



City Council Regular Meeting Agenda

Tuesday, January 13, 2026 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 OR CONTINUES DISCUSSION**

- a. 2026 Water and Sewer Rates

9. **ACTION ITEMS FOR CONSIDERATION**

- a. [Consent Agenda](#)

[\(1\) December City Council Regular Meeting Minutes / Joint Planning Commission Meeting Minutes, \(2\) December 2025 Treasurer's Report, \(3\) December 2025 Treasurer's Claims, and \(4\) December 2025 Treasurer's Payroll \(5\) 2026 STA Appointment](#)

- b. [Interlocal MOU Regarding Homelessness Services](#)

10. **REPORTS (no action)**

- a. Treasurer - Dave Armstrong / Lynn Scharff
 - b. Clerk/Public Records and Code Enforcement – Mackenzi Roderick
 - c. Facilities - Kyle Schiewe
 - d. Utilities - Matt Erdahl
 - e. Planning - Amanda Tainio - Upward 7 Consulting
 - f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC

g. Mayor - Shawna Beese

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

Public Remarks are an opportunity for citizens to address the Council, either in-person or by submitting their remarks to remarks@millwoodwa.us. We ask that in-person speakers limit themselves to two minutes and follow the Citizen Participation Guidelines Policy as posted on the City of Millwood website www.millwoodwa.us/government#CityCouncil or available at City Hall prior to this meeting.

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

15. SET NEXT MEETING - February 10, 2025 at 6:00 pm

16. ADJOURNMENT

File Attachments for Item:

a. Consent Agenda

(1) December City Council Regular Meeting Minutes / Joint Planning Commission Meeting Minutes, (2) December 2025 Treasurer's Report, (3) December 2025 Treasurer's Claims, and (4) December 2025 Treasurer's Payroll (5) 2026 STA Appointment



City Council Regular Meeting Minutes

Tuesday, December 09, 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 6:12 pm. A quorum was present.

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Dan Sander

Council Member Kelly Stravens

Council Member Andy Van Hees attended remotely

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Culler, Seconded by Council Member Sander to approve the agenda as presented.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

a. Interlocal MOU Regarding Homelessness Services - Chud Wendle

Chud Wendle with Hutton Settlement gave a presentation on the Memorandum of Understanding regarding a shared response approach to homelessness and asked Council to consider having Millwood join.

5. OTHER PRESENTATIONS

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no comments concerning action items.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING OR CONTINUED DISCUSSION

a. Interlocal MOU Regarding Homelessness Services

Mayor Freeman explained that the document provided to Council, along with Mr. Wendle's presentation, is intended to show other elected officials in the area that emphasizing the importance of focusing on treatment is as important as addressing housing for the homeless community.

The Council agreed that this is something they want to pursue further.

b. 2026 Water and Sewer Rates

Mayor Freeman discussed possible adjustments that could be made, such as treatment charges or capital contribution charges for sewer.

Council Member Beese suggested they make necessary adjustments under the current pricing philosophy for 2026, then collect data throughout the year to decide on rate changes after that.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) November 2025 City Council Special Meeting Minutes, (2) Re-appointment of Kris Major to Historic Preservation Commission, (3) Appointment of Mackenzi Roderick to City Clerk and Public Records Official, (4) Appointment of Kyle Schiewe to Public Works Director, (5) Appointment of Lynn Scharff to City Treasurer, (6) Change to Banner Bank Authorized Account Signers – adding Lynn Scharff (7) Mayor Pro Tem Rotation Schedule, (8) November 2025 Treasurer's Report, (9) November 2025 Claims, and (10) November 2025 Payroll.

Motion made by Council Member Culler, Seconded by Council Member Stravens 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

ORDINANCE #553 - Telecommunications Franchise Agreement with Forged Fiber 37 LLC

Mr. Werst explained that the Ordinance presented to Council is the same as the previous month and similar to the other franchise agreements.

Mayor Freeman opened the public hearing at 6:29 pm. There were no public comments and the public hearing was closed at 6:30 pm.

Motion made by Council Member Stravens, Seconded by Council Member Sander to approve ORDINANCE #553 - Telecommunications Franchise Agreement with Forged Fiber 37 LLC.

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

c. ORDINANCE #555 - 2026 City Budget

Mr. Armstrong gave a presentation on the 2025 budget amendment and the 2026 City budget.

Council Member Beese requested clarification on why the City was projected to be over budget during the budget update that was provided during the summer, but is now projected to be below the budget. Mr. Armstrong explained that with the Argonne Congestion Relief Project underway, it would have been difficult to give an accurate estimation.

Mayor Freeman requested that the Ordinance be amended to change the Street & Facilities Manager position to Public Works Director.

