477.1500 • bphelp@spokanecounty.org

March 11, 2025

Mary Kuney, Chair
Spokane County Board of County Commissioners
1026 W. Broadway Ave.
Spokane, WA 99260

RE: Steering Committee of Elected Officials Recommendation in the matter of amending the SCEO Interlocal Agreement to include representation of the Spokane Tribe of Indians, and the Kalispel Tribe of Indians.

Chair Kuney and Commissioners,

As required by the Spokane County Interlocal Agreement titled Growth Management Act (GMA Joint Planning) Section 3D, I am forwarding the recommendation of the Steering Committee of Elected Officials (SCEO) regarding the proposed amendments to the SCEO interlocal agreement to include Tribal representation in the SCEO between Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, Spokane, Waverly, the Spokane Tribe of Indians, the Kalispel Tribe of Indians, and Spokane County.

The SCEO held a public hearing on the proposed interlocal agreement on November 13, 2024, and provided opportunity for comment from the Planning Technical Advisory Tribal Interlocal Agreement Subcommittee, Tribal staff representatives and the public.

After deliberation, the Steering Committee unanimously recommended approval of the proposed interlocal agreement and thereto Countywide Planning Policies between the Cities, the Spokane Tribe of Indians, the Kalispel Tribe of Indians, and Spokane County.

Sincerely,



Al French
Spokane County Commissioner
Chair, Spokane County Steering Committee of Elected Officials

**NOTICE OF PUBLIC HEARING
BEFORE THE SPOKANE COUNTY GROWTH MANAGEMENT
STEERING COMMITTEE OF ELECTED OFFICIALS (SCEO)**

NOTICE IS HEREBY GIVEN by the Spokane County Growth Management Steering Committee of Elected Officials pursuant to Chapter 36.70A RCW, a public meeting will be held on Wednesday, November 13, 2024, **via Zoom** and will begin at 9:00 A.M.

PUBLIC HEARING ITEM: Proposed Amendments to the Interlocal Agreement regarding Tribal Membership and Voting Structure

The Spokane County Steering Committee of Elected Officials will conduct a public hearing on a proposed amendment to the Interlocal Agreement creating the Steering Committee's membership and voting structure, which would add a voting member from each of the Spokane Tribe of Indians and the Kalispell Tribe of Indians.

The draft documents can be found on the Spokane County Building and Planning webpage at https://www.spokanecounty.org/3473/Steering-Committee_News

PUBLIC HEARING ITEM: Proposed Amendment to the Countywide Planning Policies for Housing

The Spokane County Steering Committee of Elected Officials will conduct a public hearing on a proposed amendment to the Countywide Planning Policies regarding planning for housing and affordability based on recent legislation and Commerce guidance.

The draft documents can be found on the Spokane County Building and Planning webpage at <https://www.spokanecounty.org/5381/2026-Comprehensive-Plan-Update>

WORKSHOP: Countywide Planning Policies for Climate & Resiliency

The Spokane County Steering Committee of Elected Officials will conduct a workshop to discuss an amendment to the Countywide Planning Policies to address planning for climate and resiliency.

The draft documents can be found on the Spokane County Building and Planning webpage at <https://www.spokanecounty.org/5381/2026-Comprehensive-Plan-Update>

Meeting Details:

The meeting will be conducted remotely, utilizing web and telephone conference tools. To access the public hearing remotely, please input the link below into your web browser:

Webinar Link:

<https://us06web.zoom.us/j/87000057408?pwd=a5xoTalfXDAleM1l22Eg7kFedBUASZ.1>

Telephone: 1-253-215-8782

Meeting ID: 842 5134 6645 | Pass Code: 371799

Questions or assistance with remote connection or telephone conference prior to the hearing should be forwarded to PlanningHelp@spokanecounty.org. Individuals planning to attend the

meeting in person who require special assistance to accommodate physical, hearing, or other impairments, please contact the Planning Commission Clerk as soon as possible so that arrangements can be made.

Information is available at the Spokane County Department of Building and Planning website at <https://www.spokanecounty.org/3473/Steering-Committee-News>. Requests for information should be directed to Scott Chesney, Planning Director, Spokane County Department of Building and Planning, 1026 West Broadway Ave., 1st Floor., Spokane, WA. 99260, Phone: 509-477-1500.

To ensure everyone attending has an opportunity to speak, testimony may be limited to three (3) minutes per speaker. Virtual chat is not supported. The Steering Committee reserves the right to adjust the time frame allotted to speakers during the public hearing.

DATED THIS 29th DAY OF OCTOBER 2024
SPOKANE COUNTY DEPARTMENT OF BUILDING AND PLANNING

THIS INTERLOCAL AGREEMENT, is entered into by and among the cities of Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, Spokane, and Waverly, hereinafter sometimes jointly referred to as "Cities," the Spokane Tribe of Indians, the Kalispel Tribe of Indians, and Spokane County, sometimes hereinafter referred to as the "County," jointly, hereinafter referred to along with the Cities and Tribes as the "Parties," or "Jurisdictions."

FURTHERMORE, THIS INTERLOCAL AGREEMENT, having been finalized at the November 13, 2024 Steering Committee meeting, will replace the GMA Joint Planning Interlocal Agreement, as amended on November 19, 2008 and October 9, 2003, and originally adopted August 24, 1995 by Resolution 94-1686.

WHEREAS, pursuant to the provisions of RCW Section 36.70A.210, the legislative authority of a county that plans under the Growth Management Act (GMA) shall adopt a Countywide planning policy or policies in cooperation with the Cities and Tribes located in whole or in part within the County; and

WHEREAS, pursuant to the provisions of RCW Section 36.70A.210, counties are required to invite tribes to participate in developing countywide planning policies. Counties must develop policies for the protection of tribal cultural resources in collaboration with Tribes if they choose to participate; and

WHEREAS, the Parties realize the Countywide Planning Policies call for the continued collaboration and cooperation among the parties in their respective obligations under the Growth Management Act (GMA) to adopt comprehensive plans and development regulations implementing such plans; and

WHEREAS, pursuant to the provisions of RCW Section 36.70A.110, each county that is required or chooses to plan under the Growth Management Act (GMA) shall designate an urban growth area or areas in consultation/agreement with cities within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature; and

WHEREAS, pursuant to Substitute House Bill 1717 (2021-2022), and as codified in RCW 36.0A.130, local jurisdictions are required to work with federally recognized Indian tribes who choose to participate in the county or regional planning process, and by which federally recognized Indian tribes whose reservation or ceded lands lie within the county shall be invited to participate in and cooperate with the adoption process for proposed amendments to the Countywide Planning Policies; and

WHEREAS, pursuant to the provisions of chapter 39.34 RCW, two or more public agencies may enter into agreements with one another for joint or cooperative action; and

WHEREAS, pursuant to the above-cited statutory provisions, the parties hereto desire to enter into an interlocal cooperation agreement pursuant to which the parties will (1) establish a Steering Committee of elected officials and other committees to perform certain duties and

provide recommendations to the Parties in conjunction with their respective obligations under the Growth Management Act (GMA); (2) establish the responsibilities of the Steering Committee of elected officials and other committees; (3) establish a process to amend the adopted Countywide Planning Policies; (4) establish a distribution formula for grant funds received from Washington State Department of Commerce, Trade and Economic Development or its successor for growth management; and (5) provide for other matters related to the preceding items.

NOW, THEREFORE, for and in consideration of the mutual obligations hereinafter set forth, and as authorized by chapter 39.34 RCW, RCW Section 36.70A.210 and RCW Section 36.70A.110, the parties hereto do mutually agree as follows:

Section 1: PURPOSE

The parties hereto recognize that it is in the public's interest that local governments cooperate with each other and coordinate their respective obligations for planning under the Growth Management Act (GMA). The Growth Management Act (GMA) mandates that the County adopt Countywide Planning Policies in cooperation with Cities and Tribes located in whole or in part within the county.

Additionally, the Growth Management Act (GMA) mandates that the County designate urban growth areas in cooperation and consultation with Cities within the County.

The parties have entered into prior interlocal cooperation agreement(s) establishing a collaborative process for the adoption of Countywide Planning Policies and related matters. These interlocal agreement(s) terminate upon the County's adoption of Countywide Planning Policies. The parties now desire to enter into another interlocal agreement which will continue the cooperative and collaborative process in conjunction with their respective obligations under the Growth Management Act (GMA). The purpose of this interlocal agreement is to

- (1) establish a steering committee of elected officials and other committees to perform certain duties and provide recommendations to the parties in conjunction with their respective obligations under the Growth Management Act (GMA);
- (2) establish the responsibilities of the steering committee of elected officials and other committees;
- (3) establish a process to amend the adopted Countywide Planning Policies;
- (4) establish a distribution formula for grant funds received from the Washington State Department of Commerce, Trade and Economic Development or its successor for growth management; and
- (5) provide for other matters related to the preceding items.

Section 2: ESTABLISHMENT OF STEERING COMMITTEE OF

ELECTED OFFICIALS, EX-OFFICIO MEMBERS THEREOF, AND A TECHNICAL SUPPORT COMMITTEE

There is hereby established a steering committee of elected officials, hereinafter referred to as the Steering Committee, having those responsibilities set forth in Section 3 hereof. The Steering Committee shall consist of three (3) County Commissioners from the Spokane County Board of Commissioners, three (3) elected officials from the City of Spokane, two (2) elected officials from the City of Spokane Valley, one (1) elected official each from Liberty Lake, Airway Heights, Cheney, Deer Park, Medical Lake and Millwood; one (1) elected official to represent the five towns of Fairfield, Latah, Rockford, Spangle and Waverly, one (1) elected official from the Spokane Tribe of Indians, and one (1) elected official from the Kalispel Tribe of Indians..

The legislative bodies of each jurisdiction will select representatives in any manner they choose. Jurisdictions and Tribes may also appoint alternates, who must be an elected official. Alternates may vote during the absence of the regular representative.

The Steering Committee will strive for consensus on all matters; however, when a vote is required, each member shall have one vote and a majority of the voting members in attendance is required for a motion to succeed, unless otherwise specified within this interlocal agreement. In order to conduct business, a quorum must be present; a quorum will consist of a simple majority of the total Steering Committee voting membership.

The Steering Committee shall at the end of its regular meeting in June of each year, elect from among its voting members a Chair and Vice Chair, each of whom shall serve for a period of one year and thereafter until their respective successors have been elected. The Chair and Vice Chair may be removed at any time by a vote of 2/3 of the total voting membership. The Chair and Vice Chair shall be elected on a rotational basis in the following order: Spokane County, City of Spokane, City of Spokane Valley, Small Cities (under 15,000 population). The Vice Chair is intended to serve as Chair the following year. In the event of a vacancy of the Chair or Vice Chair, another Chair or Vice Chair shall be elected from that same category. In the absence of both the Chair and Vice Chair at a meeting, a Chair Pro Tern shall be selected by a majority of those members present to serve as Chair.

Subcommittees of the Steering Committee will be appointed by the Chair as needed on an ad hoc basis. Ad hoc committees are intended to serve a specific purpose for a limited amount of time.

In addition to the voting members of the Steering Committee, the Steering Committee shall also include three (3) officials as nonvoting members representing the school districts, water districts, and fire protection districts, and one (1) citizen-at-large member representing the urban growth areas of Spokane County. Nonvoting members are nominated by consensus among their peers and are then appointed by the Steering Committee. The citizen-at-large member shall be nominated by the Board of County Commissioners and appointed by the Steering Committee at the applicable June meeting for a four-year term.

A Planning Technical Advisory Committee (PTAC) is hereby established to advise and provide

support to the Steering Committee. The PTAC shall consist of the staff personnel of the Parties plus the Spokane Regional Transportation Council. A Chair for the PTAC will be selected by the PTAC on an annual basis to chair the PTAC meetings and serve as liaison to the Steering Committee. It is the intention to rotate the chair of the PTAC among jurisdictions and to share responsibilities for specific tasks among the PTAC members.

Spokane County Building and Planning Department will serve as the repository for all records of the Steering Committee and will provide administrative staff to work in conjunction with the Chair to arrange meetings, prepare agendas and minutes, advertise public hearings, and provide notice and necessary documents to the Steering Committee.

In the event that additional general purpose governmental entities are created through incorporation, they shall become represented in such number(s) as may be hereafter agreed to by the Steering Committee on the effective date of their incorporation, and their adoption of this document. In all subsequent decisions, the number of the Steering Committee members needed to reach a decision will be adjusted to account for the new member(s). However, prior decisions will not be reconsidered and re-voted. Such entities shall be entitled to a non-voting seat until the official date of incorporation. The Representatives will be selected by the legislative body in any manner it chooses.

Section 3: RESPONSIBILITIES OF STEERING COMMITTEE

The Steering Committee, as established under Section 2, will have those responsibilities as set forth in the Countywide Planning Policies adopted under RCW Section 36.70A.210. Rather than repeat those responsibilities verbatim within this section, the parties agreed to generally outline those responsibilities referencing the exact policy. It is expected that the parties, when necessary, will look to the exact language when further explanation is necessary of any responsibility set forth hereinafter. The parties further recognize that from time to time the Countywide Planning Policies may be amended as provided for in section 4 hereinafter. In instances where such amendments occur, the parties agree that the responsibilities set forth within this section shall automatically be amended, when applicable, to include such changes without the necessity of formal amendment of the agreement.

The general outline of Steering Committee responsibilities are as follows:

A. Recommendations to the Board of County Commissioners (BOCC) of Spokane County

The Steering Committee will:

1. analyze each jurisdiction's UGA amendment proposals and population allocations for recommendation to the Spokane County Board of County Commissioners.
2. oversee development of a carrying capacity study for regional capital facilities (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #8*).

3. recommend allocation of population growth to jurisdictions (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #9*).
4. review amendment proposals to the Countywide Planning Policies and/or UGAs (*interlocal agreement*).

B. Recommendations to all the jurisdictions

The Steering Committee will:

1. establish employment projections in cooperation with the Spokane area business community (*Urban Growth Areas #9*).
2. develop regionally consistent programs to protect natural resource lands, critical areas, and open space (*Urban Growth Areas #15*).
3. oversee the preparation of a regional utility corridor plan (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #11*).
4. identify or establish siting and service delivery criteria to locate essential public facilities (*Siting of Capital Facilities of a Countywide or Statewide Nature #2*).
5. establish a process for distributing essential public facilities among jurisdictions (*Siting of Capital Facilities of a Countywide or State-wide Nature #3*).

