



City Council Regular Meeting Agenda

Tuesday, January 14, 2025 at 6:00 AM

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.

- a. [D. Sadler Comment](#)

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

- a. [Welch Comer - Water System Capital Improvement Plan Task Order](#)

9. ACTION ITEMS FOR CONSIDERATION

- a. [Consent Agenda](#)

[\(1\) December 2024 City Council Regular Meeting Minutes, \(2\) December 2024 Joint City Council - Planning Commission Special Meeting Minutes, \(3\) December 2024 Treasurer's Report, \(4\) December 2024 Claims, and Payroll, \(5\) CRR Week Proclamation 2025, \(6\) Hearing Examiner Interlocal Agreement, \(7\) City of Spokane Purchase & Procurement Agreement.](#)

- b. [2025 STA Ex-Officio Board Member Appointment](#)
 - c. [RESOLUTION 2025-01 CITY EMPLOYEE VEBA](#)
 - d. [RESOLUTION 2025-02 WATER AND SEWER RATE RESOLUTION](#)
 - e. [ORDINANCE #545 WHOLESALE WATER SERVICE](#)

10. REPORTS (no action)

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

11. COUNCIL INFORMATION (no action or discussion)

- a. [2024-2026 MAYOR PRO TEM SCHEDULE](#)
- b. [SCSO - Intelligence Report - November 2024](#)

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 - February 11, 2025 at 6:00 pm.

16. ADJOURNMENT

File Attachments for Item:

- a. SVFD - Quarterly Report - Chief Frank Soto



SVFD Run Report 4th Quarter Report - 2024 All Response Areas



SVFD Commissioner's Report

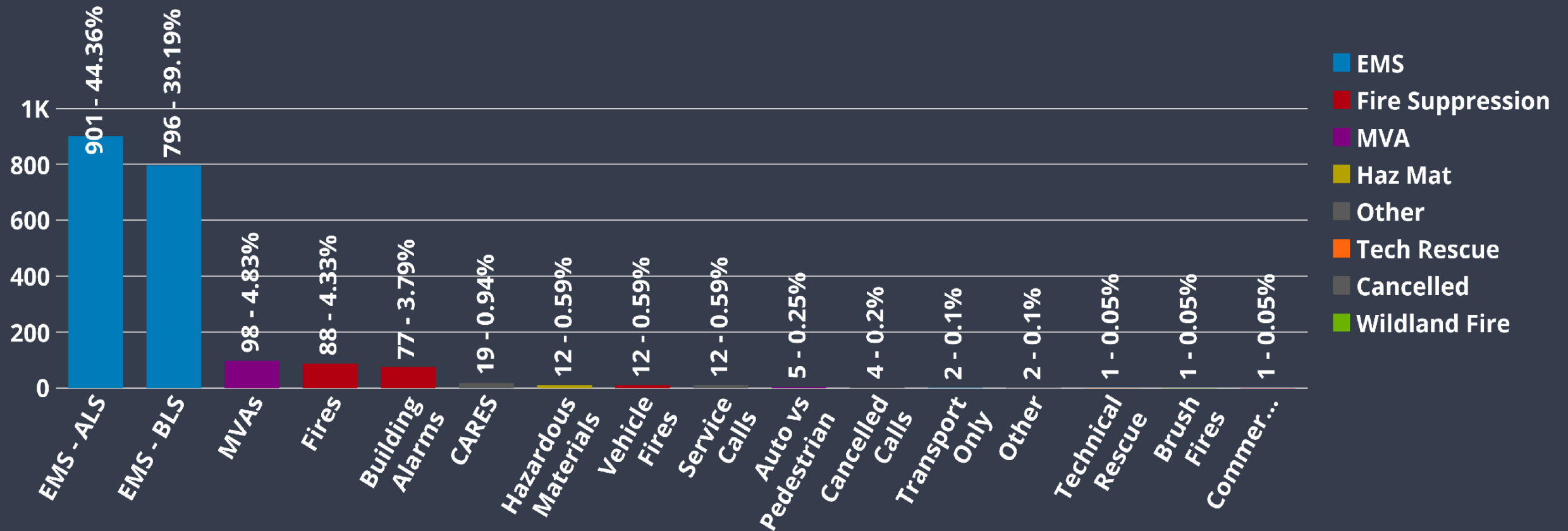
Incident Summary

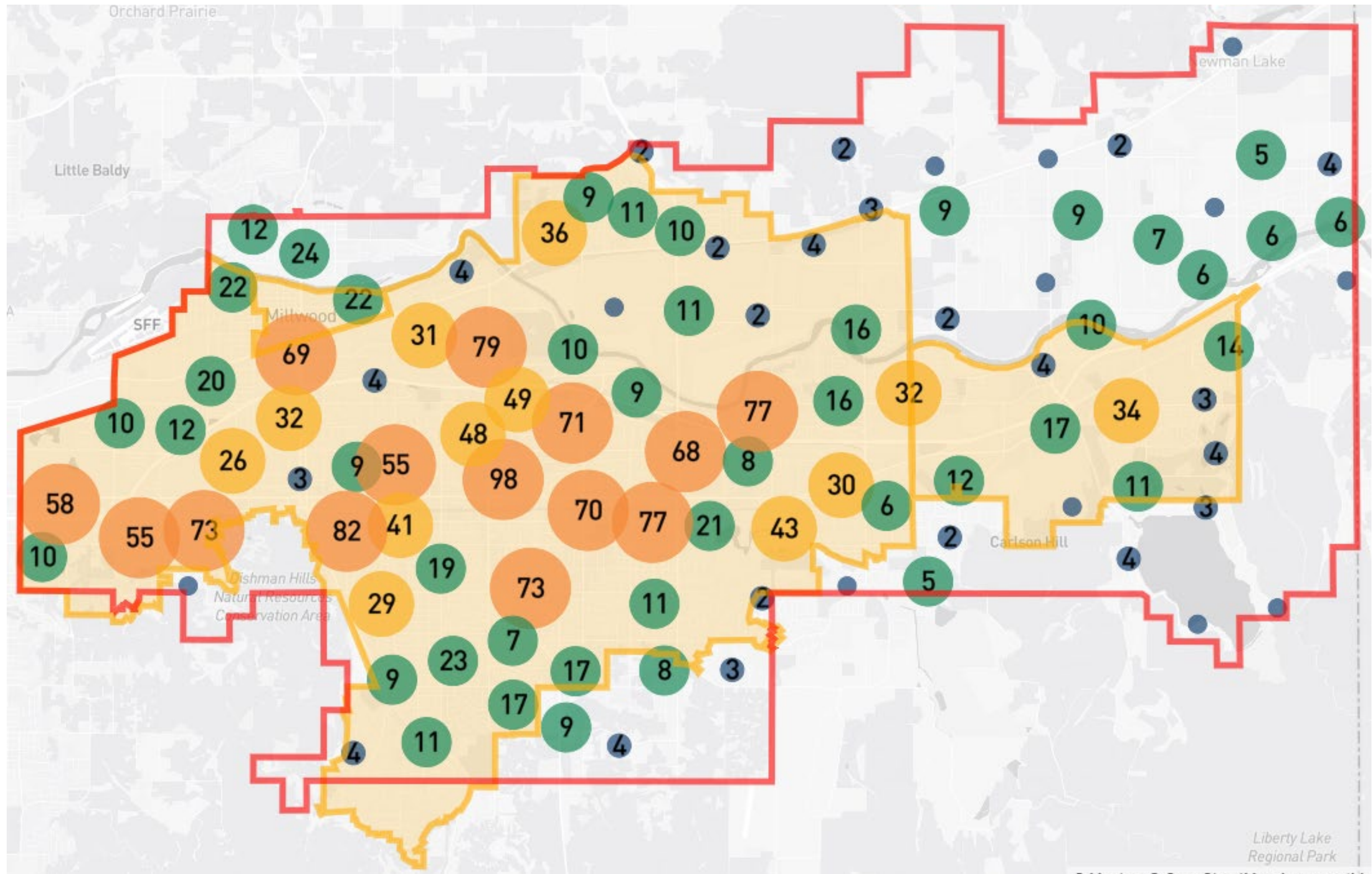
** An incident is a call for service that requires the assistance of a public safety agency*