Motion made by Council Member Culler, Seconded by Council Member Stravens to approve Ordinance #555 as amended to change the Street & Facilities Manager position to Public Works Director.

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

d. Telecommunications Interlocal Agreement with Broadlinc LLC (Spokane Regional Broadband Development Authority)

Motion made by Council Member Culler, Seconded by Council Member Sander to approve the Telecommunications Interlocal Agreement with Broadlinc LLC.

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

e. Interlocal Agreement for Wholesale of Municipal Water to Irvin Water District #6

Mayor Freeman discussed the adjustments made to the agreement presented to the Council members, he also explained that there was no expectation for the Council to take action on the agreement but to continue the discussion.

The Council discussed Article 5 Duration and putting in provisions that will allow the City to discuss termination if the City is at a loss for a year, rate structures, and designated funds for Capital Improvements.

10. REPORTS (no action)

a. 2024 SAO Audit Report - Councilmembers Beese and Culler

Councilmembers Beese and Culler discussed the work the Finance Committee had done over the past several months regarding the audit, the Committee decided on a monthly meeting time and hired a new treasurer.

b. Treasurer - Dave Armstrong, DTA Diversified

Mr. Armstrong discussed the dashboard included in the Treasurer's report.

c. Clerk, Public Records, and Code Enforcement – Lisa Cassels & Kenzi Roderick

Ms. Cassels explained she had been working on getting everything switched over to the incoming Clerk, working on public record requests, and expressed her appreciation to Council. Ms. Roderick discussed the new administrative assistant Bridget has been doing trainings and done well with the tasks she's been given.

d. Facilities - Kyle Schiewe

Mr. Schiewe reported that leaf season has ended, getting new door seals installed on all rollup doors, getting new gutters installed, ordered a new solar-powered radar sign for Argonne, prepping vehicles for deicing and snow remover, and discussed final phase of the Argonne Congestion Relief Project.

Council member Sander requested reflective markers be put on Argonne until the additional lighting comes in.

e. Utilities - Matt Erdahl

Mr. Erdahl reported the routine water sample results came back satisfactory and blew out all irrigation lines.

f. Planning - Amanda Tainio, Upward 7 Consulting

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

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

Mr. Werst discussed that he and Mayor-elect Beese have time set aside to debrief.

h. Mayor - Kevin Freeman

Mayor Freeman reported he had been working on the Irvin water wholesaling, met with Mayor-elect Beese, and expressed his gratitude for the time he has had as Mayor.

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

There were no public remarks.

13. COUNCIL REMARKS

Council Members Stravens, Sander, Culler and Van Hees wished everyone a Merry Christmas and thanked Kevin and Lisa for their service.

Council Member Beese thanked Kevin and Lisa for their service and congratulated Ms. Roderick, Mr. Schiewe, and Ms. Scharff on their new roles.

14. ANNOUNCEMENTS

Ms. Cassels updated Council on the office's holiday hours.

15. SET NEXT MEETING - City Council Regular Meeting - January 13th, 2026 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Beese, Seconded by Council Member Van Hees to adjourn the City Council meeting at 7:49 pm.

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



Joint City Council - Planning Commission Special Meeting Minutes

Tuesday, December 09, 2025 at 5:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Special Joint City Council and Planning Commission meeting to order at 5:00 pm. A quorum of both the City Council and the Planning Commission were present.

PRESENT

Council Member Shawna Beese
Council Member Shaun Culler
Council Member Dan Sander
Council Member Kelly Stravens

ABSENT

Council Member Andy Van Hees

PRESENT

Commissioner Ankney
Commissioner Rickard
Commissioner Molitor
Commissioner Beese

2. PRESENTATIONS

a. 2026 Periodic Update - Introduction to Development Regulations Update Requirements

Ms. Tainio presented on the development regulations element of the periodic update. She reported where the Planning Commission is at on the periodic update checklist and timeline, the updated housing element requirements, barriers to housing development, zoning categories, as well as some possible Millwood housing scenarios.

Commissioner Beese remarked how the recordkeeping of the lots will be a massive undertaking. Ms. Tainio explained that this is tracked by a deed restriction on the title.

Council Member Culler asked if Commerce had finalized all ADU and setback rules. Ms. Tainio explained that ADU's had been done for a few years and everything with tier 3 is mostly finalized with a few adjustments every so often.

Council Member Sander asked if the water and sewer standards are in the development standards, Ms. Tainio explained that in the Millwood Municipal Code there are sections that do have water and sewer provisions.

3. COUNCIL - COMMISSION REMARKS

Mayor Freeman discussed that he reviewed the last Planning Commission meeting recording and explained why he removed Ms. Wu from the Commission. Since she moved out of the City of

Millwood, and historically the City has not allowed someone who has lived outside the City to be on the Commission, she was removed.