C. Miscellaneous responsibilities

The Steering Committee will:

1. prepare a regional formula to designate and acquire public access to open space corridors (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #4*).
2. pursue strategies for regional water resource management (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #14*).
3. promote a proactive planning approach between Washington and Idaho to establish uniform environmental protection measures (*Economic Development #6*).

D. Official Actions

All official actions of the Steering Committee shall be reduced to writing and incorporated in the official minutes and signed by the Chair. Recommendations from the Steering Committee shall be transmitted to the Board of County Commissioners by a letter from the Chair of the Steering Committee and shall include the motion and vote of the Committee including an indication of which members supported and which did not support the motion.

E. Public Participation Guidelines

The Steering Committee will use the Public Participation Program Guidelines adopted by the Board of County Commissioners on February 24, 1998, and as amended on September 29, 1998, and July 19, 2022.

F. Regular Meeting

The Steering Committee will set a regular meeting time, date, and place on or before its July meeting of each year.

Section 4: AMENDMENTS TO THE COUNTYWIDE PLANNING POLICIES

Upon initial adoption of Countywide Planning Policies by the Board of County Commissioners of Spokane County pursuant to the provisions of RCW Section 36.70A.210, the Parties agree that such adopted Countywide Planning Policies may be amended only through the following procedures:

1. The Countywide Planning Policies may be reviewed and amendments considered, as appropriate, once every five years following the initial adoption date of the Countywide Planning Policies and each successive five-year period thereafter. Amendment proposals must be submitted for Steering Committee consideration by a voting member of the Steering Committee. Members of the general public must submit amendment proposals through a voting member of the Steering Committee. All such amendments shall be considered concurrently so the cumulative effect of each individual proposal can be ascertained.
2. The Countywide Planning Policies may be reviewed and amended more frequently than prescribed in paragraph #1 above. Such amendment proposals must be submitted for Steering Committee consideration by a voting member of the Steering Committee. Members of the general public must submit amendment proposals through a voting member of the Steering Committee. The Steering Committee must pass a motion by an affirmative vote of 2/3 of the total voting membership in order to place such an amendment proposal before the Steering Committee for review and recommendation. The Steering Committee may establish criteria to help assess the need for processing such amendments.
3. The process of amending the Countywide Planning Policies shall be consistent with the Growth Management Act (GMA) provisions for original adoption of the Countywide Planning Policies. The Steering Committee in reviewing and making recommendations on proposed amendments to the Countywide Planning Policies shall take into consideration the intent that Countywide Planning Policies are a written policy statement or statements used solely for establishing a Countywide framework from which county and city comprehensive plans are developed, amended, and adopted. As such, each jurisdiction's comprehensive plan relies upon the long term goal or vision statement of each policy. There is an expectation of policy stability which must be weighed, along with the impact to each jurisdiction's comprehensive plan, when considering an amendment to the Countywide Planning Policies.
4. The Steering Committee shall establish procedures for processing, reviewing, and

recommending amendments to the Countywide Planning Policies.

5. The Steering Committee's recommendation or action on each and every amendment proposal shall be forwarded, together with all amendment proposals to the Board of County Commissioners in order for the Board to have the benefit of considering the amendment proposal(s) concurrently so the cumulative effect of each individual proposal can be ascertained.

Section 5: TERM, AMENDMENT, OR TERMINATION OF AGREEMENT

The term of this interlocal agreement shall commence upon the County's adoption of the Countywide Planning Policies as provided for in RCW Section 36.70A.210.

This interlocal agreement may be amended or terminated by an affirmative vote of 2/3 of the total voting membership of the Steering Committee and ratified by each jurisdiction.

Section 6: FUNDING

Grant funds received from the Washington State Department of Commerce, Trade and Economic Development or its successor for Growth Management Act (GMA) responsibilities shall be distributed to the Parties pursuant to a distribution formula mutually agreed upon. Prior to the end of each fiscal year, the distribution formula will be re-evaluated. Factors included in such re-evaluation will include per capita allocation based on the annual Office of Financial Management estimate of population and the projected need for multi-jurisdictional programs requiring special skills consultants.

Section 7: GENERAL PROVISIONS

1. Upon termination of this interlocal agreement, all real or personal property acquired by any of the Parties hereto with monies which they have respectively received under Section 6 herein above, shall remain the sole property of such Parties.
2. The Clerk of the Board of County Commissioners of Spokane County, shall, as provided for in RCW Section 39.34.040, file an executed copy of this interlocal agreement with the Secretary of State and Spokane County Auditor.
3. The section headings in this interlocal agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit or extend the scope or intent of the sections to which they appertain.
4. This interlocal agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this interlocal agreement shall be deemed to exist or to bind any of the Parties hereto.
5. Should (1) any section or portion thereof of this interlocal agreement be held unlawful and unenforceable by any court of competent jurisdiction, and/or (2) should the Washington State Legislature adopt any legislation which is subsequently signed by the Governor affecting any sections or portions thereof within this interlocal agreement, and/or (3) should the qualified

electorate voters approve a combined City-County form of government as provided for in Amendment 58 of the Washington State Constitution, the Parties agree to immediately meet and amend this interlocal agreement as may be deemed necessary.

6. Nothing in this interlocal agreement shall affect, alter, or limit in any way a tribe's authority, jurisdiction, or any treaty or other rights it may have by virtue of its status as a sovereign Indian tribe. This interlocal agreement does not preclude any of the Parties from entering into individual Memorandums of Agreement for coordinated comprehensive planning between a jurisdiction and the Spokane Tribe of Indians or the Kalispel Tribe of Indians.

3a

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

Section 8, Item b.

AGENDA SHEET

SUBMITTING DEPARTMENT: *Building & Planning*

CONTACT PERSON:

25 - 0166

PHONE NUMBER:

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

☒ Regular Legislative Session Agenda

AGENDA TITLE *(please provide a reasonably descriptive agenda title for this item:* Proposed amendment to the Steering Committee of Elected Officials Interlocal Agreement creating the SCEO membership and voting structure

DESCRIPTIVE SUMMARY *(please provide anticipated fiscal and budgetary information & reason for request):* Proposed amendment to the Steering Committee of Elected Officials Interlocal Agreement creating the SCEO membership and voting structure to include a tribal membership and voting structure, adding a member from each of the Spokane and Kalispell Tribe of Indians.

FISCAL IMPACT *(please provide anticipated fiscal and budgetary impact, with amount and source of funds, if applicable):* None

REQUESTED BOARD ACTION *(if any):* Consider and adopt Steering Committee of Elected Officials recommendation
Other County Departments Impacted - List any other departments that were notified in advance of this agenda item: Legal

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

File Attachments for Item:

c. Empire Traffic Calming - Speed Hump Bid Tabulation

Bid Tabulation Form

CITY OF MILLWOOD BID SUMMARY
PROJECT: Empire Rd. Traffic Calming #2
BID OPENING DATE: 7-1-25

Item No.	Description of Bid Item	Engineer's Estimate/ Project Estimate	Bidder #1	Bidder #2	Bidder #3	Bidder #4
1	Install 2 sets of double speed humps inc, traffic control, signage & striping.	N/A	Inland Asphalt Paving	Diamond Asphalt Paving	Arrow Concrete & Asphalt	
	Subtotal		22,555.00	31,553.50	Non Responsive	
	Sales Tax (8.9%)		2,007.39	2,808.26		
	Total		24,562.39	34,361.76		

Bidder Satisfy Responsibility Criteria?	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
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Reviewed and Approved by City Representative Responsible for Project: _____ Date: _____

Reviewed and Approved by Treasurer: _____ Date: _____

Reviewed and Approved by Mayor/Council: _____ Date: _____



PO Box 14806 Spokane Valley, WA 99214

UBI # 603 553 326
 Washington Contractors Registration # DIAMOAP841DN
 Idaho Public Works Number 026632-D-4
 General Contractor Registration # 7261073

Customer: City of Millwood		Job Name: City of Millwood Speed Humps on Empire Ave		Date: 6/5/25	
Mailing Address: 9103 E Frederick Ave		Job Address: 2 areas on Empire Ave		Phone: 509-924-0960	
City: Spokane		City: Spokane		Contact Person / Phone: Kyle Schiewe	
State: WA		Zip: 99206		State: WA	
Fax Number:					

Description	Unit Type	Quantity	Unit Price	Amount
Our bid includes the following:				
Mobilization Per Each Occurance:	EA	1.00	\$ 1,400.00	\$ 1,400.00
Woodruff Double Speed Hump: We will sawcut, remove/load/haul/dispose the existing surface, tack coat, provide/place 3" of PG64H-28 HMA to the keyway areas, tack coat, provide and place the necessary amount of HMA to the double speed hump area as discussed with Kyle from the City of Millwood.	SY	100.00	\$ 91.75	\$ 9,175.00
Traffic Control: We will bill by the crew hour.	CREW HR	5.00	\$ 553.35	\$ 2,766.75
Paint Double Speed Hump/install warning signage:	EA	1.00	\$ 3,135.00	\$ 3,135.00
Fowler Double Speed Hump: We will sawcut, remove/load/haul/dispose the existing surface, tack coat, provide/place 3" of PG64H-28 HMA to the keyway areas, tack coat, provide and place the necessary amount of HMA to the double speed hump area as discussed with Kyle from the City of Millwood.	SY	100.00	\$ 91.75	\$ 9,175.00
Traffic Control: We will bill by the crew hour.	CREW HR	5.00	\$ 553.35	\$ 2,766.75
Paint Double Speed Hump/install warning signage:	EA	1.00	\$ 3,135.00	\$ 3,135.00
This proposal is based on the material prices as of the bid date.				
NOTE: If the access to the project is over concrete, we will not be responsible for any damages				
To be measured and billed upon completion at our unit prices.				
This is based on one mobilization. Scheduling is to be agreed upon				
Exclusions: permits, fees, bonds, testing, engineering/surveying/staking, inspections, utility adjustments, joint adhesive/sealant.				
A copy of this proposal shall be an attachment to any subcontract				
			Total	\$ 31,553.50
<i>"Specializing in Quality and Service"</i> One Year Limited Warranty			Deposit	
			Balance	\$ 31,553.50

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars \$31,553.50

Payment to be made as follows: Net, 10th of the month plus tax, if applicable

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices subject to changes necessitated by physical condition or acts of god. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. Drainage warranty only applies with minimum of 2% grade.

If job size increases, billing will be on finished square feet. A \$450.00 charge will be added to all accounts that have to be lienied due to non-payment.

Authorized signature Kevin Long Cell 509-939-3932

Note: This proposal may be withdrawn by us if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Cancellation policy: 10% charge after any costs incurred.

Signature _____ Date _____

Print Name and Title _____

Signature _____ Date _____

Print Name and Title _____

A late charge of 1 1/2% per month, which is an annual percentage rate of 18%, will be charged on all past due accounts.

NOTE: DUE TO THE CURRENT INSTABILITY OF THE PETROLEUM MARKET, PRICE(S) MAY BE SUBJECT TO CHANGE. THE FINAL INVOICE WILL BE BASED ON THE CURRENT MARKET PRICE OF LIQUID ASPHALT/FUEL AT THE TIME OF INSTALLATION

Department of Labor and Industries
Contractor Registration



Disclosure Statement Notice to Customers

Business Name: Diamond Asphalt Paving, Inc.

This contractor is registered with the state of Washington, registration no. DIAMOAP841DN
has posted with the state a bond or deposit of \$6,000.00 for the purpose of satisfying claims
against the contractor for breach of contract including negligent or improper work in the conduct of the
contractor's business. The expiration date of this contractor's registration is March 15, 2026.

***THIS BOND OR DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM
THE WORK DONE UNDER YOUR CONTRACT.***

This bond or deposit is not for your exclusive use because it covers all work performed by this contractor. The
bond or deposit is intended to pay valid claims up to \$6,000.00 that you and other
customers, suppliers, subcontractors, or taxing authorities may have.

FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT.

You may withhold a contractually defined percentage of your construction contract as retainage for a stated
period of time to provide protection to you and help insure that your project will be completed as required by
your contract.

YOUR PROPERTY MAY BE LIENED.

If a supplier of materials used in your construction project or an employee or subcontractor of your contractor
or subcontractors is not paid, your property may be liened to payment and you could pay twice for the same
work.

***FOR ADDITIONAL PROTECTION, YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH
ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR ON YOUR
PROJECT.***

The contractor is required to provide you with further information about lien release documents if you request it.
General information is also available from the state Department of Labor and Industries.

I have received a copy of this disclosure statement.

Dated this _____ day of _____ of the year _____.

Signature of Customer

*The contractor must retain a signed copy of this disclosure statement in his or her files for a minimum of three years and
produce a signed or electronic signature copy of the disclosure statement to the department upon request.*

For more information, please refer to RCW 18.27.114.



Contractor Registration #INLANAC9840K

Inland Asphalt Company
"An Equal Opportunity Employer"

Section 8, Item c.

PO Box 3366
Spokane, WA 99220-3366
509.534.2657
Fax: 509.536.3137

To:	City Of Millwood	Contact:	Kyle Schiewe
Address:	9103 E Fredrick Ave Millwood, WA 99206	Phone:	924-0960
		Fax:	927-2867
Project Name:	Empire Ave. Speed Humps	Bid Number:	255085
Project Location:	10310 E. Empire Ave., Millwood, WA	Bid Date:	6/20/2025

Bid has two separate items. Item 1 is for the grinding of tie in keyways then building of (4) speedhumps per detail provided. Based on 128sy total with average of 3" depth-4" depth at peak of hump. Item 2 is for the correct signage and striping of speedhumps post pave. Bid includes a flagger for traffic assistance. It is assumed the roadway will be closed to perform the work.

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
01	Grind Keyways Then Build (4) Speed Humps	1.00	LS	\$16,465.00	\$16,465.00
02	Sign And Stripe Project	1.00	UP	\$6,090.00	\$6,090.00

Total Bid Price: \$22,555.00

Notes:

- **DUE TO THE VOLATILITY OF ASPHALT OIL PRICES AND OUR CURRENT WORKLOAD, THIS PRICE SHALL BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS.**
- This price is contingent on asphalt oil availability and assumes that this project work will be completed within the 2025 construction season. **All pricing subject to adjustment for projects that have not been completed within the timeframe for which they were quoted.**
- **Exclusions:**, Utility Adjustments, Bond, Permits, Engineering, Testing, Sales Tax, Use Tax, any locates outside of what 811 will cover
- If project access is across concrete, Inland Asphalt will not be responsible for damage.
- Inland Asphalt will not schedule this work until a signed proposal or subcontract is received.
- A copy of this proposal must be included as an attachment to any subcontract.
- A 2% fee will be ADDED to your invoice total, if you elect to pay with a credit card (American Express cards will NOT be accepted).
- Inland Asphalt's warranty is void if we are directed to grade and/or pave your project in inclement weather or other unsuitable conditions. Work performed outside of favorable weather and after October 1st may affect the quality and finish (Aesthetics) of the delivered product.