Total In-District Incidents - Last Month

2,031

Total In-District Incidents by Incident Category - Last Month

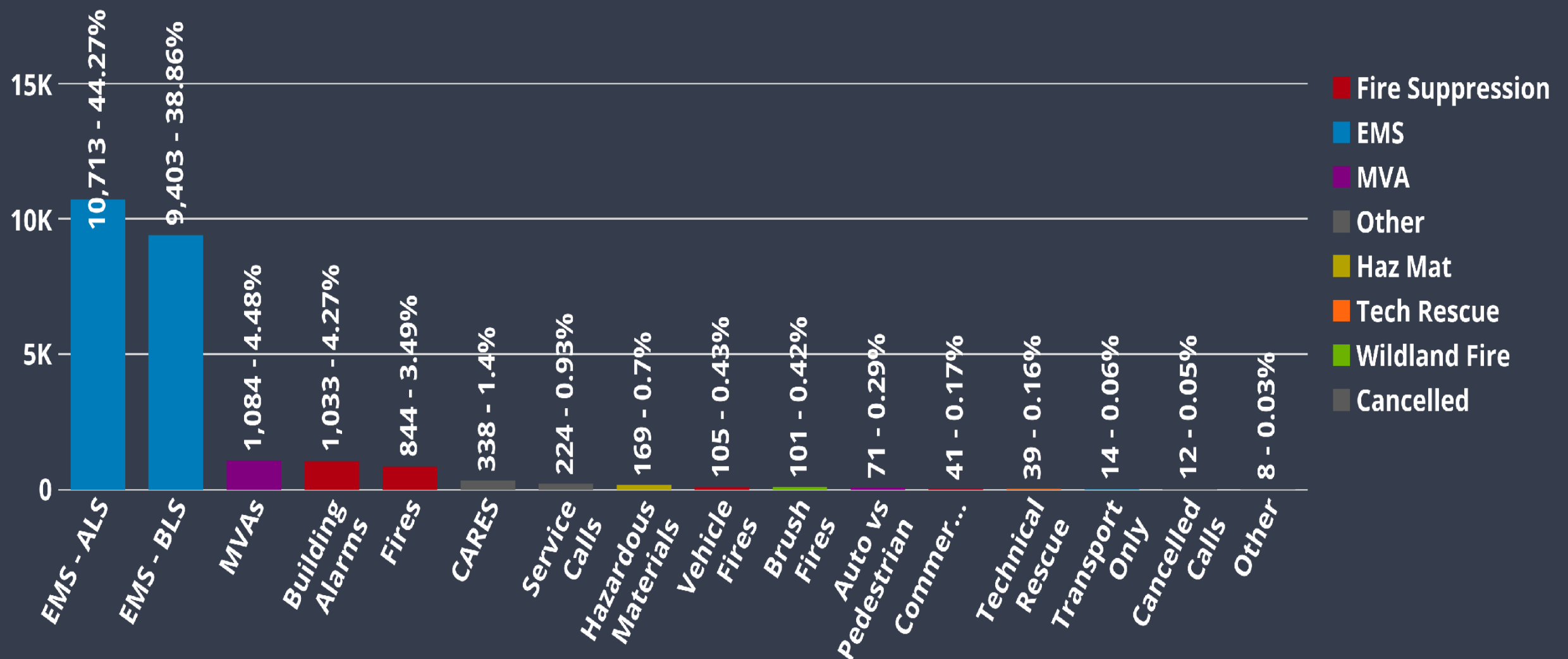




Total In-District Incidents - Last Year

24,199

Total In-District Incidents by Incident Category - Last Year



Response Summary

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

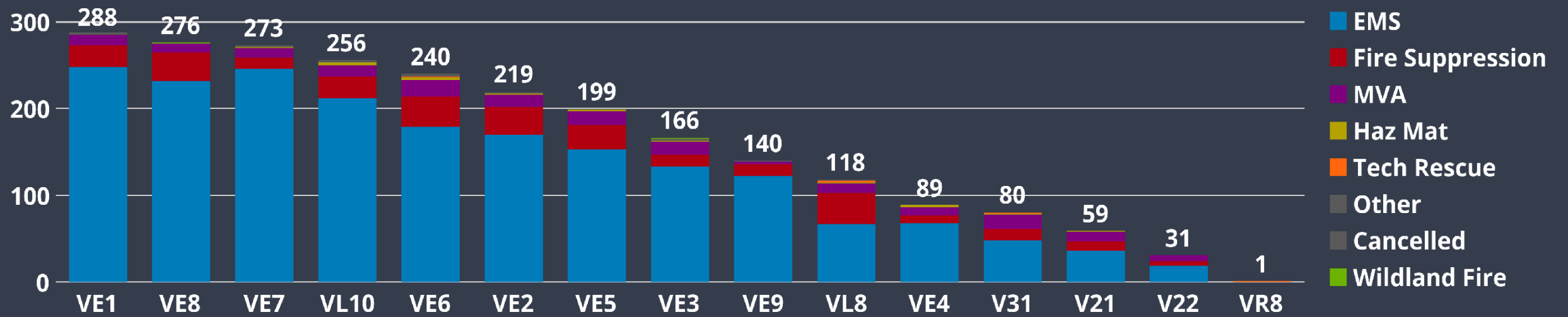
Total Responses - Last Month

2,445

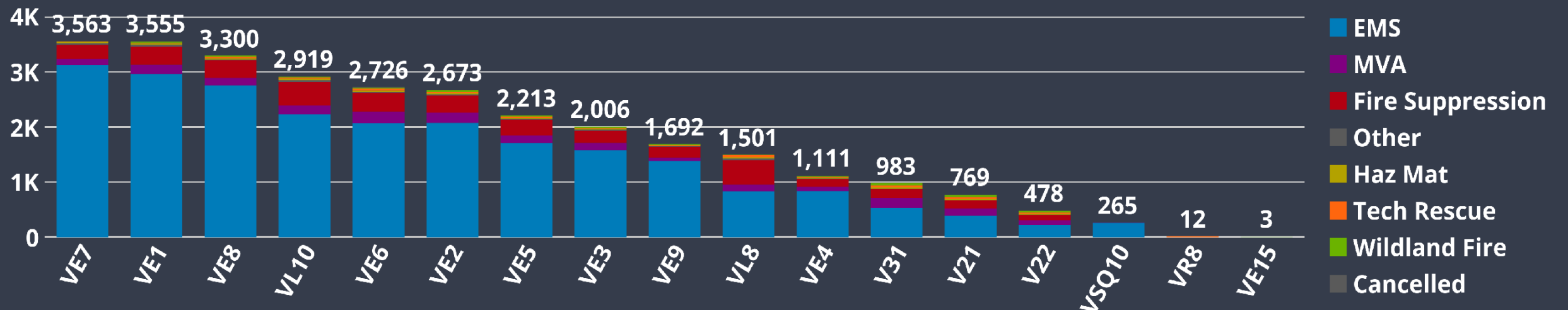
Total Responses - Last Year

30,039

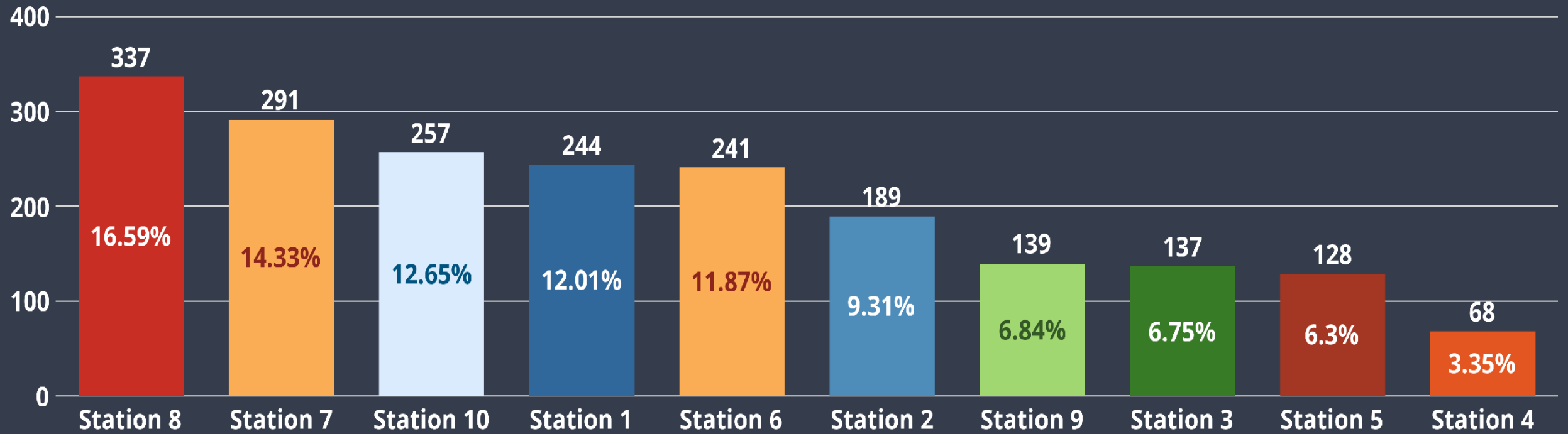
Total Responses by Frontline Apparatus - Last Month



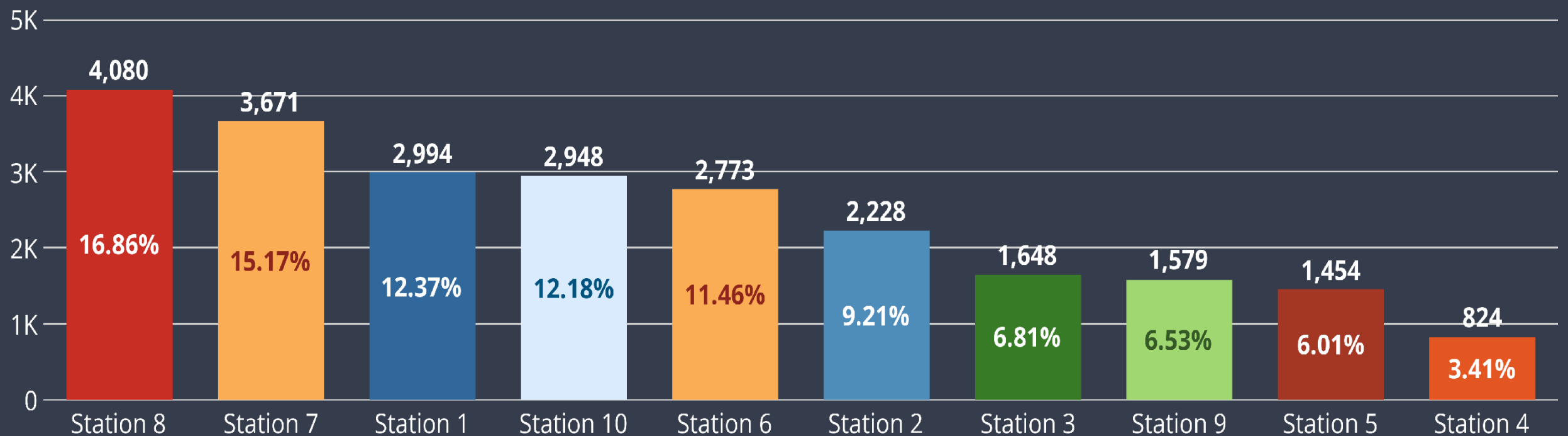
Total Responses by Frontline Apparatus - Last Year