Ms. Beese disagreed with Mayor Freeman, stating that someone who lived outside of Millwood had been on the Commission. Mayor Freeman explained that if the Planning Commission wants to allow citizens outside of Millwood to be a part of the Commission, they need to have Council approve and have it documented.

Council Member Beese discussed allowing Commissioners who move to serve for a year to allow time to find a new Commissioner, but she does not want to allow non-residents to join the Commission. Council Member Sander discussed that Ms. Wu could attend meetings as an audience member, he also didn't want to open up the Commission to non-residents.

Commissioner Ankney discussed that there is a desire to have Ms. Wu be reinstated into the Commission and that Ms. Wu would also like to be back. He also asked that Council codify the requirements to be a member of the Planning Commission and define resident.

Commissioner Molitor asked why Planning Commission Chairman Ankney was not informed of the decision to remove Ms. Wu. Mayor Freeman explained that he wasn't under the impression that he made the decision on his own, that he and Ms. Wu had an understanding of why she wouldn't be a part of the Commission, he also stated he assumed Ms. Wu was discussing this issue with the Chairman of the Commission.

4. ADJOURNMENT

Motion made by Commissioner Molitor, Seconded by Commissioner Rickard to adjourn the Joint City Council - Planning Commission Meeting at 6:04 pm.

Voting Yea: Commissioner Ankney, Commissioner Beese, Commissioner Molitor, Commissioner Rickard

Motion made by Council Member Stravens, Seconded by Council Member Culler to adjourn the Joint City Council - Planning Commission Meeting at 6:04 pm..

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

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

Time: 15:14:41 Date: 01/08/2026

12/01/2025 To: 12/31/2025

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	225,280.97	109,689.67	422,299.29	-87,328.65	226,067.96	25,362.92	0.00	164,102.23
002 Restricted Uses Fund - Managerial	79,579.27	9,485.66		89,064.93	0.00	0.00	0.00	89,064.93
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	437,877.31	685.58		438,562.89	0.00	0.00	0.00	438,562.89
302 Special Capital Projects Fund	442,465.79	685.57		443,151.36	0.00	0.00	0.00	443,151.36
401 Utility Operating Fund	345,411.31	52,595.34	55,476.83	342,529.82	26,945.19	5,284.47	-7,434.67	367,324.81
402 Water Capital Fund Managerial	385,867.28	5,565.35		391,432.63	0.03	0.00	-828.00	390,604.66
403 Sewer Capital Fund - Managerial	44,977.74	23,156.85	20,352.19	47,782.40	25,182.19	0.00	-3,652.49	69,312.10
	<u>2,012,641.67</u>	<u>201,864.02</u>	<u>498,128.31</u>	<u>1,716,377.38</u>	<u>278,195.37</u>	<u>30,647.39</u>	<u>-11,915.16</u>	<u>2,013,304.98</u>

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

Time: 15:14:41 Date: 01/08/2026

12/01/2025 To: 12/31/2025

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5 2064-Banner Checking	246,787.39	210,777.94	507,046.97	-49,481.64	-11,214.93	308,747.25	248,050.68
6 1726-Banner Money Market	279,161.11	4.74	0.00	279,165.85	0.00	0.00	279,165.85
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	3.50	0.00	0.00	3.50	0.00	0.00	3.50
12 8016-Banner Investment	1,463,084.95	0.00	0.00	1,463,084.95	0.00	0.00	1,463,084.95
Total Cash:	2,012,036.95	210,782.68	507,046.97	1,715,772.66	-11,214.93	308,747.25	2,013,304.98
	2,012,036.95	210,782.68	507,046.97	1,715,772.66	-11,214.93	308,747.25	2,013,304.98

Section 9, Item a.

City Of Millwood

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/08/2026

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TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/08/2026

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1433	06/30/2022	Payroll	5	10895		48.88	June 2022
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	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025
2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2025	2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2025	2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2025	2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2025	2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2025	2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2025	2574	11/30/2025	Claims	5	13227	Parsons, Behle, & Latimer	413.00	
2025	2582	11/30/2025	Claims	5	13235	Spokane County Utilities	4,830.00	Glover
2025	2631	12/09/2025	Claims	5	13252	Daedalus Drafting Services LLC	550.00	
2025	2718	12/22/2025	Claims	5	13266	Pacific Power Group, LLC	4,037.00	
2025	2720	12/22/2025	Claims	5	13268	Recognition Avenue	52.27	
2025	2771	12/31/2025	Payroll	5	13269		36.71	December 2025
2025	2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2025	2774	12/31/2025	Payroll	5	13271		68.82	December 2025
2025	2778	12/31/2025	Payroll	5	13272		714.59	December 2025
2025	2781	12/31/2025	Payroll	5	13273		36.71	December 2025
2025	2783	12/31/2025	Payroll	5	13274		36.71	December 2025
2025	2789	12/31/2025	Payroll	5	13275	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/01/2025 To 12/31/2025 - VEBA
2025	2796	12/31/2025	Claims	5	13276	AT&T Mobility	519.54	
2025	2797	12/31/2025	Claims	5	13277	Access Information Management	48.00	
2025	2798	12/31/2025	Claims	5	13278	Anatek Labs, Inc.	40.00	
2025	2799	12/31/2025	Claims	5	13279	Avista Utilities	1,073.93	
2025	2800	12/31/2025	Claims	5	13280	Canon Financial Services, Inc.	185.13	
2025	2801	12/31/2025	Claims	5	13281	Central Pre-Mix Conctete Co.	669.42	
2025	2802	12/31/2025	Claims	5	13282	CenturyLink	137.94	
2025	2803	12/31/2025	Claims	5	13283	Complete Office	73.83	