Payment Terms:

Full payment required 30 days from completion of project. Buyer agrees to pay any collection costs and attorney's fees Inland Asphalt Co. may incur to effect collection of monies due for work performed. Buyer authorizes Inland Asphalt Co. to investigate their credit as they deem appropriate.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

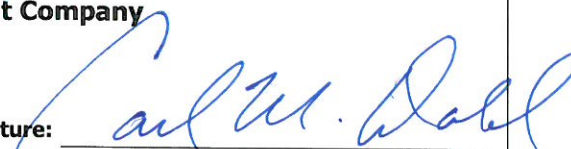
Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Inland Asphalt Company

Authorized Signature: 

Estimator: Mike Dahl
509-534-2657 mike.dahl@inlandnw.com

File Attachments for Item:

a. Consent Agenda

(1) June 2025 City Council Regular Meeting Minutes (2) June 2025 Treasurer's Report (3) June 2025 Claims (4) June 2025 Payroll (5) ARCR Project Change Order #1 (6) ARCR Partial Payment Phase One (7) Water System Maintenance Projects



City Council Regular Meeting Minutes

Tuesday, June 10, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Regular City Council Meeting to order at 6:00 pm. A quorum was present. Council Member Stravens attended the meeting remotely and Council Member Van Hees arrived at 6:13 pm.

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Dan Sander

Council Member Kelly Stravens

Council Member Andy Van Hees was not present for the vote on approval of the agenda.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Culler, Seconded by Council Member Sander to move agenda item 7 Executive Session to agenda item 15A.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens.

Motion made by Council Member Culler, Seconded by Council Member Beese to approve the agenda as amended.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens.

4. LOCAL AGENCY REPORTS/PRESENTATIONS

Deputy Ball reported that he had been conducting traffic enforcement mainly on Empire and around WVHS and commented that the speed bumps have slowed down motorists. He also had responded to several property crimes, drug possessions and outstanding warrants.

5. OTHER PRESENTATIONS

a. STARClub Presentation - Jeremy Clark - Millwood Impact

Shawna Beese presented the STARClub Leadership Capstone that focused on neighborhood advocacy, leadership development, communicating success, and project management. STARClub projects have included preparing a community dinner and developing a neighborhood garden by the Millwood Impact Building.

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no public comments concerning action items were received prior to the meeting.

7. EXECUTIVE SESSION (if necessary)

The Executive Session was moved to agenda item 15A.

8. ACTION ITEMS FOR FIRST READING

There were no action items for first reading.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) City Council Special Meeting Minutes May 5, 2025, (2) City Council Special Meeting Minutes May 13, 2025, (3) City Council Regular Meeting Minutes May 13, 2025, (4) May 2025 Treasurer's Report, (5) May 2025 Claims, and (6) May 2025 Payroll (7) RESOLUTION 2025-09 Authorized Signers

Motion made by Council Member Sander, Seconded by Council Member Van Hees 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. PUBLIC HEARING - SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN

RESOLUTION 2025-06 Six-Year TIP

Mayor Freeman opened the Public Hearing on Resolution 2025-06 Six-Year Transportation Improvement Plan at 6:19 pm and closed the Public Hearing at 6:24 pm.

LaDonna Dement, 10306 E Empire, commented that she wanted more double speed humps on Empire.

Shirene Young, 8903 E Liberty, asked for clarification on the full depth reclamation on Argonne between Trent & Frederick, and the grind and overlay between Frederick and Liberty and Liberty to South Riverway.

Motion made by Council Member Van Hees, Seconded by Council Member Beese to approve Resolution 2025-06 Six-Year Transportation Improvement Plan as presented.

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

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

Mayor Freeman explained that Resolution 2025-07 was a revision to sewer charges from Resolution 2025-02.

Motion made by Council Member Culler, Seconded by Council Member Van Hees to approve Resolution 2025-07 Water & Sewer System Charges as presented.

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 was not at the meeting.

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

Ms. Cassels reported that the Agendas, Packets & Minutes for City Council, Planning Commission and Historic Preservation Commission Regular and Special Meetings had been prepared and delivered, one new public records request was received since the last meeting, Coordinated and gathered materials for HPC booth at the Farmers Market on May

28, 2025, City Council Administrative Appeal Hearing (9011 E South Riverway Fence Permit) scheduled for June 30, 2025 at 6:00pm. met with Larry Garvin regarding code enforcement assistance, continuing to record backflow test reports and received training on payroll and time sheets.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported on the start of the Argonne Congestion Relief Project, overlay project on Empire, the upcoming chip seal project on Empire, received estimates for additional speed humps and looking for direction on what the council would like to do, drywell repairs, wading pool to open on June 23, 2025, 2 returning lifeguards have been hired to work at the pool and the merry-go-round arrived in perfect shape.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the water samples came back satisfactory, City backflow tests were completed, the Consumer Confidence Report had been completed and posted on the website, completed the Water Use Efficiency Report for 2024 and submitted it to Department of Health, replaced filter at Old Park, replaced leaky valve at New Park and attended a meeting regarding the Comprehensive Improvement Plan.

e. Planning - Amanda Tainio - Upward 7 Consulting

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

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

Mr. Werst reported on a wastewater utility tax the City of Spokane may impose on Spokane County and information on the Spokane Valley Rathdrum Prairie Aquifer Protection Area.

g. Mayor - Mayor Kevin Freeman

Mayor Freeman reported on the Argonne Congestion Relief Project, meetings with businesses, meetings with IEP, website updates regarding the ARCR project, staff training and the City was contacted by Irvin water district regarding wholesale water.

11. COUNCIL INFORMATION (no action or discussion)

a. Designate Mayor Pro Tem - July - Dec 2026

b. Fact Sheet - Spokane Valley Rathdrum Prairie Aquifer Protection Area (APA)

12. PUBLIC REMARKS

a. L Dement remarks dated 4.29.25 submitted 5.13.25 at 4.21pm

Shirene Young, 8903 E Liberty, commented on the Millwood Mother's Day Tour with over 900 people attending and the Model T Club displayed their old cars in the Church parking lot. The City of Millwood was well represented. Millwood Daze will have a car show, 5k run, pancake breakfast and Pizza wagon from Hutton Settlement.

13. COUNCIL REMARKS

Council Members thanked staff for their work, the Argonne Project team for getting in touch with people about the Argonne Project and everyone who went out to talk to the business owners along Argonne.

14. ANNOUNCEMENTS

Mayor Freeman announced that City Hall would be closed on Friday June 20, 2025. Staff collectively decided to take that day as their yearly floating holiday.

15. SET NEXT MEETINGS:

City Council Regular Meeting - July 8, 2025 at 6:00 pm

Joint City Council Planning Commission Meeting - July 8, 2025 at 5:00 pm

15 a. Executive Session

Mr. Werst announced that the Millwood City Council would convene to executive session pursuant to RCW 42.30.110(1)(i)(III) to discuss potential litigation or legal risk of a proposed action or current practice of the City for 15 minutes unless otherwise extended by further announcement. Mr. Werst stated that the City Council would not be asked to take action upon conclusion of the executive session.

The executive session ended at 7:37 pm. There was one extension and no action was taken.

Motion made by Council Member Van Hees, Seconded by Council Member Beese to adjourn the City Council Regular Meeting at 7:38 pm.

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

16. ADJOURNMENT

Motion made by Council Member Van Hees, Seconded by Council Member Beese to adjourn the City Council Meeting at 7:38 pm.

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

Approved:

Attest:

Kevin Freeman, Mayor

Lisa Cassels, City Clerk

TREASURER'S REPORT

Fund Totals

City Of Millwood
 06/01/2025 To: 06/30/2025
 Time: 10:40:49 Date: 07/03/2025
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,197,703.77	137.13	221,438.70	1,976,402.20	263,368.25	113,383.13	-137.13	2,353,016.45
002 Restricted Uses Fund - Managerial	16,347.63	0.00		16,347.63	0.00	0.00	0.00	16,347.63
099 Unemployment Compensation	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
Fund - Managerial								
301 Capital Projects Fund	413,475.98	0.00		413,475.98	0.00	0.00	0.00	413,475.98
302 Special Capital Projects Fund	418,064.48	0.00		418,064.48	0.00	0.00	0.00	418,064.48
401 Utility Operating Fund	340,799.34	53,593.14	36,468.20	357,924.28	25,241.56	48,583.42	-59,496.26	372,253.00
402 Water Capital Fund Managerial	354,091.24	5,113.24		359,204.48	0.00	0.00	-5,820.24	353,384.24
403 Sewer Capital Fund - Managerial	24,763.92	23,585.46	26,399.83	21,949.55	67,104.21	0.00	-26,580.85	62,472.91
	3,816,428.36	82,428.97	284,306.73	3,614,550.60	355,714.02	161,966.55	-92,034.48	4,040,196.69

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TREASURER'S REPORT

Account Totals

City Of Millwood

06/01/2025 To: 06/30/2025

Time: 10:40:49 Date: 07/03/2025
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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	281,667.84	82,428.97	284,306.73	79,790.08	-92,034.48	517,680.57	505,436.17
6	1726-Banner Money Market	357,122.66	0.00	0.00	357,122.66	0.00	0.00	357,122.66
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:		669,659.22	82,428.97	284,306.73	467,781.46	-92,034.48	517,680.57	893,427.55
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
		3,816,320.26	82,428.97	284,306.73	3,614,442.50	-684,517.80	1,110,680.57	4,040,605.27

TREASURER'S REPORT

Fund Investments By Account

City Of Millwood

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06/01/2025 To: 06/30/2025

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

City Of Millwood

06/01/2025 To: 06/30/2025
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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	3,184,800.54					3,184,800.54	-1,208,398.34
002 Restricted Uses Fund - Managerial						0.00	16,347.63
099 Unemployment Compensation Fund - Managerial						0.00	51,182.00
301 Capital Projects Fund	405,000.00					405,000.00	8,475.98
302 Special Capital Projects Fund	410,000.00					410,000.00	8,064.48
401 Utility Operating Fund	-804,628.22					-804,628.22	1,162,552.50
402 Water Capital Fund Managerial						0.00	359,204.48
403 Sewer Capital Fund - Managerial						0.00	21,949.55
	3,195,172.32					3,195,172.32	419,378.28
							3,614,550.60

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

TREASURER'S REPORT
Outstanding Vouchers

City Of Millwood

06/01/2025 To: 06/30/2025

As Of: 06/30/2025 Date: 07/03/2025
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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	1051	05/27/2025	Util Pay	5		Xpress Billpay	763.93	Xpress Import - EFT - 05-27-2025__daily_batch.csv
2025	1052	05/27/2025	Util Pay	5		Xpress Billpay	310.14	Xpress Import - iPay - 05-27-2025__daily_batch.csv
2025	1053	05/27/2025	Util Pay	5		Xpress Billpay	326.97	Xpress Import - CheckFree - 05-27-2025__daily_batch.csv
2025	1084	05/28/2025	Util Pay	5		Xpress Billpay	5,680.83	Xpress Import - EFT - 05-28-2025__daily_batch.csv
2025	1085	05/28/2025	Util Pay	5		Xpress Billpay	110.00	Xpress Import - Metavante - 05-28-2025__daily_batch.csv
2025	1086	05/28/2025	Util Pay	5		Xpress Billpay	79.64	Xpress Import - iPay - 05-28-2025__daily_batch.csv
2025	1087	05/28/2025	Util Pay	5		Xpress Billpay	41.91	Xpress Import - OnlineResources - 05-28-2025__daily_batch.csv
2025	1088	05/28/2025	Util Pay	5		Xpress Billpay	74.49	Xpress Import - CheckFree - 05-28-2025__daily_batch.csv
2025	1089	05/29/2025	Util Pay	5		Xpress Billpay	304.61	Xpress Import - CC - 05-29-2025__daily_batch.csv
2025	1090	05/29/2025	Util Pay	5		Xpress Billpay	156.92	Xpress Import - EFT - 05-29-2025__daily_batch.csv
2025	1091	05/29/2025	Util Pay	5		Xpress Billpay	315.83	Xpress Import - Metavante - 05-29-2025__daily_batch.csv
2025	1092	05/29/2025	Util Pay	5		Xpress Billpay	96.59	Xpress Import - iPay - 05-29-2025__daily_batch.csv
2025	1054	05/30/2025	Util Pay	5		Utility Batch	117.80	
2025	1093	05/30/2025	Util Pay	5		Xpress Billpay	232.68	Xpress Import - CC - 05-30-2025__daily_batch.csv
2025	1094	05/30/2025	Util Pay	5		Xpress Billpay	236.90	Xpress Import - EFT - 05-30-2025__daily_batch.csv
2025	1095	05/30/2025	Util Pay	5		Xpress Billpay	91.00	Xpress Import - Metavante - 05-30-2025__daily_batch.csv
2025	1096	05/30/2025	Util Pay	5		Xpress Billpay	310.54	Xpress Import - CheckFree - 05-30-2025__daily_batch.csv
2025	1097	05/31/2025	Util Pay	5		Xpress Billpay	74.14	Xpress Import - CC - 05-31-2025__daily_batch.csv
2025	1098	05/31/2025	Util Pay	5		Xpress Billpay	232.19	Xpress Import - EFT - 05-31-2025__daily_batch.csv
2025	1103	06/05/2025	Util Pay	5		Utility Batch	2,025.78	
2025	1137	06/05/2025	Util Pay	5		Xpress Billpay	464.36	Xpress Import - CC - 06-01-2025__daily_batch.csv
2025	1138	06/05/2025	Util Pay	5		Xpress Billpay	689.16	Xpress Import - EFT - 06-01-2025__daily_batch.csv
2025	1139	06/05/2025	Util Pay	5		Xpress Billpay	80.81	Xpress Import - CC - 06-02-2025__daily_batch.csv
2025	1140	06/05/2025	Util Pay	5		Xpress Billpay	225.00	Xpress Import - EFT - 06-02-2025__daily_batch.csv
2025	1141	06/05/2025	Util Pay	5		Xpress Billpay	778.61	Xpress Import - iPay - 06-02-2025__daily_batch.csv
2025	1142	06/05/2025	Util Pay	5		Xpress Billpay	159.01	Xpress Import - CheckFree - 06-02-2025__daily_batch.csv
2025	1143	06/05/2025	Util Pay	5		Xpress Billpay	195.54	Xpress Import - CC - 06-03-2025__daily_batch.csv
2025	1144	06/05/2025	Util Pay	5		Xpress Billpay	230.52	Xpress Import - EFT - 06-03-2025__daily_batch.csv
2025	1145	06/05/2025	Util Pay	5		Xpress Billpay	194.39	Xpress Import - Metavante - 06-03-2025__daily_batch.csv
2025	1146	06/05/2025	Util Pay	5		Xpress Billpay	262.06	Xpress Import - iPay - 06-03-2025__daily_batch.csv
2025	1147	06/05/2025	Util Pay	5		Xpress Billpay	76.94	Xpress Import - EFT - 06-04-2025__daily_batch.csv
2025	1148	06/05/2025	Util Pay	5		Xpress Billpay	420.20	Xpress Import - iPay - 06-04-2025__daily_batch.csv
2025	1149	06/05/2025	Util Pay	5		Xpress Billpay	76.24	Xpress Import - EFT - 06-05-2025__daily_batch.csv
2025	1150	06/05/2025	Util Pay	5		Xpress Billpay	90.00	Xpress Import - iPay - 06-05-2025__daily_batch.csv
2025	1151	06/06/2025	Util Pay	5		Xpress Billpay	152.13	Xpress Import - EFT - 06-06-2025__daily_batch.csv
2025	1152	06/06/2025	Util Pay	5		Xpress Billpay	120.00	Xpress Import - Metavante - 06-06-2025__daily_batch.csv
2025	1153	06/06/2025	Util Pay	5		Xpress Billpay	75.00	Xpress Import - iPay - 06-06-2025__daily_batch.csv
2025	1154	06/06/2025	Util Pay	5		Xpress Billpay	58.40	Xpress Import - CheckFree - 06-06-2025__daily_batch.csv