Incident Locations by Station Area - Last Month

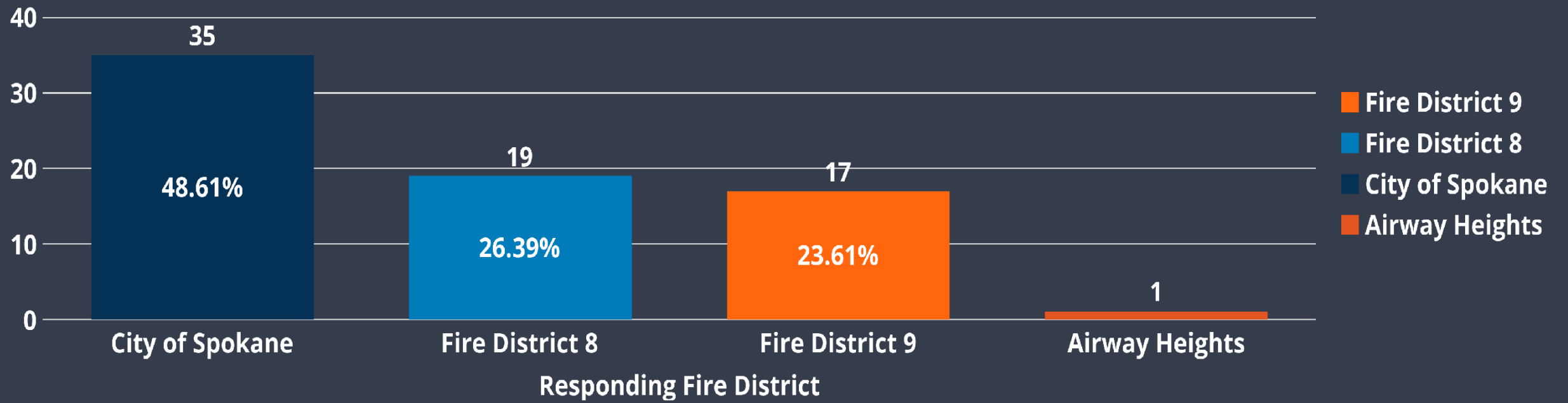


Incident Locations by Station Area - Last Year



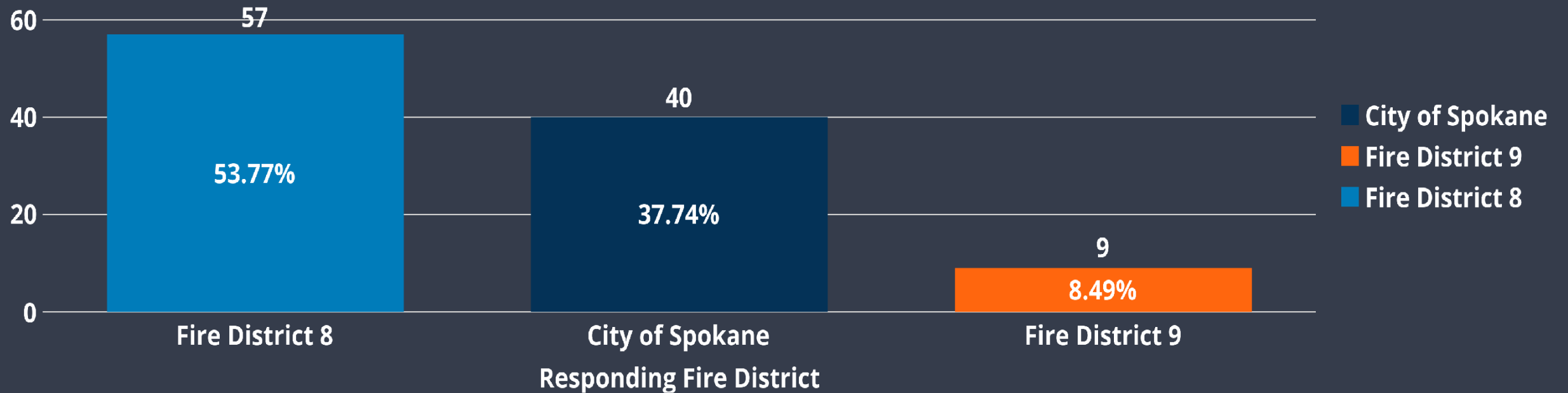
Total Responses from SVFD Into Another District - Last Month