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/08/2026

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2804	12/31/2025	Claims	5	13284	DTA Diversified	15,525.00	
2025	2805	12/31/2025	Claims	5	13285	Steffie Genevieve	475.00	
2025	2806	12/31/2025	Claims	5	13286	Greater Spokane Incorporated	600.00	
2025	2807	12/31/2025	Claims	5	13287	HD Supply Facilities Maintenance, LTD.	264.86	
2025	2808	12/31/2025	Claims	5	13288	Intermax Networks	278.33	
2025	2809	12/31/2025	Claims	5	13289	McVay Brothers Siding & Windows	3,752.37	
2025	2810	12/31/2025	Claims	5	13290	Montgomery Hardware	50.07	
2025	2811	12/31/2025	Claims	5	13291	NAPA Auto Parts	17.41	
2025	2812	12/31/2025	Claims	5	13292	North 40 Outfitters	75.05	
2025	2813	12/31/2025	Claims	5	13293	Parsons, Behle, & Latimer	590.00	
2025	2814	12/31/2025	Claims	5	13294	Brett R Sargent	520.54	
2025	2815	12/31/2025	Claims	5	13295	Spokane County District Court	1,620.05	
2025	2816	12/31/2025	Claims	5	13296	Spokane County Environmental Service	20,352.19	
2025	2817	12/31/2025	Claims	5	13297	Spokane County Treasurer - Elections	3,057.65	
2025	2818	12/31/2025	Claims	5	13298	Spokane County Treasurer - PW	3,547.14	Signal Maintenance; Argonne Road Congestion Relief
2025	2819	12/31/2025	Claims	5	13299	Spokane County Treasurer - Sheriff's	26,522.50	
2025	2820	12/31/2025	Claims	5	13300	Tacoma Screw Products INC	61.10	
2025	2821	12/31/2025	Claims	5	13301	United Rentals	962.68	Christmas Tree
2025	2822	12/31/2025	Claims	5	13302	Upward 7 Consulting	10,062.50	
2025	2823	12/31/2025	Claims	5	13303	Verizon Wireless	344.69	
2025	2824	12/31/2025	Claims	5	13304	WM Of Spokane - Monthly	250.98	
2025	2825	12/31/2025	Claims	5	13305	Welch-Comer	159,409.12	
2025	2826	12/31/2025	Claims	5	13306	Wilbur - Ellis Company	925.65	
2025	2829	12/31/2025	Claims	5	13324	AT&T Mobility	526.28	
2025	2830	12/31/2025	Claims	5	13325	Complete Office	141.24	
2025	2831	12/31/2025	Claims	5	13326	Fuel Man	371.12	
2025	2832	12/31/2025	Claims	5	13327	WM Of Spokane - Monthly	255.98	
2025	2833	12/31/2025	Claims	5	13328	Witherspoon Brajcich McPhee, PLLC	10,900.48	
							<u>308,747.25</u>	

Fund	Claims	Payroll	Total
001 General Fund	226,067.96	25,362.92	251,430.88
401 Utility Operating Fund	26,945.19	5,284.47	32,229.66
402 Water Capital Fund Managerial	0.03	0.00	0.03
403 Sewer Capital Fund - Managerial	25,182.19	0.00	25,182.19
	<u>278,195.37</u>	<u>30,647.39</u>	<u>308,842.76</u>

TREASURER'S REPORT

Signature Page

Section 9, Item a.

City Of Millwood

12/01/2025 To: 12/31/2025

Time: 15:14:41 Date: 01/08/2026

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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

City Of Millwood

Time: 13:22:34 Date: Section 9, Item a.