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TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood 06/01/2025 To: 06/30/2025

As Of: 06/30/2025 Date: 07/03/2025
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1136	06/09/2025	Util Pay	5		Utility Batch	2,042.50	
2025	1156	06/09/2025	Tr Rec	5		CenturyLink Communications LLC	10.76	Telephone tax for April
2025	1157	06/09/2025	Tr Rec	5		Qwest Corporation	53.15	Telephone Tax For April
2025	1159	06/09/2025	Util Pay	5		Xpress Billpay	980.07	Xpress Import - CC - 06-09-2025_daily_batch.csv
2025	1160	06/09/2025	Util Pay	5		Xpress Billpay	275.13	Xpress Import - EFT - 06-09-2025_daily_batch.csv
2025	1155	06/10/2025	Util Pay	5		Utility Batch	606.63	
2025	1161	06/10/2025	Util Pay	5		Xpress Billpay	2,207.50	Xpress Import - CC - 06-10-2025_daily_batch.csv
2025	1162	06/10/2025	Util Pay	5		Xpress Billpay	1,344.70	Xpress Import - EFT - 06-10-2025_daily_batch.csv
2025	1163	06/10/2025	Util Pay	5		Xpress Billpay	798.52	Xpress Import - iPay - 06-10-2025_daily_batch.csv
2025	1164	06/10/2025	Util Pay	5		Xpress Billpay	58.00	Xpress Import - CheckFree - 06-10-2025_daily_batch.csv
2025	1158	06/11/2025	Util Pay	5		Utility Batch	2,470.97	
2025	1165	06/11/2025	Util Pay	5		Xpress Billpay	495.91	Xpress Import - CC - 06-11-2025_daily_batch.csv
2025	1166	06/11/2025	Util Pay	5		Xpress Billpay	366.06	Xpress Import - Metavante - 06-11-2025_daily_batch.csv
2025	1167	06/11/2025	Util Pay	5		Xpress Billpay	564.48	Xpress Import - iPay - 06-11-2025_daily_batch.csv
2025	1168	06/11/2025	Util Pay	5		Xpress Billpay	1,037.54	Xpress Import - CheckFree - 06-11-2025_daily_batch.csv
2025	1169	06/12/2025	Util Pay	5		Xpress Billpay	387.80	Xpress Import - CC - 06-12-2025_daily_batch.csv
2025	1170	06/12/2025	Util Pay	5		Xpress Billpay	82.61	Xpress Import - EFT - 06-12-2025_daily_batch.csv
2025	1171	06/12/2025	Util Pay	5		Xpress Billpay	294.16	Xpress Import - Metavante - 06-12-2025_daily_batch.csv
2025	1172	06/12/2025	Util Pay	5		Xpress Billpay	61.91	Xpress Import - iPay - 06-12-2025_daily_batch.csv
2025	1173	06/12/2025	Util Pay	5		Xpress Billpay	83.26	Xpress Import - CheckFree - 06-12-2025_daily_batch.csv
2025	1174	06/13/2025	Util Pay	5		Utility Batch	483.95	
2025	1184	06/13/2025	Util Pay	5		Xpress Billpay	762.10	Xpress Import - CC - 06-13-2025_daily_batch.csv
2025	1185	06/13/2025	Util Pay	5		Xpress Billpay	673.16	Xpress Import - EFT - 06-13-2025_daily_batch.csv
2025	1186	06/13/2025	Util Pay	5		Xpress Billpay	308.95	Xpress Import - Metavante - 06-13-2025_daily_batch.csv
2025	1187	06/13/2025	Util Pay	5		Xpress Billpay	166.54	Xpress Import - iPay - 06-13-2025_daily_batch.csv
2025	1188	06/13/2025	Util Pay	5		Xpress Billpay	79.98	Xpress Import - CheckFree - 06-13-2025_daily_batch.csv
2025	1189	06/14/2025	Util Pay	5		Xpress Billpay	41.91	Xpress Import - CC - 06-14-2025_daily_batch.csv
2025	1190	06/14/2025	Util Pay	5		Xpress Billpay	168.70	Xpress Import - EFT - 06-14-2025_daily_batch.csv
2025	1191	06/15/2025	Util Pay	5		Xpress Billpay	432.15	Xpress Import - CC - 06-15-2025_daily_batch.csv
2025	1192	06/15/2025	Util Pay	5		Xpress Billpay	240.59	Xpress Import - EFT - 06-15-2025_daily_batch.csv
2025	1177	06/16/2025	Util Pay	5		Utility Batch	5,790.99	
2025	1193	06/16/2025	Util Pay	5		Xpress Billpay	2,756.91	Xpress Import - CC - 06-16-2025_daily_batch.csv
2025	1194	06/16/2025	Util Pay	5		Xpress Billpay	389.50	Xpress Import - EFT - 06-16-2025_daily_batch.csv
2025	1195	06/16/2025	Util Pay	5		Xpress Billpay	325.91	Xpress Import - iPay - 06-16-2025_daily_batch.csv
2025	1196	06/16/2025	Util Pay	5		Xpress Billpay	132.42	Xpress Import - CheckFree - 06-16-2025_daily_batch.csv
2025	1197	06/17/2025	Util Pay	5		Xpress Billpay	1,225.73	Xpress Import - CC - 06-17-2025_daily_batch.csv
2025	1198	06/17/2025	Util Pay	5		Xpress Billpay	249.31	Xpress Import - EFT - 06-17-2025_daily_batch.csv
2025	1199	06/17/2025	Util Pay	5		Xpress Billpay	75.00	Xpress Import - Metavante - 06-17-2025_daily_batch.csv
2025	1200	06/17/2025	Util Pay	5		Xpress Billpay	137.01	Xpress Import - iPay - 06-17-2025_daily_batch.csv

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TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood 06/01/2025 To: 06/30/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1201	06/17/2025	Util Pay	5		Xpress Billpay	77.32	Xpress Import - CheckFree - 06-17-2025_daily_batch
2025	1178	06/18/2025	Util Pay	5		Utility Batch	2,685.78	
2025	1202	06/18/2025	Util Pay	5		Xpress Billpay	756.31	Xpress Import - CC - 06-18-2025_daily_batch.csv
2025	1203	06/18/2025	Util Pay	5		Xpress Billpay	224.41	Xpress Import - Metavante - 06-18-2025_daily_batch
2025	1204	06/18/2025	Util Pay	5		Xpress Billpay	90.00	Xpress Import - iPay - 06-18-2025_daily_batch.csv
2025	1205	06/18/2025	Util Pay	5		Xpress Billpay	141.42	Xpress Import - CheckFree - 06-18-2025_daily_batch
2025	1206	06/19/2025	Util Pay	5		Xpress Billpay	83.96	Xpress Import - EFT - 06-19-2025_daily_batch.csv
2025	1207	06/20/2025	Util Pay	5		Xpress Billpay	357.85	Xpress Import - CC - 06-20-2025_daily_batch.csv
2025	1208	06/20/2025	Util Pay	5		Xpress Billpay	400.82	Xpress Import - EFT - 06-20-2025_daily_batch.csv
2025	1209	06/20/2025	Util Pay	5		Xpress Billpay	79.60	Xpress Import - Metavante - 06-20-2025_daily_batch
2025	1210	06/20/2025	Util Pay	5		Xpress Billpay	183.08	Xpress Import - iPay - 06-20-2025_daily_batch.csv
2025	1211	06/20/2025	Util Pay	5		Xpress Billpay	94.51	Xpress Import - OnlineResources - 06-20-2025_daily
2025	1212	06/20/2025	Util Pay	5		Xpress Billpay	81.26	Xpress Import - CheckFree - 06-20-2025_daily_batch
2025	1213	06/21/2025	Util Pay	5		Xpress Billpay	148.84	Xpress Import - CC - 06-21-2025_daily_batch.csv
2025	1214	06/22/2025	Util Pay	5		Xpress Billpay	126.32	Xpress Import - CC - 06-22-2025_daily_batch.csv
2025	1215	06/22/2025	Util Pay	5		Xpress Billpay	161.21	Xpress Import - EFT - 06-22-2025_daily_batch.csv
2025	1179	06/23/2025	Util Pay	5		Utility Batch	10,488.24	
2025	1181	06/23/2025	Tr Rec	5		Level 3 Communications, LLC	0.03	Telephone Tax May
2025	1216	06/23/2025	Util Pay	5		Xpress Billpay	2,510.63	Xpress Import - CC - 06-23-2025_daily_batch.csv
2025	1217	06/23/2025	Util Pay	5		Xpress Billpay	1,918.45	Xpress Import - EFT - 06-23-2025_daily_batch.csv
2025	1218	06/23/2025	Util Pay	5		Xpress Billpay	162.21	Xpress Import - Metavante - 06-23-2025_daily_batch
2025	1219	06/23/2025	Util Pay	5		Xpress Billpay	233.94	Xpress Import - iPay - 06-23-2025_daily_batch.csv
2025	1220	06/23/2025	Util Pay	5		Xpress Billpay	198.85	Xpress Import - CheckFree - 06-23-2025_daily_batch
2025	1221	06/24/2025	Util Pay	5		Xpress Billpay	314.44	Xpress Import - CC - 06-24-2025_daily_batch.csv
2025	1222	06/24/2025	Util Pay	5		Xpress Billpay	562.58	Xpress Import - EFT - 06-24-2025_daily_batch.csv
2025	1223	06/24/2025	Util Pay	5		Xpress Billpay	82.96	Xpress Import - Metavante - 06-24-2025_daily_batch
2025	1224	06/24/2025	Util Pay	5		Xpress Billpay	239.46	Xpress Import - iPay - 06-24-2025_daily_batch.csv
2025	1182	06/25/2025	Util Pay	5		Utility Batch	2,616.71	
2025	1225	06/25/2025	Util Pay	5		Xpress Billpay	931.78	Xpress Import - CC - 06-25-2025_daily_batch.csv
2025	1226	06/25/2025	Util Pay	5		Xpress Billpay	1,075.99	Xpress Import - EFT - 06-25-2025_daily_batch.csv
2025	1227	06/25/2025	Util Pay	5		Xpress Billpay	41.91	Xpress Import - Metavante - 06-25-2025_daily_batch
2025	1228	06/25/2025	Util Pay	5		Xpress Billpay	281.26	Xpress Import - iPay - 06-25-2025_daily_batch.csv
2025	1183	06/26/2025	Util Pay	5		Utility Batch	251.29	
2025	1234	06/26/2025	Util Pay	5		Xpress Billpay	1,051.08	Xpress Import - CC - 06-26-2025_daily_batch.csv
2025	1235	06/26/2025	Util Pay	5		Xpress Billpay	1,207.55	Xpress Import - EFT - 06-26-2025_daily_batch
2025	1236	06/26/2025	Util Pay	5		Xpress Billpay	249.74	Xpress Import - Metavante - 06-26-2025_daily
2025	1237	06/26/2025	Util Pay	5		Xpress Billpay	313.66	Xpress Import - iPay - 06-26-2025_daily_batch
2025	1238	06/26/2025	Util Pay	5		Xpress Billpay	80.36	Xpress Import - CheckFree - 06-26-2025_daily
2025	1229	06/27/2025	Util Pay	5		Utility Batch	1,397.34	