72 Total Responses

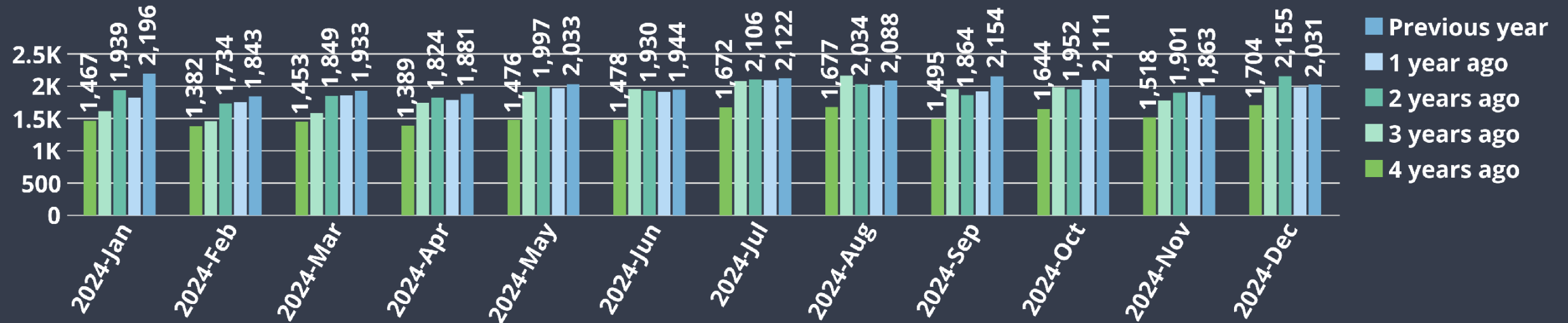


Total Responses from Other District Apparatus Into SVFD - Last Month

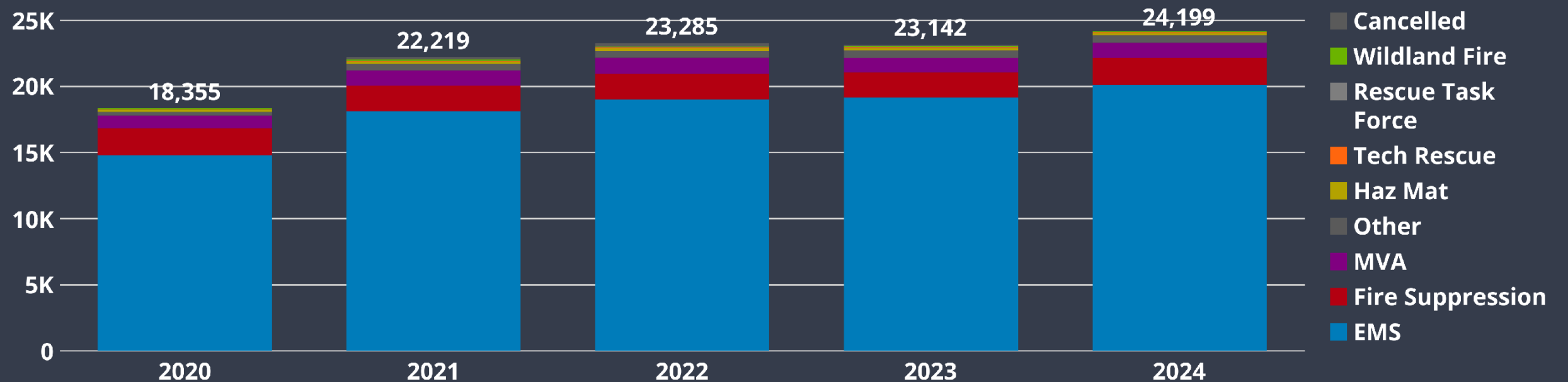
106 Total Responses



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



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



Second busiest December on record
SVFD finished 4.6% ahead of last year's call volume