12/01/2025 To: 12/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2553	12/03/2025	Payroll	5	EFT	AWC Employee Benefits Trust	16,800.94	Pay Cycle(s) 11/30/2025 To 11/30/2025 - Asuris; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Kaiser; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Dental; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Vision; Pay Cycl
2554	12/03/2025	Payroll	5	EFT	EFTPS	9,687.61	941 Deposit for Pay Cycle(s) 11/30/2025 - 11/30/2025
2623	12/05/2025	Claims	5	EFT	Xpress Billpay	453.77	11-2025 Fees
2624	12/26/2025	Claims	5	EFT	Department of Revenue	2,316.97	11-2025 DOR
2657	12/17/2025	Payroll	5	EFT	Department of Retirement	11,481.13	Pay Cycle(s) 11/30/2025 To 11/30/2025 - PERS 2; Pay Cycle(s) 11/30/2025 To 11/30/2025 - PERS 3; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Deferred Comp
2721	12/22/2025	Claims	5	EFT	Banner Bank - 1470	2,065.21	
2722	12/22/2025	Claims	5	EFT	Banner Bank - 4120	2,236.02	
2723	12/22/2025	Claims	5	EFT	Banner Bank - 7779	110.00	Erdahl
2772	12/31/2025	Payroll	5	EFT		3,906.35	December 2025
2775	12/31/2025	Payroll	5	EFT		4,318.36	December 2025
2776	12/31/2025	Payroll	5	EFT		68.82	December 2025
2777	12/31/2025	Payroll	5	EFT		4,775.97	December 2025
2779	12/31/2025	Payroll	5	EFT		3,192.01	December 2025
2780	12/31/2025	Payroll	5	EFT			December 2025
2782	12/31/2025	Payroll	5	EFT		4,398.73	December 2025
2784	12/31/2025	Payroll	5	EFT		4,479.11	December 2025
2785	12/31/2025	Payroll	5	EFT		68.82	December 2025
2786	12/31/2025	Payroll	5	EFT		6,060.32	December 2025
2787	12/31/2025	Payroll	5	EFT		68.82	December 2025
2788	12/31/2025	Payroll	5	EFT		68.82	December 2025
2790	12/31/2025	Payroll	5	EFT	EFTPS	11,212.47	941 Deposit for Pay Cycle(s) 12/31/2025 - 12/31/2025
2827	12/31/2025	Payroll	5	EFT	AWC Employee Benefits Trust	17,158.36	Pay Cycle(s) 12/01/2025 To 12/31/2025 - Asuris; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Kaiser; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Dental; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Vision; Pay Cycl
2828	12/03/2025	Claims	5	EFT	Paymentech, LLC	396.41	Dec fees
2627	12/09/2025	Claims	5	13248	Anatek Labs, Inc.	400.00	
2628	12/09/2025	Claims	5	13249	Avista Utilities	7,459.02	
2629	12/09/2025	Claims	5	13250	City of Millwood	1,133.18	
2630	12/09/2025	Claims	5	13251	Complete Office	914.74	
2631	12/09/2025	Claims	5	13252	Daedalus Drafting Services LLC	550.00	
2632	12/09/2025	Claims	5	13253	Door Specialties, Inc.	2,648.45	
2633	12/09/2025	Claims	5	13254	Environment West Landscape Services	306.20	
2634	12/09/2025	Claims	5	13255	H&H Document Management Solutions		Halverson Law Group was included.
2635	12/09/2025	Claims	5	13256	Oxarc	16.34	
2636	12/09/2025	Claims	5	13257	PROCOM LLC	72.00	
2637	12/09/2025	Claims	5	13258	Brett R Sargent	3,688.44	
2638	12/09/2025	Claims	5	13259	Legal Posting The Spokesman-Review	380.56	
2639	12/09/2025	Claims	5	13260	Witherspoon Brajcich McPhee, PLLC	9,550.00	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2640	12/09/2025	Claims	5	13261	H&H Document Management Solutions	125.31	
2641	12/09/2025	Claims	5	13262	Halverson Northwest Law Group P.C.	1,015.00	
2650	12/11/2025	Claims	5	13263	Matthew James Erdahl		Paid with City Credit Card, not an employee reimbursement.
2659	12/15/2025	Claims	5	13264	Graybar Electric Co, Inc	2,367.22	