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Outstanding Vouchers

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2025	1230	06/27/2025	Tr Rec	5		Comcast	15.43	Utility Tax for May 2025
2025	1231	06/27/2025	Tr Rec	5		T-Mobile West LLC	3.00	May 2025 Utility tax
2025	1232	06/27/2025	Tr Rec	5		MetroPCS California, LLC	0.63	May 2025 Utility Tax
2025	1239	06/27/2025	Util Pay	5		Xpress Billpay	1,663.92	Xpress Import - CC - 06-27-2025_daily_batch.csv
2025	1240	06/27/2025	Util Pay	5		Xpress Billpay	1,600.89	Xpress Import - EFT - 06-27-2025_daily_batch.csv
2025	1241	06/27/2025	Util Pay	5		Xpress Billpay	188.46	Xpress Import - Metavante - 06-27-2025_daily_batch
2025	1242	06/27/2025	Util Pay	5		Xpress Billpay	177.08	Xpress Import - iPay - 06-27-2025_daily_batch.csv
2025	1243	06/27/2025	Util Pay	5		Xpress Billpay	41.91	Xpress Import - OnlineResources - 06-27-2025_daily
2025	1244	06/27/2025	Util Pay	5		Xpress Billpay	668.44	Xpress Import - CheckFree - 06-27-2025_daily_batch
2025	1245	06/28/2025	Util Pay	5		Xpress Billpay	3,021.45	Xpress Import - CC - 06-28-2025_daily_batch.csv
2025	1246	06/28/2025	Util Pay	5		Xpress Billpay	5,574.95	Xpress Import - EFT - 06-28-2025_daily_batch.csv
2025	1247	06/29/2025	Util Pay	5		Xpress Billpay	174.67	Xpress Import - EFT - 06-29-2025_daily_batch.csv
2025	1233	06/30/2025	Util Pay	5		Utility Batch	2,304.24	
2025	1248	06/30/2025	Tr Rec	5		CenturyLink Communications LLC	1.77	May 2025 Utility Tax
2025	1249	06/30/2025	Tr Rec	5		Qwest Corporation	52.36	May 2025 Utility Tax
Receipts Outstanding:							92,034.48	
2025	1261	06/30/2025	Payroll	5	EFT		1,263.41	June 2025
2025	1260	06/30/2025	Payroll	5	EFT		1,020.61	June 2025
2025	1259	06/30/2025	Payroll	5	EFT		4,478.87	June 2025
2025	1255	06/30/2025	Payroll	5	EFT		137.65	June 2025
2025	1254	06/30/2025	Payroll	5	EFT		3,926.66	June 2025
2025	1280	06/30/2025	Claims	5	EFT	Banner Bank - 4120	1,156.98	
2025	1276	06/30/2025	Payroll	5	EFT	EFTPS	13,854.25	941 Deposit for Pay Cycle(s) 06/30/2025 - 06/30/2025
2025	1274	06/30/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,527.74	Pay Cycle(s) 06/30/2025 To 06/30/2025 - Asuris; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Kaiser; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Dental; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Vision; Pay Cycl
2025	1273	06/30/2025	Payroll	5	EFT		137.65	June 2025
2025	1264	06/30/2025	Payroll	5	EFT		5,651.84	June 2025
2025	1258	06/30/2025	Payroll	5	EFT		710.45	June 2025
2025	1256	06/30/2025	Payroll	5	EFT		4,318.90	June 2025
2025	1080	05/31/2025	Payroll	5	EFT	Department of Retirement	17,826.97	Pay Cycle(s) 05/31/2025 To 05/31/2025 - PERS; Pay Cycle(s) 05/31/2025 To 05/31/2025 - Deferred
2025	1075	05/31/2025	Payroll	5	EFT		137.65	May 2025
2025	1068	05/31/2025	Payroll	5	EFT		4,213.73	May 2025
2025	1063	05/31/2025	Payroll	5	EFT		4,764.29	May 2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1062	05/31/2025	Payroll	5	EFT		710.45	May 2025
2025	1060	05/31/2025	Payroll	5	EFT		137.65	May 2025
2025	1059	05/31/2025	Payroll	5	EFT		3,696.16	May 2025
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779	936.90	
2025	1072	05/31/2025	Payroll	5	EFT		6,038.47	May 2025
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2025	1275	06/30/2025	Payroll	5	EFT	Department of Retirement	17,595.94	Pay Cycle(s) 06/30/2025 To 06/30/2025 - PERS 2; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Deferred Comp
2025	1272	06/30/2025	Payroll	5	EFT		137.65	June 2025
2025	1269	06/30/2025	Payroll	5	EFT		5,479.00	June 2025
2025	1268	06/30/2025	Payroll	5	EFT		137.65	June 2025
2025	1265	06/30/2025	Payroll	5	EFT		3,992.94	June 2025
2025	1078	05/31/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,527.74	Pay Cycle(s) 05/31/2025 To 05/31/2025 - Asuris; Pay Cycle(s) 05/31/2025 To 05/31/2025 - Kaiser; Pay Cycle(s) 05/31/2025 To 05/31/2025 - Dental; Pay Cycle(s) 05/31/2025 To 05/31/2025 - Vision; Pay Cycl
2025	1077	05/31/2025	Payroll	5	EFT	EFTPS	14,379.16	941 Deposit for Pay Cycle(s) 05/31/2025 - 05/31/2025
2025	1071	05/31/2025	Payroll	5	EFT		137.65	May 2025
2025	1066	05/31/2025	Payroll	5	EFT		6,227.28	May 2025
2025	1064	05/31/2025	Payroll	5	EFT		1,330.36	May 2025
2025	1061	05/31/2025	Payroll	5	EFT		4,692.18	May 2025
2025	1074	05/31/2025	Payroll	5	EFT		137.65	May 2025
2025	1180	06/23/2025	Claims	5	EFT	Department of Revenue	2,233.58	
2025	1279	06/30/2025	Claims	5	EFT	Banner Bank - 1470	1,145.88	
2025	1105	05/30/2025	Claims	5	EFT	Banner Bank - 7779	513.93	5/7 Statement
2025	1081	06/05/2025	Claims	5	EFT	Xpress Billpay	447.77	May 2025 Online Transaction Fees
2025	1251	06/30/2025	Payroll	5	EFT		3,533.28	June 2025
2025	1104	05/30/2025	Claims	5	EFT	Banner Bank - 4120	3,132.86	5/7/25 STATEMENT
2022	152	01/31/2022	Payroll	5	10574		35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639		35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697		35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760		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		48.88	June 2022

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1916	08/31/2022	Payroll	5	11018		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		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	385	02/28/2025	Payroll	5	12675		36.71	February 2025
2025	631	03/31/2025	Payroll	5	12733		36.71	March 2025
2025	834	04/30/2025	Payroll	5	12775		22.94	April 2025
2025	845	04/30/2025	Payroll	5	12780		36.71	April 2025
2025	932	04/30/2025	Claims	5	12817	Spokane House of Hose	203.68	Jackhammer Parts; Jack Hammer Parts
2025	940	04/30/2025	Claims	5	12825	WM Of Spokane - Monthly	516.29	Trash Service
2025	1055	05/31/2025	Payroll	5	12832		36.71	May 2025
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1058	05/31/2025	Payroll	5	12834		137.65	May 2025
2025	1065	05/31/2025	Payroll	5	12835		22.94	May 2025
2025	1067	05/31/2025	Payroll	5	12836		36.71	May 2025
2025	1069	05/31/2025	Payroll	5	12837		22.94	May 2025
2025	1070	05/31/2025	Payroll	5	12838		36.71	May 2025
2025	1073	05/31/2025	Payroll	5	12839		22.94	May 2025
2025	1076	05/31/2025	Payroll	5	12840		36.71	May 2025
2025	1079	05/31/2025	Payroll	5	12841	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 05/31/2025 To 05/31/2025 - VEBA
2025	1056	05/31/2025	Payroll	5	12842		3,672.40	May 2025
2025	1102	05/30/2025	Claims	5	12844	Banner Bank - 1470	619.38	
2025	1106	05/30/2025	Claims	5	12845	Access Information Management	47.20	
2025	1107	05/30/2025	Claims	5	12846	Adams Tractor of Spokane	360.02	Brush Cutter
2025	1108	05/30/2025	Claims	5	12847	Anatek Labs, Inc.	160.00	
2025	1109	05/30/2025	Claims	5	12848	Canon Financial Services, Inc.	185.13	
2025	1110	05/30/2025	Claims	5	12849	CenturyLink	137.24	
2025	1111	05/30/2025	Claims	5	12850	City of Spokane	930.00	Hearing Examiner
2025	1112	05/30/2025	Claims	5	12851	Comcast	549.59	Internet Service
2025	1113	05/30/2025	Claims	5	12852	Complete Office	112.13	
2025	1114	05/30/2025	Claims	5	12853	Daedalus Drafting Services LLC	1,050.00	WEBSITE SERVICES
2025	1115	05/30/2025	Claims	5	12854	DataPro Solutions, Inc.	1,093.54	ArmorPoint Platform Access; Disaster Recovery Backup
2025	1116	05/30/2025	Claims	5	12855	Greenacres Gypsum & Lime	1,188.10	

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2025	1117	05/30/2025	Claims	5	12856	Greenway Landscape Maintenance, LLC	1,230.57	Weed Spraying
2025	1118	05/30/2025	Claims	5	12857	Halverson Northwest Law Group P.C.	210.00	
2025	1119	05/30/2025	Claims	5	12858	Horizon Distributors, Inc.	335.97	Sprinkler Repair
2025	1120	05/30/2025	Claims	5	12859	Lilac City Sprinklers	718.74	Back Flow Testing
2025	1121	05/30/2025	Claims	5	12860	Montgomery Hardware	119.24	
2025	1122	05/30/2025	Claims	5	12861	National Barricade	174.24	Pool Sign, Street Signs
2025	1123	05/30/2025	Claims	5	12862	North 40 Outfitters	137.15	122526/3 Original Purchase 122528/3 Return and exchange
2025	1124	05/30/2025	Claims	5	12863	Pacific Power Group, LLC	1,616.17	
2025	1125	05/30/2025	Claims	5	12864	Petty Cash	58.37	
2025	1126	05/30/2025	Claims	5	12865	Brett R Sargent	16,905.37	Street Sweeping
2025	1127	05/30/2025	Claims	5	12866	Spokane County Environmental Service	40,704.38	
2025	1128	05/30/2025	Claims	5	12867	Tacoma Screw Products INC	57.07	Park Swings
2025	1129	05/30/2025	Claims	5	12868	The Home Depot Pro	717.31	
2025	1130	05/30/2025	Claims	5	12869	Legal Posting The Spokesman-Review	443.71	
2025	1131	05/30/2025	Claims	5	12870	Verizon Wireless	2,695.88	
2025	1132	05/31/2025	Claims	5	12871	Spokane County Treasurer - PW	3,568.47	
2025	1133	05/31/2025	Claims	5	12872	Spokane County Treasurer - SCRAPS	608.28	
2025	1134	05/31/2025	Claims	5	12873	T.C. Sherry & Associates P.S.	720.00	Comp. Plan
2025	1135	05/31/2025	Claims	5	12874	Welch-Comer	66,310.70	
2025	1175	06/16/2025	Claims	5	12875	Fuel Man	345.23	
2025	1176	06/16/2025	Claims	5	12876	Upward 7 Consulting	11,062.50	
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1253	06/30/2025	Payroll	5	12878		22.94	June 2025
2025	1257	06/30/2025	Payroll	5	12879		335.15	June 2025
2025	1262	06/30/2025	Payroll	5	12880		22.94	June 2025
2025	1263	06/30/2025	Payroll	5	12881		22.94	June 2025
2025	1266	06/30/2025	Payroll	5	12882		22.94	June 2025
2025	1267	06/30/2025	Payroll	5	12883		22.94	June 2025
2025	1270	06/30/2025	Payroll	5	12884		1,189.95	June 2025
2025	1271	06/30/2025	Payroll	5	12885		515.61	June 2025
2025	1277	06/30/2025	Payroll	5	12886	HRA VEBA Trust Contributions	22.94	June 2025
2025	1281	06/30/2025	Claims	5	12887	AT&T Mobility	700.00	Pay Cycle(s) 06/30/2025 To 06/30/2025 - VEBA
2025	1282	06/30/2025	Claims	5	12888	Access Information Management	88.11	
2025	1283	06/30/2025	Claims	5	12889	Adams Tractor of Spokane	46.80	
2025	1284	06/30/2025	Claims	5	12890	Al's Locksmith Inc.	31.51	
2025							52.28	

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2025	1285	06/30/2025	Claims	5	12891	Anatek Labs, Inc.	40.00	
2025	1286	06/30/2025	Claims	5	12892	Arrow Construction Supply	228.62	
2025	1287	06/30/2025	Claims	5	12893	Avista Utilities	8,339.41	
2025	1288	06/30/2025	Claims	5	12894	Canon Financial Services, Inc.	185.13	
2025	1289	06/30/2025	Claims	5	12895	CenturyLink	137.24	
2025	1290	06/30/2025	Claims	5	12896	Comcast - 7594	235.47	
2025	1291	06/30/2025	Claims	5	12897	Comcast	534.62	
2025	1292	06/30/2025	Claims	5	12898	Complete Office	215.62	
2025	1293	06/30/2025	Claims	5	12899	DTA Diversified	15,525.00	
2025	1294	06/30/2025	Claims	5	12900	Daedalus Drafting Services LLC	775.00	
2025	1295	06/30/2025	Claims	5	12901	DataPro Solutions, Inc.	3,935.83	
2025	1296	06/30/2025	Claims	5	12902	Eurofins TestAmerica	190.00	
2025	1297	06/30/2025	Claims	5	12903	Fuel Man	191.87	
2025	1298	06/30/2025	Claims	5	12904	Greenway Landscape Maintenance, LLC	2,035.34	
2025	1299	06/30/2025	Claims	5	12905	H&H Document Management Solutions	274.12	
2025	1300	06/30/2025	Claims	5	12906	Halverson Northwest Law Group P.C.	1,190.00	
2025	1301	06/30/2025	Claims	5	12907	Horizon Distributors, Inc.	795.26	
2025	1302	06/30/2025	Claims	5	12908	Intermountain Sign & Safety	667.80	
2025	1303	06/30/2025	Claims	5	12909	Mary-Pat & Richard King, III	480.00	
2025	1304	06/30/2025	Claims	5	12910	Menke Jackson Beyer, LLP	1,689.60	Ward code enforcement
2025	1305	06/30/2025	Claims	5	12911	Montgomery Hardware	358.16	
2025	1306	06/30/2025	Claims	5	12912	NAPA Auto Parts	70.21	
2025	1307	06/30/2025	Claims	5	12913	National Barricade	1,089.00	
2025	1308	06/30/2025	Claims	5	12914	North 40 Outfitters	113.57	
2025	1309	06/30/2025	Claims	5	12915	Oxarc	15.84	
2025	1310	06/30/2025	Claims	5	12916	Pro-Recycle	170.95	
2025	1311	06/30/2025	Claims	5	12917	Quadient Finance USA, Inc.	1,000.00	
2025	1312	06/30/2025	Claims	5	12918	Brett R Sargent	4,185.84	
2025	1313	06/30/2025	Claims	5	12919	Specialty Mobile Mix	589.14	
2025	1314	06/30/2025	Claims	5	12920	Spokane County Environmental Service	26,399.83	
2025	1315	06/30/2025	Claims	5	12921	Spokane County Treasurer - PW	3,732.95	
2025	1316	06/30/2025	Claims	5	12922	Spokane County Treasurer - SCRAPS	608.28	
2025	1317	06/30/2025	Claims	5	12923	Spokane County Treasurer - Sheriff's	26,522.50	
2025	1318	06/30/2025	Claims	5	12924	Sunshine Disposal & Recycling	343.64	
2025	1319	06/30/2025	Claims	5	12925	Union Pacific Railroad Company	30,443.25	
2025	1320	06/30/2025	Claims	5	12926	Upward 7 Consulting	10,843.75	
2025	1321	06/30/2025	Claims	5	12927	Vanguard Cleaning Systems	300.00	