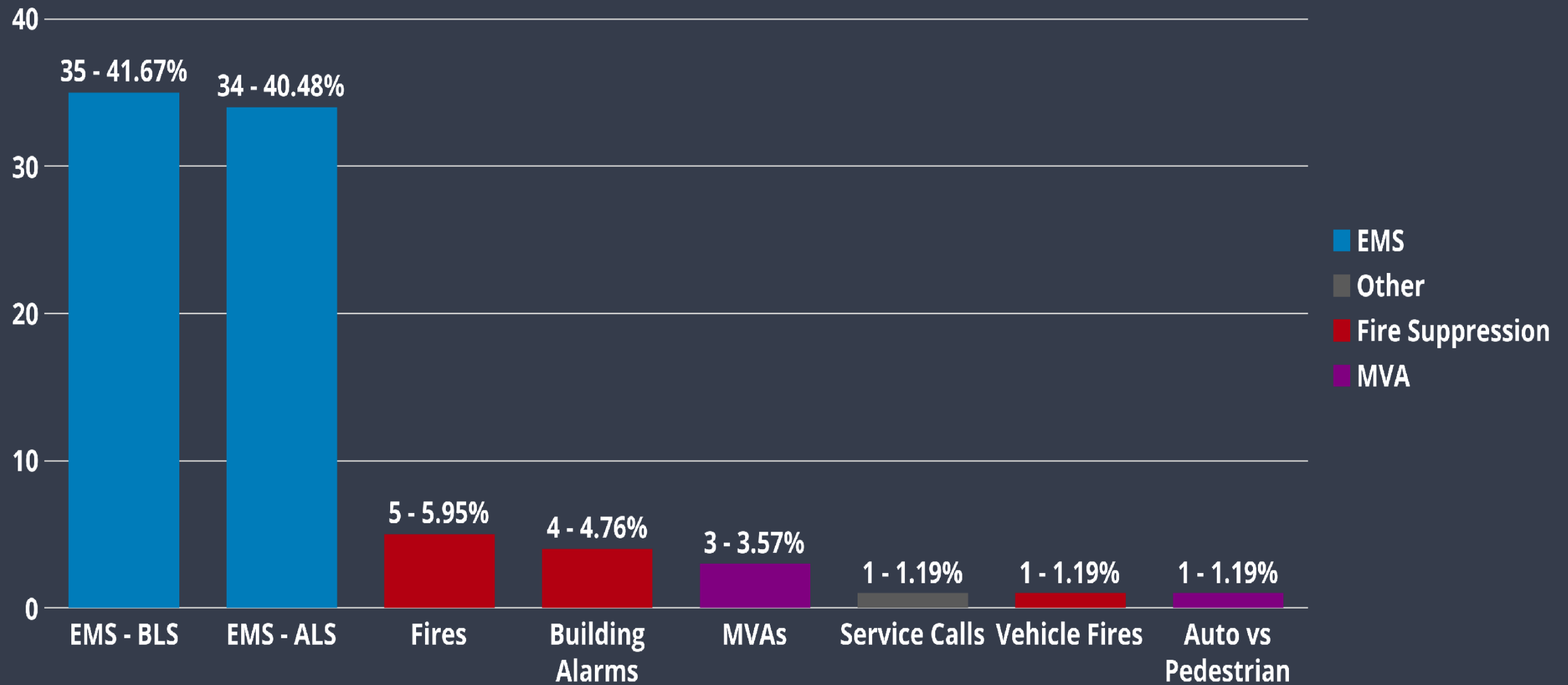


Millwood CC Run Report 4th Quarter Report - 2024

Total In-District Incidents - Last Quarter

84

Total In-District Incidents by Incident Category - Last Quarter



Response Summary

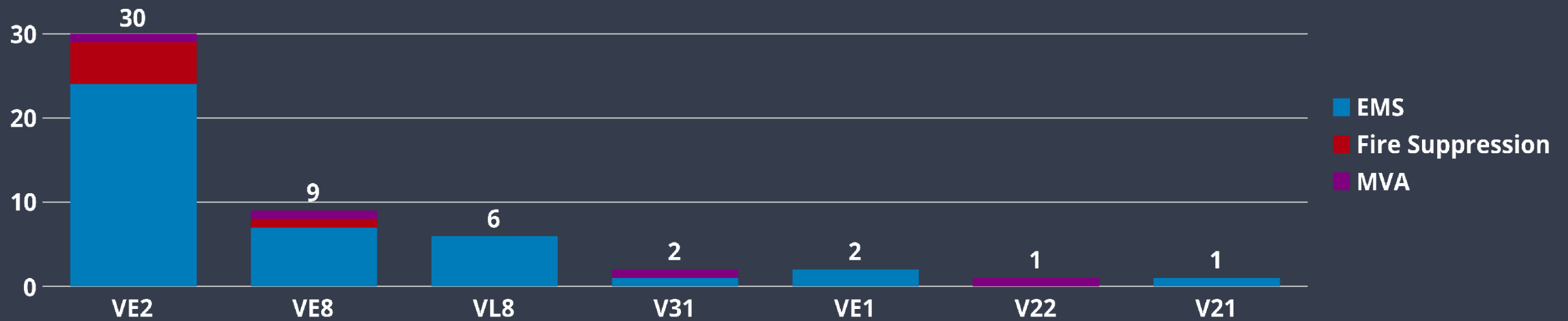