2691	12/17/2025	Claims	5	13265	Liberty Concrete, LLC	101,043.20	
2718	12/22/2025	Claims	5	13266	Pacific Power Group, LLC	4,037.00	
2719	12/22/2025	Claims	5	13267	Petty Cash	150.00	
2720	12/22/2025	Claims	5	13268	Recognition Avenue	52.27	
2771	12/31/2025	Payroll	5	13269		36.71	December 2025
2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2774	12/31/2025	Payroll	5	13271		68.82	December 2025
2778	12/31/2025	Payroll	5	13272		714.59	December 2025
2781	12/31/2025	Payroll	5	13273		36.71	December 2025
2783	12/31/2025	Payroll	5	13274		36.71	December 2025
2789	12/31/2025	Payroll	5	13275	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/01/2025 To 12/31/2025 - VEBA
2796	12/31/2025	Claims	5	13276	AT&T Mobility	519.54	
2797	12/31/2025	Claims	5	13277	Access Information Management	48.00	
2798	12/31/2025	Claims	5	13278	Anatek Labs, Inc.	40.00	
2799	12/31/2025	Claims	5	13279	Avista Utilities	1,073.93	
2800	12/31/2025	Claims	5	13280	Canon Financial Services, Inc.	185.13	
2801	12/31/2025	Claims	5	13281	Central Pre-Mix Conctete Co.	669.42	
2802	12/31/2025	Claims	5	13282	CenturyLink	137.94	
2803	12/31/2025	Claims	5	13283	Complete Office	73.83	
2804	12/31/2025	Claims	5	13284	DTA Diversified	15,525.00	
2805	12/31/2025	Claims	5	13285	Steffie Genevieve	475.00	
2806	12/31/2025	Claims	5	13286	Greater Spokane Incorporated	600.00	
2807	12/31/2025	Claims	5	13287	HD Supply Facilities Maintenance, LTD.	264.86	
2808	12/31/2025	Claims	5	13288	Intermax Networks	278.33	
2809	12/31/2025	Claims	5	13289	McVay Brothers Siding & Windows	3,752.37	
2810	12/31/2025	Claims	5	13290	Montgomery Hardware	50.07	
2811	12/31/2025	Claims	5	13291	NAPA Auto Parts	17.41	
2812	12/31/2025	Claims	5	13292	North 40 Outfitters	75.05	
2813	12/31/2025	Claims	5	13293	Parsons, Behle, & Latimer	590.00	
2814	12/31/2025	Claims	5	13294	Brett R Sargent	520.54	
2815	12/31/2025	Claims	5	13295	Spokane County District Court	1,620.05	
2816	12/31/2025	Claims	5	13296	Spokane County Environmental Service	20,352.19	
2817	12/31/2025	Claims	5	13297	Spokane County Treasurer - Elections	3,057.65	
2818	12/31/2025	Claims	5	13298	Spokane County Treasurer - PW	3,547.14	Signal Maintenance; Argonne Road Congestion Relief
2819	12/31/2025	Claims	5	13299	Spokane County Treasurer - Sheriff's	26,522.50	
2820	12/31/2025	Claims	5	13300	Tacoma Screw Products INC	61.10	
2821	12/31/2025	Claims	5	13301	United Rentals	962.68	Christmas Tree
2822	12/31/2025	Claims	5	13302	Upward 7 Consulting	10,062.50	
2823	12/31/2025	Claims	5	13303	Verizon Wireless	344.69	
2824	12/31/2025	Claims	5	13304	WM Of Spokane - Monthly	250.98	
2825	12/31/2025	Claims	5	13305	Welch-Comer	159,409.12	
2826	12/31/2025	Claims	5	13306	Wilbur - Ellis Company	925.65	
2829	12/31/2025	Claims	5	13324	AT&T Mobility	526.28	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2830	12/31/2025	Claims	5	13325	Complete Office	141.24	
2831	12/31/2025	Claims	5	13326	Fuel Man	371.12	
2832	12/31/2025	Claims	5	13327	WM Of Spokane - Monthly	255.98	
2833	12/31/2025	Claims	5	13328	Witherspoon Brajcich McPhee, PLLC	10,900.48	
						001 General Fund	431,197.30
						401 Utility Operating Fund	55,497.48
						403 Sewer Capital Fund - Managerial	20,352.19
							Claims: 407,695.08
						* Transaction Has Mixed Revenue And Expense Accounts	507,046.97 Payroll: 99,351.89