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1322	06/30/2025	Claims	5	12928	Verizon Wireless	459.41	
2025	1323	06/30/2025	Claims	5	12929	WM Of Spokane - Monthly	789.74	
2025	1324	06/30/2025	Claims	5	12930	Welch-Corner	33,793.77	
2025	1325	06/30/2025	Claims	5	12931	Western States Equipment Company	25.11	
2025	1326	06/30/2025	Claims	5	12932	Witherspoon Brajcich McPhee, PLLC	7,346.50	
							<u>517,680.57</u>	
Fund						Claims	Payroll	Total
001 General Fund						263,368.25	113,383.13	376,751.38
401 Utility Operating Fund						25,241.56	48,583.42	73,824.98
403 Sewer Capital Fund - Managerial						67,104.21	0.00	67,104.21
						<u>355,714.02</u>	161,966.55	517,680.57

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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

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1081	06/05/2025	Claims	5	EFT	Xpress Billpay	447.77	May 2025 Online Transaction Fees
1180	06/23/2025	Claims	5	EFT	Department of Revenue	2,233.58	
1279	06/30/2025	Claims	5	EFT	Banner Bank - 1470	1,145.88	
1280	06/30/2025	Claims	5	EFT	Banner Bank - 4120	1,156.98	
1175	06/16/2025	Claims	5	12875	Fuel Man	345.23	
1176	06/16/2025	Claims	5	12876	Upward 7 Consulting	11,062.50	
1281	06/30/2025	Claims	5	12887	AT&T Mobility	88.11	
1282	06/30/2025	Claims	5	12888	Access Information Management	46.80	
1283	06/30/2025	Claims	5	12889	Adams Tractor of Spokane	31.51	
1284	06/30/2025	Claims	5	12890	Al's Locksmith Inc.	52.28	
1285	06/30/2025	Claims	5	12891	Anatek Labs, Inc.	40.00	
1286	06/30/2025	Claims	5	12892	Arrow Construction Supply	228.62	
1287	06/30/2025	Claims	5	12893	Avista Utilities	8,339.41	
1288	06/30/2025	Claims	5	12894	Canon Financial Services, Inc.	185.13	
1289	06/30/2025	Claims	5	12895	CenturyLink	137.24	
1290	06/30/2025	Claims	5	12896	Comcast - 7594	235.47	
1291	06/30/2025	Claims	5	12897	Comcast	534.62	
1292	06/30/2025	Claims	5	12898	Complete Office	215.62	
1293	06/30/2025	Claims	5	12899	DTA Diversified	15,525.00	
1294	06/30/2025	Claims	5	12900	Daedalus Drafting Services LLC	775.00	
1295	06/30/2025	Claims	5	12901	DataPro Solutions, Inc.	3,935.83	
1296	06/30/2025	Claims	5	12902	Eurofins TestAmerica	190.00	
1297	06/30/2025	Claims	5	12903	Fuel Man	191.87	
1298	06/30/2025	Claims	5	12904	Greenway Landscape Maintenance, LLC	2,035.34	
1299	06/30/2025	Claims	5	12905	H&H Document Management Solutions	274.12	
1300	06/30/2025	Claims	5	12906	Halverson Northwest Law Group P.C.	1,190.00	
1301	06/30/2025	Claims	5	12907	Horizon Distributors, Inc.	795.26	
1302	06/30/2025	Claims	5	12908	Intermountain Sign & Safety	667.80	
1303	06/30/2025	Claims	5	12909	Mary-Pat & Richard King, III	480.00	
1304	06/30/2025	Claims	5	12910	Menke Jackson Beyer, LLP	1,689.60	Ward code enforcement
1305	06/30/2025	Claims	5	12911	Montgomery Hardware	358.16	
1306	06/30/2025	Claims	5	12912	NAPA Auto Parts	70.21	
1307	06/30/2025	Claims	5	12913	National Barricade	1,089.00	
1308	06/30/2025	Claims	5	12914	North 40 Outfitters	113.57	
1309	06/30/2025	Claims	5	12915	Oxarc	15.84	
1310	06/30/2025	Claims	5	12916	Pro-Recycle	170.95	
1311	06/30/2025	Claims	5	12917	Quadient Finance USA, Inc.	1,000.00	
1312	06/30/2025	Claims	5	12918	Brett R Sargent	4,185.84	
1313	06/30/2025	Claims	5	12919	Specialty Mobile Mix	589.14	
1314	06/30/2025	Claims	5	12920	Spokane County Environmental Service	26,399.83	
1315	06/30/2025	Claims	5	12921	Spokane County Treasurer - PW	3,732.95	
1316	06/30/2025	Claims	5	12922	Spokane County Treasurer - SCRAPS	608.28	
1317	06/30/2025	Claims	5	12923	Spokane County Treasurer - Sheriff's	26,522.50	
1318	06/30/2025	Claims	5	12924	Sunshine Disposal & Recycling	343.64	
1319	06/30/2025	Claims	5	12925	Union Pacific Railroad Company	30,443.25	
1320	06/30/2025	Claims	5	12926	Upward 7 Consulting	10,843.75	
1321	06/30/2025	Claims	5	12927	Vanguard Cleaning Systems	300.00	
1322	06/30/2025	Claims	5	12928	Verizon Wireless	459.41	

CHECK REGISTER

Section 9, Item a.

City Of Millwood

Time: 10:32:41 Date: 07/03/2025

06/01/2025 To: 06/30/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1323	06/30/2025	Claims	5	12929	WM Of Spokane - Monthly	789.74	
1324	06/30/2025	Claims	5	12930	Welch-Comer	33,793.77	
1325	06/30/2025	Claims	5	12931	Western States Equipment Company	25.11	
1326	06/30/2025	Claims	5	12932	Witherspoon Brajcich McPhee, PLLC	7,346.50	
001 General Fund						162,598.24	
401 Utility Operating Fund						14,479.94	
403 Sewer Capital Fund - Managerial						26,399.83	
						<u>203,478.01</u>	Claims: 203,478.01
						203,478.01	

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: _____

CHECK REGISTER

Section 9, Item a.

City Of Millwood

Time: 10:32:46 Date: 07/03/2025

06/01/2025 To: 06/30/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1251	06/30/2025	Payroll	5	EFT		3,533.28	June 2025
1254	06/30/2025	Payroll	5	EFT		3,926.66	June 2025
1255	06/30/2025	Payroll	5	EFT		137.65	June 2025
1256	06/30/2025	Payroll	5	EFT		4,318.90	June 2025
1258	06/30/2025	Payroll	5	EFT		710.45	June 2025
1259	06/30/2025	Payroll	5	EFT		4,478.87	June 2025
1260	06/30/2025	Payroll	5	EFT		1,020.61	June 2025
1261	06/30/2025	Payroll	5	EFT		1,263.41	June 2025
1264	06/30/2025	Payroll	5	EFT		5,651.84	June 2025
1265	06/30/2025	Payroll	5	EFT		3,992.94	June 2025
1268	06/30/2025	Payroll	5	EFT		137.65	June 2025
1269	06/30/2025	Payroll	5	EFT		5,479.00	June 2025
1272	06/30/2025	Payroll	5	EFT		137.65	June 2025
1273	06/30/2025	Payroll	5	EFT		137.65	June 2025
1274	06/30/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,527.74	Pay Cycle(s) 06/30/2025 To 06/30/2025 - Asuris; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Kaiser; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Dental; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Vision; Pay Cycle(s) 06/30/2025 To 06/30/2025 - PERS 2; Pay Cycle(s) 06/30/2025 To 06/30/2025 - Deferred Comp
1275	06/30/2025	Payroll	5	EFT	Department of Retirement	17,595.94	941 Deposit for Pay Cycle(s) 06/30/2025 - 06/30/2025
1276	06/30/2025	Payroll	5	EFT	EFTPS	13,854.25	
1252	06/30/2025	Payroll	5	12877		68.82	June 2025
1253	06/30/2025	Payroll	5	12878		22.94	June 2025
1257	06/30/2025	Payroll	5	12879		335.15	June 2025
1262	06/30/2025	Payroll	5	12880		22.94	June 2025
1263	06/30/2025	Payroll	5	12881		22.94	June 2025
1266	06/30/2025	Payroll	5	12882		22.94	June 2025
1267	06/30/2025	Payroll	5	12883		1,189.95	June 2025
1270	06/30/2025	Payroll	5	12884		515.61	June 2025
1271	06/30/2025	Payroll	5	12885		22.94	June 2025
1277	06/30/2025	Payroll	5	12886	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 06/30/2025 To 06/30/2025 - VEBA

001 General Fund

58,840.46

401 Utility Operating Fund

21,988.26

80,828.72 Payroll:

80,828.72

CHECK REGISTER

Section 9, Item a.

City Of Millwood

Time: 10:32:46 Date: 07/03/2025

06/01/2025 To: 06/30/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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: _____



Memorandum

To: Millwood City Council

From: Kyle Schiewe, Public Facilities Director

cc: Kevin Freeman, Mayor

Date: June 30, 2025

Re: Argonne Road Congestion Relief Project, Change Order No. 1

Attached is Change Order No. 1 for the Argonne Road Congestion Relief Project. This is a purely technical change related to the hot-mix asphalt (HMA) design (see attached under "Change Description"). The change does not increase project price or duration.

Recommend approval of Change Order No.1 as part of the Consent Agenda.



Change Order

Contract Number TA6151	Contract Title Argonne Road, Empire to Liberty Congestion Relief	Federal Aid Number CM-4041(01)
Change Order Number 1	Change Description HMA Substitution	Date 6/30/2025
Prime Contractor / Design-Builder Liberty Concrete LLC		

☐ Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

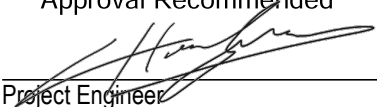
☒ Change proposed by Contractor / Design-Builder

Change Description

The construction plans and bid schedule originally specified an HMA mix utilizing a PG70-28 asphalt binder. Following consultation with Inland Asphalt and the WSDOT Materials Laboratory, it was determined that this mix design is no longer included in WSDOT's current standard specifications. Accordingly, the contractor has submitted a revised mix design using a WSDOT-specified PG64H-28 asphalt binder. This mix design complies with current WSDOT requirements, is appropriate for the project, and has been approved. The purpose of this change order is to update the bid schedule and quantities to reflect the approved PG64H-28 asphalt binder. This change does not result in any additional costs or extensions to the contract duration.

Verbal Approval Given By Terrence W. Lynch - WSDOT	Verbal Approval Date 6/30/2025	Working Days +/- 0
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Original Contract Amount 2,388,557.00	Current Contract Amount 2,388,557.00	Est. Net Change This C.O. 0	Est. Contract Amount 2,388,557.00
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Approval Recommended  Project Engineer 6/30/2025 Date	☒ Approved Approved _____ Approving Authority per C.A. Agreement _____ Date
Approval Recommended <i>Sam Brown</i> By Prime Contractor 6-30-25 Date	Other Approval As Required _____ Signature _____ Date _____ Representing

CITY OF MILLWOOD													
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF													
Pay Request #1													
PAY REQUEST SUPPORTING WORKSHEET													
This Period Total-to-Date (Total) Section 9, Item a.													
Item No.	Std. Item	Description	Pay Unit	Contract Est. Quantities	Change Order Quantities	Total Est. Contract Quantities	Unit Price	Quantities	Amount	Quantities	Amount	Quantities*	Amount*
BASE BID													
Section 1: Preparation													
1	0001	MOBILIZATION	L.S.	1		1.00	\$ 184,000.00	0.50	\$ 92,000.00	0.50	\$ 92,000.00	(0.50)	\$ (92,000.00)
2	0025	CLEARING AND GRUBBING	AC	1		1.00	\$ 17,595.00	0.50	\$ 8,797.50	0.50	\$ 8,797.50	(0.50)	\$ (8,797.50)
3	0049	REMOVING DRAINAGE STRUCTURE	EA	1		1.00	\$ 377.00		\$ -	0.00	\$ -	(1.00)	\$ (377.00)
4	0050	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1		1.00	\$ 34,096.00		\$ -	0.00	\$ -	(1.00)	\$ (34,096.00)
5	0080	REMOVING BITUMINOUS PAVEMENT	S.Y.	2900		2900.00	\$ 10.00	277.00	\$ 2,770.00	277.00	\$ 2,770.00	(2623.00)	\$ (26,230.00)
6	0090	REMOVING CEMENT CONC. PAVEMENT	S.Y.	85		85.00	\$ 25.00		\$ -	0.00	\$ -	(85.00)	\$ (2,125.00)
7	0110	REMOVING CEMENT CONC. CURB	L.F.	745		745.00	\$ 7.50	151.00	\$ 1,132.50	151.00	\$ 1,132.50	(594.00)	\$ (4,455.00)
8	0100	REMOVING CEMENT CONC. SIDEWALK	S.Y.	1255		1255.00	\$ 12.00	438.00	\$ 5,256.00	438.00	\$ 5,256.00	(817.00)	\$ (9,804.00)
9		REMOVING CONCRETE WALL	L.F.	466		466.00	\$ 21.00		\$ -	0.00	\$ -	(466.00)	\$ (9,786.00)
10	0220	REMOVAL OF CHAIN LINK FENCE	L.F.	587		587.00	\$ 8.00		\$ -	0.00	\$ -	(587.00)	\$ (4,696.00)
11	0170	REMOVING GUARDRAIL	L.F.	77		77.00	\$ 13.00		\$ -	0.00	\$ -	(77.00)	\$ (1,001.00)
12	0187	REMOVING PAINT LINE	L.F.	4440		4440.00	\$ 3.50		\$ -	0.00	\$ -	(4440.00)	\$ (15,540.00)
13	0203	REMOVING PAINTED CROSSWALK LINE	S.F.	650		650.00	\$ 11.00		\$ -	0.00	\$ -	(650.00)	\$ (7,150.00)
14		TRENCH SAFETY SYSTEMS	L.S.	1		1.00	\$ 980.00		\$ -	0.00	\$ -	(1.00)	\$ (980.00)
15	3566	HIGH-DENSITY POLYETHYLENE (HDPE) PIPE 12 IN. DIAM.	L.F.	20		20.00	\$ 94.00		\$ -	0.00	\$ -	(20.00)	\$ (1,880.00)
Section 2: Grading													
16	0310	ROADWAY EXCAVATION & EMBANKMENT INCL. HAUL	L.S.	1		1.00	\$ 73,021.00		\$ -	0.00	\$ -	(1.00)	\$ (73,021.00)
Section 5: Storm Sewer													
17	3091	CATCH BASIN TYPE 1	EA	2		2.00	\$ 3,001.00		\$ -	0.00	\$ -	(2.00)	\$ (6,002.00)
						0.00	\$ -		\$ -	0.00	\$ -	0.00	\$ -
Section 7: Water Lines													
18	3846	HYDRANT ASSEMBLY	EA	1		1.00	\$ 9,151.00		\$ -	0.00	\$ -	(1.00)	\$ (9,151.00)
Section 14: Hot Mix Asphalt													
19	5766.1	HMA CL. 1/2 IN. PG 70-28	S.Y.	1798	-1797	1.00	\$ 62.00		\$ -	0.00	\$ -	(1.00)	\$ (62.00)
20	5766.2	HMA CL. 1/2 IN. PG 70-28 Path	S.Y.	1238	-1238	0.00	\$ 29.00		\$ -	0.00	\$ -	0.00	\$ -
21	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 3 IN. DEPTH	S.Y.	744	-744	0.00	\$ 50.00		\$ -	0.00	\$ -	0.00	\$ -
22	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 4 IN. DEPTH (IEP)	S.Y.	239	-239	0.00	\$ 87.00		\$ -	0.00	\$ -	0.00	\$ -
23	5837	ASPHALT COST PRICE ADJUSTMENT	CALC	1		1.00	\$ 1.00		\$ -	0.00	\$ -	(1.00)	\$ (1.00)