**A response is counted when an apparatus activates the responding button and an en route time is recorded*

Total Responses - Last Month

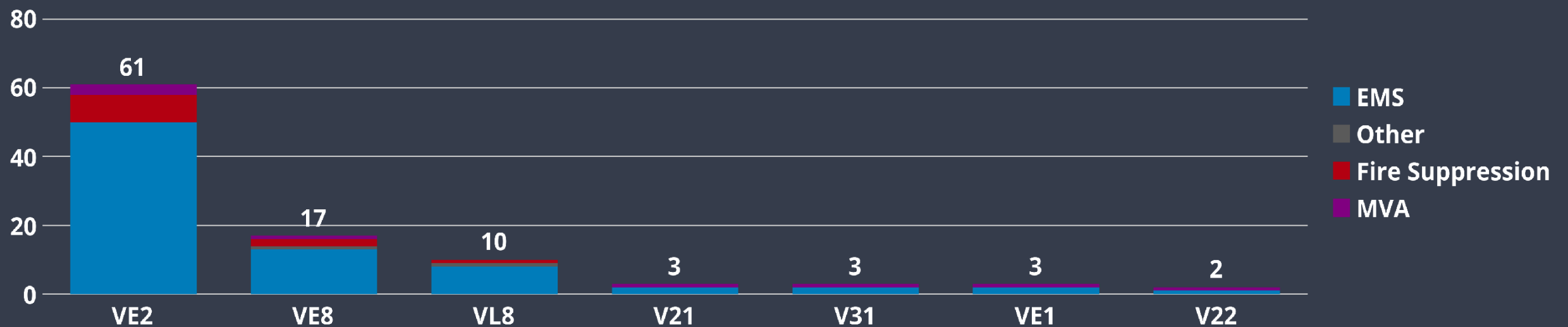
Total Responses - Last Quarter

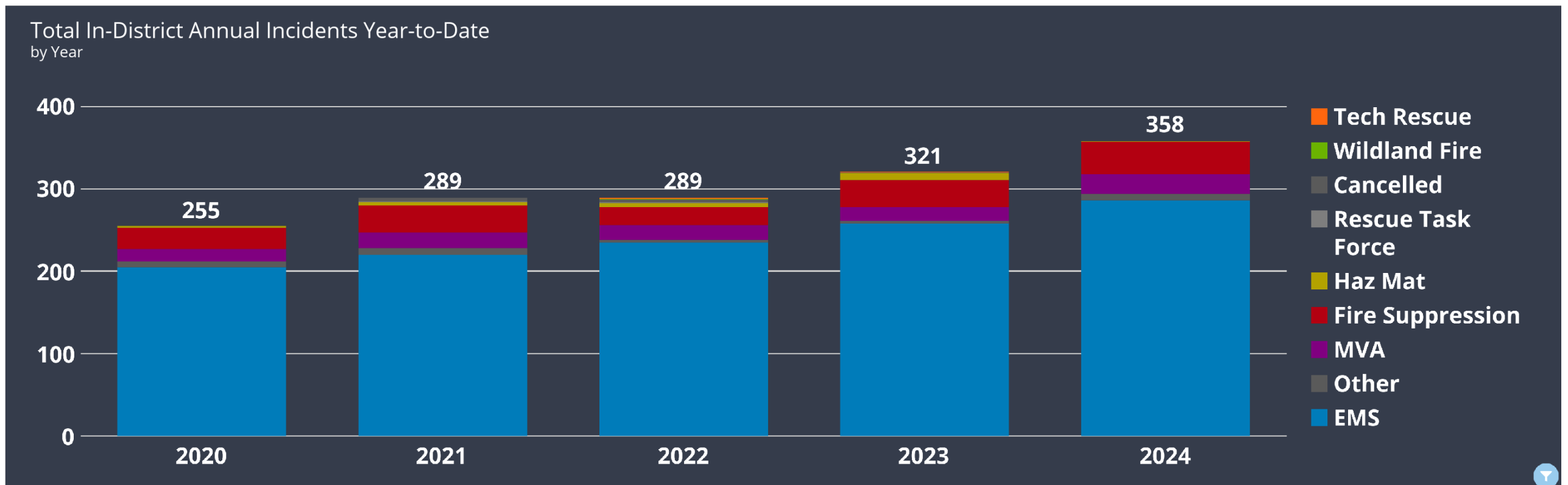
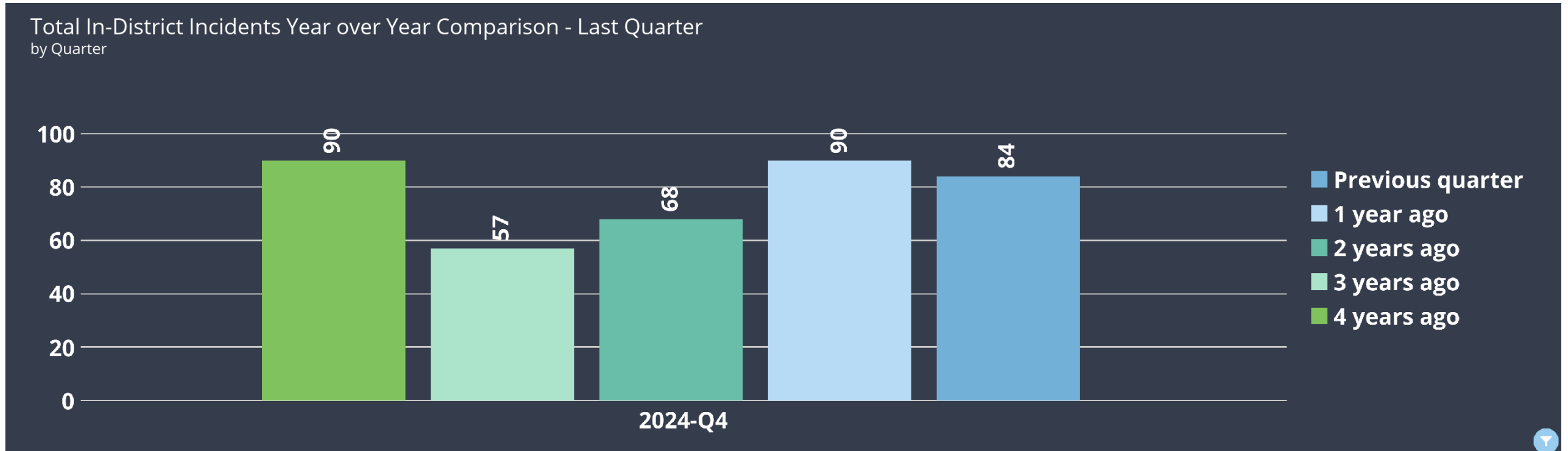
99