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

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

COMPARISON OF 2025 Year-to-Date to Budget and 2024

Section 9, Item a.

Account #	Description	All Funds: YTD 12/31/2024	All Funds: YTD 12/31/2025	% to 2024	All Funds: Budget to Date 12/31/2025	% to Budget
Beginning Cash and Investments						
308.21	Nonspendable	-	-			
308.31	Restricted	958,272	991,552			
308.41	Committed	45,487	45,487			
308.51	Assigned	639,532	471,107			
308.91	Unassigned	2,393,228	2,198,445			
388/588	Net Adjustments	-	-			
Cash and Investments - Beginning of Year		4,036,519	3,706,591		3,729,197	
Revenues						
310	Taxes	1,831,132	1,793,612	-2.0%	1,717,842	4.4%
320	Licenses and Permits	35,175	33,976	-3.4%	34,500	-1.5%
330	Intergovernmental Revenues	329,983	1,517,569	359.9%	3,511,254	-56.8%
340	Charges for Goods and Services	853,037	983,536	15.3%	951,394	3.4%
350	Fines and Penalties	1,229	2,748	123.6%	1,500	83.2%
360	Miscellaneous Revenues	56,500	100,565	78.0%	11,150	801.9%
Total Revenues:		3,107,056	4,432,006	42.6%	6,227,640	-28.8%
Expenditures						
510	General Government	582,497	714,503	22.7%	587,700	21.6%
520	Public Safety	428,509	337,509	-21.2%	345,370	-2.3%
530	Utilities	806,356	861,115	6.8%	949,300	-9.3%
540	Transportation	415,038	409,300	-1.4%	554,100	-26.1%
550	Natural and Economic Environment	119,380	157,155	31.6%	129,333	21.5%
560	Social Services	414	557	34.5%	750	-25.7%
570	Culture and Recreation	143,067	144,853	1.2%	184,350	-21.4%
Total Expenditures:		2,495,261	2,624,992	5.2%	2,750,903	-4.6%
Excess (Deficiency) Revenues over Expenditures:		611,795	1,807,014	195.4%	3,476,737	-48.0%
Other Increases						
391-393, 596	Debt Proceeds	-	-		-	
397	Transfers-In	698	-		246	
385	Special or Extraordinary Items	-	-		-	
386,389	Custodial Activities	-	6,435		-	
381,382,395,398	Other Increases	-	6,000		-	
Total Other Increases		698	12,435		246	
Other Decreases						
594-595	Capital Expenditures	922,659	3,798,082		3,947,388	
591-593	Debt Service	21,505	21,232		20,625	
597	Transfers-Out	698	-		226	
586, 589	Custodial Activities	(2,440)	(9,651)		-	
585	Special or Extraordinary Items	-	-		-	
580,596,599	Other Decreases	-	-		-	
Total Other Decreases		942,422	3,809,663	304.2%	3,968,239	
Increase (Decrease) in Cash and Investments		(329,929)	(1,990,214)	503.2%	(491,256)	
Estimated Ending Cash and Investments		3,706,590	1,716,377		3,237,941	

CASH BALANCES by Fund

Restricted / Reserved / Assigned Cash Accounts	Fund 001 General	Fund 301 Capital	Fund 302 Special Capital	Fund 401, 402, 403 Utilities	Total
REET 1		438,562.89			\$ 438,562.89
REET 2			443,151.36		443,151.36
Water Op. Reserve (12.5%OE)				53,293.00	53,293.00
Water Loan Payment Reserve				22,500.00	22,500.00
Water Cap. & Emergency Reserve				99,000.00	99,000.00
Water Cap. Improvement Fee - Assigned				155,230.20	155,230.20
Water Capital Improvement Fee - Assigned				61,949.43	61,949.43
Utility Fund - Assigned				342,529.82	342,529.82
Sewer Reserve				47,782.40	47,782.40
General Fund Unrestricted	52,377.90				52,377.90
Total Cash	52,377.90	438,562.89	443,151.36	782,284.85	\$ 1,716,377.00

December 10, 2025

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

Dear Mayor Freeman:

In accordance with existing STA Bylaws (Article II, Section 2.1a and Section 2.3), the smaller cities within the boundaries of the Public Transportation Benefit Area (PTBA) rotate the appointment of their one STA Board voting member every two years. The City of Medical Lake is in rotation as the voting member from January 1, 2025, through December 31, 2026.

The remaining four small cities (Liberty Lake, Millwood, Airway Heights, and Cheney) may each appoint an ex-officio Board member to the STA Board. The Liberty Lake City Council needs to appoint an elected official to serve as an ex-officio member of the STA Board of Directors for a one-year term beginning January 1, 2026. Currently, the 2025 Board member is Dan Sander.

An alternate ex-officio member may also be appointed to attend the meeting if the City of Millwood representative is unable to attend.

If possible, I would like to receive written acknowledgment of the appointment by legislative action by early January, in order to announce the appointment at the January 2026 Board meeting.

Thank you for your assistance.

Sincerely,



Dana Infalt
Clerk of the Authority
Manager of Board & Executive Support
Sr. Executive Assistant to the CEO

cc: Mayor Pam Haley, City of Spokane Valley, Chair
Mayor-Elect, Shawna Beese, City of Millwood

File Attachments for Item:

b. Interlocal MOU Regarding Homelessness Services

MEMORANDUM OF UNDERSTANDING BY AND AMONG SPOKANE COUNTY,
WASHINGTON; THE CITIES OF AIRWAY HEIGHTS, CHENEY, DEER PARK, LIBERTY
LAKE, MEDICAL LAKE, MILLWOOD, SPANGLE, SPOKANE, AND SPOKANE VALLEY:
AND THE TOWNS OF FAIRFIELD, LATAH, ROCKFORD AND WAVERLY REGARDING A
SHARED RESPONSE APPROACH TO HOMELESSNESS

This Memorandum of Understanding (this “MOU”) is entered into as of _____, 2025, by and among Spokane County, Washington; the cities of Airway Heights, Cheney, Deer Park, Liberty Lake, Medical Lake, Millwood, Spangle, Spokane, and Spokane Valley; and the towns of Fairfield, Latah, Rockford and Waverly (individually a “Party” and collectively the “Parties”).