CITY OF MILLWOOD													
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF				Pay Request #1								(Total)	Section 9, Item a.
PAY REQUEST SUPPORTING WORKSHEET								This Period		Total-to-Date			
Item No.	Std. Item	Description	Pay Unit	Contract Est. Quantities	Change Order Quantities	Total Est. Contract Quantities	Unit Price	Quantities	Amount	Quantities	Amount	Quantities*	Amount*
		Section 17: Erosion Control and Planting											
24	6488	EROSION CONTROL AND WATER POLLUTION PREVENTION	L.S.	1		1.00	\$ 13,946.00	0.50	\$ 6,973.00	0.50	\$ 6,973.00	(0.50)	\$ (6,973.00)
		Section 18: Traffic											
25	6701	CEMENT CONC. TRAFFIC CURB	L.F.	2517		2517.00	\$ 27.00		\$ -	0.00	\$ -	(2517.00)	\$ (67,959.00)
26	6700	CEMENT CONC. TRAFFIC CURB & GUTTER	L.F.	70		70.00	\$ 39.00		\$ -	0.00	\$ -	(70.00)	\$ (2,730.00)
27	6851	TEMPORARY CROSSWALK LINE-SHORT DURATION	S.F.	238		238.00	\$ 4.00		\$ -	0.00	\$ -	(238.00)	\$ (952.00)
28	6869	PEDESTRIAN TRAFFIC CONTROL	L.S.	1		1.00	\$ 38,932.00		\$ -	0.00	\$ -	(1.00)	\$ (38,932.00)
29	6890	PERMANENT SIGNING	L.S.	1		1.00	\$ 33,207.00		\$ -	0.00	\$ -	(1.00)	\$ (33,207.00)
30	6895	TEMPORARY PAVEMENT MARKING-SHORT DURATION	L.F.	1527		1527.00	\$ 1.50		\$ -	0.00	\$ -	(1527.00)	\$ (2,290.50)
31	6912.1	TRAFFIC SIGNAL SYSTEM (EMPIRE)	L.S.	1		1.00	\$ 410,902.00		\$ -	0.00	\$ -	(1.00)	\$ (410,902.00)
32	6912.2	TRAFFIC SIGNAL SYSTEM MODIFICATIONS (LIBERTY)	L.S.	1		1.00	\$ 238,506.00	0.25	\$ 59,626.50	0.25	\$ 59,626.50	(0.75)	\$ (178,879.50)
33	6971	PROJECT TEMPORARY TRAFFIC CONTROL	L.S.	1		1.00	\$ 50,383.00		\$ -	0.00	\$ -	(1.00)	\$ (50,383.00)
34	6993	PORTABLE CHANGEABLE MESSAGE SIGN	HR	4080		4080.00	\$ 4.50	390.00	\$ 1,755.00	390.00	\$ 1,755.00	(3690.00)	\$ (16,605.00)
35	8044	PAVEMENT MARKING	L.S.	1		1.00	\$ 40,535.00		\$ -	0.00	\$ -	(1.00)	\$ (40,535.00)
36		WORK ZONE SAFETY CONTINGENCY	F.A.	1		1.00	\$ 25,000.00		\$ -	0.00	\$ -	(1.00)	\$ (25,000.00)
		Section 19: Other Items											
37	1062	PRECAST CONCRETE DRYWELL	EA	3		3.00	\$ 3,850.00		\$ -	0.00	\$ -	(3.00)	\$ (11,550.00)
38	4139	CONCRETE CLASS 4000 FOR RETAINING WALL	L.F.	506		506.00	\$ 97.00		\$ -	0.00	\$ -	(506.00)	\$ (49,082.00)
39	5625.1	CEMENT CONC. PAVEMENT 14"	S.Y.	68		68.00	\$ 239.00		\$ -	0.00	\$ -	(68.00)	\$ (16,252.00)
40	5625.2	CEMENT CONC. PAVEMENT 14" (COLORED)	S.Y.	168		168.00	\$ 302.00		\$ -	0.00	\$ -	(168.00)	\$ (50,736.00)
41	5625.3	CEMENT CONC. PAVEMENT 8"	S.Y.	16		16.00	\$ 186.00		\$ -	0.00	\$ -	(16.00)	\$ (2,976.00)
42	5625.4	CEMENT CONC. PAVEMENT 8" (COLORED)	S.Y.	89		89.00	\$ 225.00		\$ -	0.00	\$ -	(89.00)	\$ (20,025.00)
43	5625.5	CEMENT CONC. PAVEMENT 6" ISLAND (COLORED)	S.Y.	131		131.00	\$ 184.00		\$ -	0.00	\$ -	(131.00)	\$ (24,104.00)
44	6071	IRRIGATION SYSTEM	L.S.	1		1.00	\$ 29,788.00		\$ -	0.00	\$ -	(1.00)	\$ (29,788.00)
45	6391	TOPSOIL TYPE A, 4"	S.Y.	375		375.00	\$ 20.00		\$ -	0.00	\$ -	(375.00)	\$ (7,500.00)
46	6555	SOD INSTALLATION	S.Y.	242		242.00	\$ 18.00		\$ -	0.00	\$ -	(242.00)	\$ (4,356.00)
47	6904	ILLUMINATION SYSTEM	L.S.	1		1.00	\$ 259,096.00	0.50	\$ 129,548.00	0.50	\$ 129,548.00	(0.50)	\$ (129,548.00)
48	7042	ADA FEATURES SURVEYING	L.S.	1		1.00	\$ 7,523.00		\$ -	0.00	\$ -	(1.00)	\$ (7,523.00)
49	7055.1	CEMENT CONC. SIDEWALK	S.Y.	474		474.00	\$ 84.00		\$ -	0.00	\$ -	(474.00)	\$ (39,816.00)

CITY OF MILLWOOD													
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF													
Pay Request #1													
PAY REQUEST SUPPORTING WORKSHEET													
This Period Total-to-Date (Total) Section 9, Item a.													
Item No.	Std. Item	Description	Pay Unit	Contract Est. Quantities	Change Order Quantities	Total Est. Contract Quantities	Unit Price	Quantities	Amount	Quantities	Amount	Quantities*	Amount*
50	7055.2	CEMENT CONC. SIDEWALK (COLORED)	S.Y.	184		184.00	\$ 110.00		\$ -	0.00	\$ -	(184.00)	\$ (20,240.00)
51	7058	CEMENT CONC. CURB RAMP	S.Y.	112		112.00	\$ 290.00		\$ -	0.00	\$ -	(112.00)	\$ (32,480.00)
52	7059	CEMENT CONC. DRIVEWAY ENTRANCE TYPE 1	S.Y.	93		93.00	\$ 116.00		\$ -	0.00	\$ -	(93.00)	\$ (10,788.00)
53	7061	CEMENT CONC. SIDEWALK UNDERDRAIN	S.Y.	7		7.00	\$ 432.00		\$ -	0.00	\$ -	(7.00)	\$ (3,024.00)
54	7062	CEMENT CONC. BUS STOP STRUCTURE (COLORED)	S.Y.	21		21.00	\$ 168.00		\$ -	0.00	\$ -	(21.00)	\$ (3,528.00)
55	7083	COATED CHAIN LINK FENCE, TYPE 4 FT. HEIGHT	L.F.	428		428.00	\$ 61.00		\$ -	0.00	\$ -	(428.00)	\$ (26,108.00)
56	7100	COATED CHAIN LINK FENCE, TYPE 6 FT. HEIGHT	L.F.	502		502.00	\$ 58.00		\$ -	0.00	\$ -	(502.00)	\$ (29,116.00)
57	7104	SINGLE 20 FT. COATED CHAIN LINK GATE	EA	1		1.00	\$ 2,004.00		\$ -	0.00	\$ -	(1.00)	\$ (2,004.00)
58	7728	DOUBLE 40 FT. COATED CHAIN LINK GATE	EA	1		1.00	\$ 2,748.00		\$ -	0.00	\$ -	(1.00)	\$ (2,748.00)
59	7736	MINOR CHANGE	CALC	1		1.00	\$ 25,000.00		\$ -	0.00	\$ -	(1.00)	\$ (25,000.00)
60	SP	SPCC PLAN	L.S.	1		1.00	\$ 1,412.00	0.50	\$ 706.00	0.50	\$ 706.00	(0.50)	\$ (706.00)
61		EXPLORATORY EXCAVATION	HR	10		10.00	\$ 633.00		\$ -	0.00	\$ -	(10.00)	\$ (6,330.00)
62		GEOGRID FOR REINFORCEMENT	S.Y.	1300		1300.00	\$ 1.50	11.00	\$ 16.50	11.00	\$ 16.50	(1289.00)	\$ (1,933.50)
63		PUBLIC LIAISON REPRESENTATIVE	L.S.	1		1.00	\$ 4,393.00	0.25	\$ 1,098.25	0.25	\$ 1,098.25	(0.75)	\$ (3,294.75)
64		PEDESTRIAN HANDRAIL	L.F.	418		418.00	\$ 159.00		\$ -	0.00	\$ -	(418.00)	\$ (66,462.00)
65		TEMPORARY FENCE	L.F.	610		610.00	\$ 13.00		\$ -	0.00	\$ -	(610.00)	\$ (7,930.00)
66		PULL BOX	EA	4		4.00	\$ 4,057.00	1.00	\$ 4,057.00	1.00	\$ 4,057.00	(3.00)	\$ (12,171.00)
67		ITS INTERCONNECT	L.F.	1750		1750.00	\$ 14.00		\$ -	0.00	\$ -	(1750.00)	\$ (24,500.00)
ADD ALTERNATE 1													
68	6763	SINGLE SLOPE CONCRETE BARRIER	L.F.	405		405.00	\$ 196.00		\$ -	0.00	\$ -	(405.00)	\$ (79,380.00)
69		PEDESTRIAN HANDRAIL	L.F.	-405		(405.00)	\$ 158.00		\$ -	0.00	\$ -	405.00	\$ 63,990.00
CHANGE ORDERS													
CO-1a		HMA CL. 1/2 IN. PG 64H-28	S.Y.	0	1798	1798.00	\$ 62.00		\$ -	0.00	\$ -	(1798.00)	\$ (111,476.00)
CO-1b		HMA CL. 1/2 IN. PG 64H-28 Path	S.Y.	0	1238	1238.00	\$ 29.00		\$ -	0.00	\$ -	(1238.00)	\$ (35,902.00)
CO-1c		HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 64H-28, 3 IN. DEPTH	S.Y.	0	744	744.00	\$ 50.00		\$ -	0.00	\$ -	(744.00)	\$ (37,200.00)
CO-1d		HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 64H-28, 4 IN. DEPTH (IEP)	S.Y.	0	239	239.00	\$ 87.00		\$ -	0.00	\$ -	(239.00)	\$ (20,793.00)
SUBTOTAL									\$ 313,736.25		\$ 313,736.25		\$ (2,074,882.75)
STOCKPILED MATERIALS									\$ -		\$ -	*Negative Number = Underage	
LESS PREVIOUS PAYMENTS											\$ -	*Positive Number = Overage	
TOTAL AMOUNT NOW DUE									\$ 313,736.25		\$ 313,736.25		



Memorandum

To: Millwood City Council

From: Kyle Schiewe, Public Facilities Director

cc: Kevin Freeman, Mayor

Date: June 30, 2025

Re: Argonne Road Congestion Relief Project, Pay Request No. 1

Attached is Pay Request No. 1 for the Argonne Road Congestion Relief Project. This pay request is for the partial completion of Phase one of the Argonne project. All the work to this point has been inspected and approved by Welch Comer and Kyle Schiewe of the City Of Millwood .

Recommend approval of Pay Request No.1 as part of the Consent Agenda.