Total Responses by Frontline Apparatus - Last Month



Total Responses by Frontline Apparatus - Last Quarter





Third busiest 4th Quarter on record

Millwood finished 11.5% ahead of last year's call volume

File Attachments for Item:

a. D. Sadler Comment

January 4, 2025

Premise: Millwood believes it can make money selling water.

Millwood has been asked by at least one other water districts if Millwood would sell water. Not water rights, but bulk actual water transferred from Millwood's system to their water system.

Millwood's sell of water to residents and businesses of Millwood is not covering the costs to do so, much less maintain the water system.

Millwood's aging water supply equipment in the streets of Millwood is failing and needs replaced.

Residents of Millwood do not like, and some cannot really afford to pay more each year for water and sewer.

The Big Question:

Is Millwood able to sell water to others at a profit and is this profit enough to make it feasible?

Using the Butler well as mentioned in the 2024-16 info request. Now that the true costs of selling water and other topic information Mr. Sanders brought to the table are being worked on: factor 75% of Butler Well allowed capacity, multiply it by the profit portion of the selling price, what is the potential profit? Is this profit amount enough to make an impact, especially if Millwood carries the cost of connection to Irvin as suggested in the info request correspondence.

It is my intent that this document is received in a trying to be helpful tone of voice. One of my sayings at work is: Ideas lead to ideas that

lead to ideas. It is my hope that a fresh answer to my questions and thoughts would help you to think through everything again.

Suggestion:

Ordinance # 543 has been tabled for further study, and I say well done.

I also know Millwood needs to make a decision sooner than later. So, I suggest Millwood City Council authorizes a feasibility study to answer the big question, and then determine next steps accordingly.

Is it possible to perform this study by forming a new commission of mostly Millwood residents that have proven professional experience in the expertise you decide is needed. Like the mayor did bringing in an expert on water rights to present to council, the commission may need to ask for advise along the way to not get on a wrong path, sort of a periodic review. Therefore, the authorization may need to have a dollar amount to it.

After this commission believes it is possible to sell water at enough of a profit, have a step by step outline on how to proceed, and they have identified guiding principles and questions that need to be reviewed along the way, then the mayor can bring back to the council the ordinance to get the project started.

I would suggest the commission needs to remain as a permanent component of the Millwood government structure over watching the continued operation of the water and sewer services.

Following is a set of ideas, questions, and other such thoughts that I scribbled down while thinking on the subject. After I typed up my scribbles I remembered the Public Records request LaDonna DeMent made, and figured I better read its response.

Below is from P. 10 & 12 of the Public Records request 2024-16 provide to LaDonna DeMent .

From: Paul Dempsey
Sent: Monday, July 29, 2024 2:05 PM To: Joe Carroll

Anticipated Wholesaling Pricing Parameters

Suffice it to say, there are still several details to be worked out. And we'll need to engage with you gentlemen on specifics before we get too much further into the process. But for high-level discussion purposes, we anticipate the wholesale prices will be determined roughly as follows:

Millwood has four existing customer classifications within its current service area: Residential; Commercial; Private Irrigation (Non-residential); and Public Irrigation (parks and schools). And within those classifications are different rate tiers based on meter size (for commercial) and monthly consumption. We expect Millwood Water System Plan amendments to include adoption of an additional customer classification for Wholesale Supply, with an annually-determined flat rate up to specified maximum acre-feet delivery. Any additionally required wholesale water would be subject to a to-be-determined premium charge. As is the case with the City's existing customer pricing, each year base rates will be set to capture anticipated annual system O&M expenses, a production cost (expected to be related to the energy cost per volume of pumping), plus a long-term capital improvement component. **As necessary, there will be an additional fee to recover City costs for project-specific infrastructure improvements or new construction necessary to deliver water; this fee would be imposed over a three-to-five year duration based on negotiations between Millwood and Irvin.**

I am confused by this highlighted sentence. From my impression of what has been conveyed during city council

meetings the city of Millwood lacks resources. So where do we come up with the money to perform this work and then finance it for 3 to 5 years?

I believe Millwood needs to design into any water selling program the buying entities are responsible for all interfacing equipment and construction costs up front, and then they are responsible to maintain it. It is their equipment. Millwood is responsible to bring a water line from the well to the buyer's connection point. The buyer's side of the junction has all the equipment needed to prevent back flow, to measure, modify water pressure, and perform an emergency shut off.

The goal is for the city of Millwood to make money selling water and water only. The sale of water will already have the costs of running the water out of the ground to the buyer's pipe. The cost of all the equipment and construction needed being carried by Millwood likely is going to put us in the negative cash flow not a positive profit. Millwood would be doing the other water supplier a huge service just providing the water, so let's not dismiss the value of Millwood. This sounds like one of the items that can go very, very badly for the Millwood. If Millwood is holding the cost for 3 to 5 years, then something financially devastating happens to the water district buying the water, then Millwood would be stuck with the costs that do not benefit Millwood. Risks is a big part of the latest ISO9000 mind set, and risks prevention should be one of the main control ideas should this project move forward.

Now to my scribbles:

The Millwood water system is broken, and the revenue from providing water to Millwood residents is not enough to cover the expense of fixing it.

At some point is someone going to ask the 5 Whys of how this happened?