I. Purpose and Scope

The Parties intend for this MOU to encourage cooperation and provide the foundation and structure for a coordinated regional response to those experiencing chronic homelessness and its related mental health crisis. Such response is anticipated to include an enforcement and services framework to implement the revised public camping and vagrancy policies as authorized by recent judicial and federal policy changes.

This MOU does not establish or create any type of formal agreement or obligation, nor does it commit any funds of any Party. Instead, it is an agreement among the Parties to work together in such a manner to encourage an atmosphere of collaboration and alliance in support of an effective and efficient partnership to establish and maintain objectives and commitments with regards to a shared regional approach to homelessness.

Specifically, this MOU aims to:

- Adopt a regional response to the homelessness and mental health crisis that is playing out in our streets every day;
- Maintain clean, safe, and accessible public spaces throughout Spokane County;
- Enforce relevant municipal and county codes regarding unauthorized public camping, loitering, open drug use, and obstruction of public rights-of-way;
- Provide transitional housing, treatment, and other supportive services in alignment with a continuum-of-care approach that includes accountability and behavioral compliance; and
- Ensure enforcement actions are consistent, coordinated, humane, and constitutionally sound.

II. Background

1. Endemic vagrancy, disorderly behavior, sudden confrontations, and violent attacks have made our communities unsafe. It is clear that individual municipal approaches to this regional problem are not producing adequate outcomes.
2. Recent HUD and HHS policy guidance has moved away from mandating the "Housing First" model, allowing greater flexibility in supporting transitional, recovery-oriented, and behavior-based housing interventions. This greater flexibility encourages implementation of evidence based treatment, prevention, and recovery programs.
3. Recent Supreme Court rulings have created a pathway for communities that wish to prioritize accountability and promote treatment, recovery, and self-sufficiency.¹

III. Objectives

The Parties agree that the following principles shall be the foundation of any joint action:

1. **Treatment First Orientation**
 - Prioritize immediate access to behavioral health, substance use, and primary care treatment for individuals experiencing homelessness.
 - Recognize treatment as a critical step toward stability, dignity, and housing readiness.
 - Identify policies and procedures that limit open illicit drug use and eradicate urban camping, loitering, and squatting.
2. **Person-Centered Services**
 - Design and deliver services that respect the dignity, autonomy, and unique needs of each individual.
 - Ensure culturally competent and trauma-informed care.
3. **Collaboration and Coordination**
 - Coordinate across jurisdictions, service providers, and healthcare systems to reduce duplication and improve outcomes.
 - Share data and best practices to inform evidence-based decision-making.
4. **Public Health and Safety**
 - Frame homelessness response as a matter of public health and safety, balancing individual support with community well-being. Identify areas where public safety is at risk and local resources are inadequate.
 - Prioritize accountability and promote treatment, recovery, and self-sufficiency.
5. **Accountability and Transparency**
 - Track progress through measurable outcomes such as treatment engagement, reduction in unsheltered homelessness, and improved health indicators.
 - Commit to public reporting on shared goals and results.

¹ **Oregon v. Johnson**, 603 U.S.520 (2024), Docket No. 23-175, overturned **Martin v. City of Boise**, 920 F.3d 584 (9th Cir. 2018), reaffirming that local governments may regulate or prohibit sleeping in public spaces irrespective of current shelter bed availability, provided the laws are reasonable and not punitive in intent.

The Parties further agree to pursue the following collective goals:

1. **Expand Treatment Access**

- Support the development and funding of effective methods to address homelessness to include detoxification services, mental health crisis response, and long-term treatment programs.
- Reduce barriers to entry into treatment programs.

2. **Strengthen Service Integration**

- Establish formal referral pathways between shelters, outreach teams, healthcare providers, and treatment facilities.
- Coordinate discharge planning from hospitals, jails, and treatment centers to prevent returns to homelessness.

3. **Resource Sharing**

- Explore shared funding opportunities, regional grant applications, and pooled resources for treatment-first initiatives.
- Collaborate on workforce development to ensure adequate clinical and support staff capacity.

4. **Regional Policy Alignment**

- Work toward common policies and ordinances that support treatment engagement and continuity of care.

IV. Signatures

By signing below, each Party affirms its commitment to the Objectives set forth in this MOU.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