**CITY OF MILLWOOD
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF
CONTRACTOR PARTIAL PAYMENT REQUEST**

Owner: CITY OF MILLWOOD				Contractor: LIBERTY CONCRETE LLC	
Period of Request:		6/9/2025 to 6/25/2025		Pay Request Number: 1	
				Date of Pay Request: 6/30/2025	
CHANGE ORDER SUMMARY				PAYMENT REQUEST SUMMARY*	
No.	Approved	Additions	Deductions		
				1. Original Contract	\$ 2,388,557.00
				2. Change Orders	\$ -
				3. Revised Contract Amount (Pre-Tax)	\$ 2,388,557.00
				4. Work Completed	\$ 313,736.25
				5. Stockpiled Materials	\$ -
				6. Previous Payments(4+5)	\$ -
Totals		\$ -	\$ -	7. Amount Due (4+5-6)	\$ 313,736.25
Net Change			\$ -	% of Contract Amount Earned	13%
CONTRACT TIMES					
Contract Dates				Number of Contract Days	
Starting Date		6/9/2025		Physical Completion	
Physical Completion Date		9/25/2025		Change Order Days	
% of Contract Days Expired		15%		Total Calendar Days	

CONTRACTOR's Certification

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from OWNER on account of Work done under this Contract have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Contractor Partial Payment Requests numbered through inclusive; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Partial Payment Request will pass to OWNER at time of (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security payment free and clear of all liens, claims, security interest and encumbrances interest or encumbrance); and (3) all Work covered by the Partial Payment Request is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

PROPOSED BY CONTRACTOR:

LIBERTY CONCRETE LLC

Sam Brown
 By: _____
 Date: 6-30-25
RECOMMENDED BY ENGINEER

WELCH COMER ENGINEERS

 By: *Matthew J. Comer*
 Date: 6/30/2025
APPROVED BY OWNER:

CITY OF MILLWOOD

 By: *Shirley Brown*
 Date: 6/30/2025

CITY OF MILLWOOD														
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF														
PAY REQUEST SUPPORTING WORKSHEET														
Item No.	Std. Item	Description	Pay Unit	Contract Est. Quantities	Pay Request #1		This Period			Total-to-Date			Difference	
					Change Order Quantities	Total Est. Contract Quantities	Unit Price	Quantities	Amount	Quantities	Amount	Quantities*	Amount*	
BASE BID														
Section 1: Preparation														
1	0001	MOBILIZATION	L.S.	1			\$ 184,000.00	0.50	\$ 92,000.00	0.50	\$ 92,000.00	(0.50)	\$ (92,000.00)	
2	0025	CLEARING AND GRUBBING	AC	1			\$ 17,595.00	0.50	\$ 8,797.50	0.50	\$ 8,797.50	(0.50)	\$ (8,797.50)	
3	0049	REMOVING DRAINAGE STRUCTURE	EA	1			\$ 377.00		\$ -	0.00	\$ -	(1.00)	\$ (377.00)	
4	0050	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1			\$ 34,096.00		\$ -	0.00	\$ -	(1.00)	\$ (34,096.00)	
5	0080	REMOVING BITUMINOUS PAVEMENT	S.Y.	2900			\$ 10.00	277.00	\$ 2,770.00	277.00	\$ 2,770.00	(2623.00)	\$ (26,230.00)	
6	0090	REMOVING CEMENT CONC. PAVEMENT	S.Y.	85			\$ 25.00		\$ -	0.00	\$ -	(85.00)	\$ (2,125.00)	
7	0110	REMOVING CEMENT CONC. CURB	L.F.	745			\$ 7.50	151.00	\$ 1,132.50	151.00	\$ 1,132.50	(594.00)	\$ (4,455.00)	
8	0100	REMOVING CEMENT CONC. SIDEWALK	S.Y.	1255			\$ 12.00	438.00	\$ 5,256.00	438.00	\$ 5,256.00	(817.00)	\$ (9,804.00)	
9		REMOVING CONCRETE WALL	L.F.	466			\$ 21.00		\$ -	0.00	\$ -	(466.00)	\$ (9,786.00)	
10	0220	REMOVAL OF CHAIN LINK FENCE	L.F.	587			\$ 8.00		\$ -	0.00	\$ -	(587.00)	\$ (4,696.00)	
11	0170	REMOVING GUARDRAIL	L.F.	77			\$ 13.00		\$ -	0.00	\$ -	(77.00)	\$ (1,001.00)	
12	0187	REMOVING PAINT LINE	L.F.	4440			\$ 3.50		\$ -	0.00	\$ -	(4440.00)	\$ (15,540.00)	
13	0203	REMOVING PAINTED CROSSWALK LINE	S.F.	650			\$ 11.00		\$ -	0.00	\$ -	(650.00)	\$ (7,150.00)	
14		TRENCH SAFETY SYSTEMS	L.S.	1			\$ 980.00		\$ -	0.00	\$ -	(1.00)	\$ (980.00)	
15	3566	HIGH-DENSITY POLYETHYLENE (HDPE) PIPE 12 IN. DIAM.	L.F.	20			\$ 94.00		\$ -	0.00	\$ -	(20.00)	\$ (1,880.00)	
Section 2: Grading														
16	0310	ROADWAY EXCAVATION & EMBANKMENT INCL. HAUL	L.S.	1			\$ 73,021.00		\$ -	0.00	\$ -	(1.00)	\$ (73,021.00)	
Section 5: Storm Sewer														
17	3091	CATCH BASIN TYPE 1	EA	2			\$ 3,001.00		\$ -	0.00	\$ -	(2.00)	\$ (6,002.00)	
							\$ -		\$ -	0.00	\$ -	0.00	\$ -	
							\$ -		\$ -	0.00	\$ -	0.00	\$ -	
18	3846	HYDRANT ASSEMBLY	EA	1			\$ 9,151.00		\$ -	0.00	\$ -	(1.00)	\$ (9,151.00)	
Section 14: Hot Mix Asphalt														
19	5766.1	HMA CL. 1/2 IN. PG 70-28	S.Y.	1798			\$ 62.00		\$ -	0.00	\$ -	(1798.00)	\$ (111,476.00)	
20	5766.2	HMA CL. 1/2 IN. PG 70-28 Path	S.Y.	1238			\$ 29.00		\$ -	0.00	\$ -	(1238.00)	\$ (35,902.00)	
21	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 3 IN. DEPTH	S.Y.	744			\$ 50.00		\$ -	0.00	\$ -	(744.00)	\$ (37,200.00)	
22	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 4 IN. DEPTH (IEP)	S.Y.	239			\$ 87.00		\$ -	0.00	\$ -	(239.00)	\$ (20,913.00)	
23	5837	ASPHALT COST PRICE ADJUSTMENT	CALC	1			\$ 1.00		\$ -	0.00	\$ -	(1.00)	\$ (1.00)	
													Section 9, It	

Section 9, Item a.

CITY OF MILLWOOD													
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF													
PAY REQUEST SUPPORTING WORKSHEET													
Item No.	Std. Item	Description	Pay Unit	Contract Est. Quantities	Change Order Quantities	Total Est. Contract Quantities	Unit Price	Quantities	Amount	Quantities	Amount	Quantities*	Amount*
Section 17: Erosion Control and Planting													
24	6488	EROSION CONTROL AND WATER POLLUTION PREVENTION	L.S.	1		1.00	\$ 13,946.00	0.50	\$ 6,973.00	0.50	\$ 6,973.00	(0.50)	\$ (6,973.00)
Section 18: Traffic													
25	6701	CEMENT CONC. TRAFFIC CURB	L.F.	2517		2517.00	\$ 27.00		\$ -	0.00	\$ -	(2517.00)	\$ (67,959.00)
26	6700	CEMENT CONC. TRAFFIC CURB & GUTTER	L.F.	70		70.00	\$ 39.00		\$ -	0.00	\$ -	(70.00)	\$ (2,730.00)
27	6851	TEMPORARY CROSSWALK LINE-SHORT DURATION	S.F.	238		238.00	\$ 4.00		\$ -	0.00	\$ -	(238.00)	\$ (952.00)
28	6869	PEDESTRIAN TRAFFIC CONTROL	L.S.	1		1.00	\$ 38,932.00		\$ -	0.00	\$ -	(1.00)	\$ (38,932.00)
29	6890	PERMANENT SIGNING	L.S.	1		1.00	\$ 33,207.00		\$ -	0.00	\$ -	(1.00)	\$ (33,207.00)
30	6895	TEMPORARY PAVEMENT MARKING-SHORT DURATION	L.F.	1527		1527.00	\$ 1.50		\$ -	0.00	\$ -	(1527.00)	\$ (2,290.50)
31	6912.1	TRAFFIC SIGNAL SYSTEM (EMPIRE)	L.S.	1		1.00	\$ 410,902.00		\$ -	0.00	\$ -	(1.00)	\$ (410,902.00)
32	6912.2	TRAFFIC SIGNAL SYSTEM MODIFICATIONS (LIBERTY)	L.S.	1		1.00	\$ 238,506.00	0.25	\$ 59,626.50	0.25	\$ 59,626.50	(0.75)	\$ (178,879.50)
33	6971	PROJECT TEMPORARY TRAFFIC CONTROL	L.S.	1		1.00	\$ 50,383.00		\$ -	0.00	\$ -	(1.00)	\$ (50,383.00)
34	6993	PORTABLE CHANGEABLE MESSAGE SIGN	HR	4080		4080.00	\$ 4.50	390.00	\$ 1,755.00	390.00	\$ 1,755.00	(3690.00)	\$ (16,605.00)
35	8044	PAVEMENT MARKING	L.S.	1		1.00	\$ 40,535.00		\$ -	0.00	\$ -	(1.00)	\$ (40,535.00)
36		WORK ZONE SAFETY CONTINGENCY	F.A.	1		1.00	\$ 25,000.00		\$ -	0.00	\$ -	(1.00)	\$ (25,000.00)
Section 19: Other Items													
37	1062	PRECAST CONCRETE DRYWELL	EA	3		3.00	\$ 3,850.00		\$ -	0.00	\$ -	(3.00)	\$ (11,550.00)
38	4139	CONCRETE CLASS 4000 FOR RETAINING WALL	L.F.	506		506.00	\$ 97.00		\$ -	0.00	\$ -	(506.00)	\$ (49,082.00)
39	5625.1	CEMENT CONC. PAVEMENT 14"	S.Y.	68		68.00	\$ 239.00		\$ -	0.00	\$ -	(68.00)	\$ (16,252.00)
40	5625.2	CEMENT CONC. PAVEMENT 14" (COLORED)	S.Y.	168		168.00	\$ 302.00		\$ -	0.00	\$ -	(168.00)	\$ (50,736.00)
41	5625.3	CEMENT CONC. PAVEMENT 8"	S.Y.	16		16.00	\$ 186.00		\$ -	0.00	\$ -	(16.00)	\$ (2,976.00)
42	5625.4	CEMENT CONC. PAVEMENT 8" (COLORED)	S.Y.	89		89.00	\$ 225.00		\$ -	0.00	\$ -	(89.00)	\$ (20,025.00)
43	5625.5	CEMENT CONC. PAVEMENT 6" ISLAND (COLORED)	S.Y.	131		131.00	\$ 184.00		\$ -	0.00	\$ -	(131.00)	\$ (24,104.00)
44	6071	IRRIGATION SYSTEM	L.S.	1		1.00	\$ 29,788.00		\$ -	0.00	\$ -	(1.00)	\$ (29,788.00)
45	6391	TOPSOIL TYPE A, 4"	S.Y.	375		375.00	\$ 20.00		\$ -	0.00	\$ -	(375.00)	\$ (7,500.00)
46	6555	SOD INSTALLATION	S.Y.	242		242.00	\$ 18.00		\$ -	0.00	\$ -	(242.00)	\$ (4,356.00)
47	6904	ILLUMINATION SYSTEM	L.S.	1		1.00	\$ 259,096.00	0.50	\$ 129,548.00	0.50	\$ 129,548.00	(0.50)	\$ (129,548.00)

Section 9, Item 1

Section 9, Item a.



Memorandum

To: Millwood City Council
From: Matt Erdahl, Utilities Superintendent
cc: Kevin Freeman, Mayor
Date: June 30, 2025
RE: Authorization to Perform Water System Maintenance Projects

As per discussions with the City Council, I recently solicited contractors to perform the following service projects associated with the City's water system.

1. Accuracy testing of "large" and source water meters.
2. Interior tank inspection of the City's standpipe.
3. Cast-iron pipe leakage survey ("leak detection").

Prestige Worldwide Technologies L.L.C. was selected for meter testing at a quoted price of \$9,596.21

Aquadrone was selected to conduct the interior tank inspection at a quoted price of \$1,800.

American Leak Detection was selected to perform up to eight (8) hours of leak detection services at a price not to exceed \$4,000.

I recommend approval of these vendors to perform the indicated projects for a total amount of \$15,365.21 and authorize the Mayor to execute the contracts. This amount is not included in the 2025 Utility (Water) Operation & Maintenance budget. If approved, a budget amendment will be required. Currently, funds **do** exist within City utility reserves to cover this expenditure.

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

July 1, 2025

Memo To: Millwood City Council

RE: June 2025 Planning Report

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

- The Planning Commission met on June 9th for a special meeting to discuss the Periodic Update modifications to Draft Comprehensive Plan Land Use & Housing Elements and the Racially Disparate Impacts (RDI) Analysis Policy Evaluation
 - A special meeting is scheduled for July 1st at 6:00pm
 Agenda Items: Periodic Update - Tier 3 City Required Middle Housing Types, Continued discussion on modifications to Draft Comprehensive Plan Land Use & Housing Elements, Discussion on modifications to Draft Comprehensive Plan Historic Preservation, Transportation, & Essential Public Facilities Elements, Discussion on modifications to Draft Comprehensive Plan Capital Facilities / Utilities Element
 - A special joint meeting with City Council is scheduled for July 8th at 5:00pm
 Agenda Item: Periodic Update - Presentation on Draft Comprehensive Plan Housing Element & Integration with Land Use - Capital Facilities and Utilities Elements.
 - The next meeting is scheduled for July 30th at 6:00pm
 Anticipated Agenda Items: Periodic Update - Draft Comprehensive Plan Modifications & New Climate Change & Resiliency Element
- Permit/license/land use application review and processing:
 - 9011 E. South Riverway – Appeal processing / preparation for amended and restated fence permit decision appeal hearing
 - 9011 E. South Riverway – Assistance with retaining wall code enforcement
 - MW-2025-0011 / CP-2024-02 - 8921 E. Euclid Mixed Use Building civil re-review / coordination
 - 9204 E. Grace - Accessory Dwelling Unit (ADU) Review / Planning Approval
 - 9621 E. Empire - Fence permit review / approval
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Periodic Update
 - Planning Update Grant (PUG) Assistance
 - Planning Technical Advisory Committee (PTAC) Meeting
 - Zoom with Spokane County on Climate Resiliency Element and document review
 - Coordination w/ Planning Commissioner Beese on Draft Comprehensive Plan
 - Community engagement and coordination with City of Millwood Staff / Engineers



Amanda Tainio, Principal

- Tier 3 City Required Middle Housing Types Memo Update
- Draft Comprehensive Plan Elements (Land Use, Housing, Historic Preservation, Transportation, Essential Public Facilities, Capital Facilities / Utilities)
- Presentation preparation for July 8th Joint City Council & Planning Commission Special Meeting (Draft Comprehensive Plan Housing Element & Integration with Land Use - Capital Facilities and Utilities Elements)

With best regards,
Amanda Tainio
Millwood Contract City Planner
planner@millwoodwa.us