We need to research and see if there is a plan/design that will make enough money, not just break even. The plan needs to make a profit. We cannot end up losing money.

The mayor is aware of other water jurisdictions that have had bad experiences from selling their water to others. We need to understand these experiences so we can develop principles of operation that prevent us from having the same bad outcomes.

- What are these bad experiences?
- Ask the 5 whys drilling down to the root cause of them.

Create a Millwood Water and Sewer Commission. A team with professional expertise covering the issue involve in the water and sewer business. The commission should include Kyle and or Matt.

I believe now is the time to hire a full time Civil Engineer as a part of the city staff. There are times when being understaffed is actually less efficient and more expensive. Hiring someone with experience in water and sewer systems would be a plus, though good experience in other areas is transferable. It is the sound engineering skill that is needed. This does not mean we do not need outside engineering help, but we only pay the higher cost of it when it is needed.

Currently the mayor and others are working hard to get a correct handle on the true cost of Millwood producing water. This is excellent in and of itself but will also be helpful when looking at what the city needs to sell water to others for.

Some Background: what are the details of what is broken now? What are the costs to both fix and maintain it into the future?

Is the city properly staffed to handle the extra work of being in the business of selling water? I've already suggested we need to employ a full-time city engineer. This project alone would consume a large percentage of their time, and then the city could handle tasks inhouse that no longer would need to go outside. I am not saying to eliminate WC, but where the task does not need all the resources they have, which are an overhead part of their fee, will we save time and money doing so inside. Again, just asking the question.

What are the legal "Water Plan" issues involved and what are the best options for our success. Reading through the information request response there was consistent talk about one option or another. These all need to be presented to the water and sewer commission and the city council.

A permanent water and sewer commission. Water and Sewer are going to be an ongoing big deal. The initial commission would be three months to a year significant commitment. If the commission determines selling water is not a good thing for Millwood and the city council agrees, then some of them would be done. If they determine it is a good thing and the city council agrees, then I would guess they have a year commitment. The comment was made by Shawna recently to the effect, so we are not going to talk about what went wrong we are just going to fix it now. I took this comment as asking for public transparency. Whether or not the city sells water, a commission would then be asking the questions on a regular basis about how things are working and report to the council what is needed. This would also increase the improved transparency many residents of Millwood would like to see.

Protecting Millwood's water supply from back flow contamination needs to be a priority. The design will need to have the equipment needed to prevent the buyer's water system from feeding back into Millwood's. Any other equipment the Millwood

design team believes is needed and is designed in on the Millwood side of the connection will be added to the cost of selling water now and into the future.

Begin work on the first draft of contracts. Do we envision continuous flow to a certain amount? Or repeatable bulk purchase of a certain amount? Was the problem for other sellers something in their contract. Payment terms and consequences of late payment. Retainer, like first and last month's rent up front.

The equipment needed to make the interconnection between systems. The city of Millwood would specify the equipment needed, and the other district pay to purchase and install it on their side of the connection? This saves Millwood out of pocket money, and ensures quality equipment is installed.

Meters: Do we need redundancy, one on each side of the connection? Meters will need regular calibration of the meter. Initially often then stretch out the time as the repeatability of the meter proves itself. Is a meter on each side of the connection needed? Does any other equipment need to have a redundant pair installed? What about spare equipment.

What are the operational investments that need to be made? How much compacity will our existing pumps handle? In the instrumentation world we do not want power supplies to operate at more than 50% of their rating. What is true for the water pump world? What replacements / repairs to our existing water lines will be needed to ensure we can supply reliably? What added cost will need to be figured in if Millwood needs to run the pumps more than they are now.

How much profit is needed to make this a viable option for Millwood to engage in? If our water line replacement is 50 million dollars (I have no idea), then making a profit of 100 dollars of month does not make much sense. Exaggerated of course.

What professional skill sets will be needed for the initial water commission? Financial- perhaps a CPA, Operations, Engineering, Purchasing, Legal, Kyle and Matt, a council member?

Who do we know that could be asked directly, and then send out a general solicitation to residents. The city residents rightfully need to know what is going on. Make a public presentation of the facts of where we are, of the reality of what needs to happen, and the help being requested. If the council knows people already, ask them first. Then ask for help and interview who responds.

Thank you for reading my ramblings. I apologize for not getting all the redundancy out of this. Some of it comes at the same topic from a different angle over the course of time I was scribbling. It is quite possible you have already worked on much if not all of this. I am hopefully that my ideas and question will lead you to other ideas and questions.

Wishing you the best success as you proceed,

Doug Sadler
8612 E. Bridgeport Ave, Millwood

File Attachments for Item:

- a. Welch Comer - Water System Capital Improvement Plan Task Order

TASK ORDER NO. 25-01

Water System Capital Improvement Plan Update

Background Data

In accordance with the General Services Agreement between the City of Millwood (City) and Engineer for Professional Services dated June 6th, 2011 ("Agreement"), City of Millwood and Engineer agree as follows:

CITY: City of Millwood
ENGINEER: Welch Comer & Associates, Inc.

Specific Project Data

TITLE: Millwood Water System Capital Improvement Plan Update
DESCRIPTION: City engages Engineer to prepare an update to the Water System Plan Capital Improvement Plan and Operation and Maintenance Manual, currently outlined in the 2018 Water System Plan. City also engages Engineer to assist in developing a GIS system for its water system.

1. Services of Engineer

- a. Prepare update to 2018 Water System Plan Capital Improvement Plan (CIP):
 - i. Review existing projects completed and remaining steel distribution lines.
 - ii. Prepare long-term schedule for pump replacements and standpipe rehabilitation/replacement.
 - iii. Prepare schedule for distribution projects based on material and/or condition.
 - iv. Prepare Engineer's Estimate of Probable Project Cost.
 - v. Summarize in a brief report.
- b. Prepare update to 2018 Water System Plan Operation and Maintenance Manual (O&M):
 - i. Review current system operation with City staff and prepare summary.
 - ii. Update existing emergency response plan.
 - iii. Update existing cross connection control plan.
 - iv. Summarize anticipated improvements to O&M of system.
 - v. Summarize in a brief report.
- c. Prepare for and facilitate three (3) meetings. Meetings will include the following:
 - i. Kickoff meeting with City staff.
 - ii. Interim review meeting with City staff.
 - iii. Presentation to City Council summarizing updates to CIP and O&M.
- d. GIS Development
 - i. Set up ArcGIS online map and data framework for the water system.
 - ii. Convert existing CAD map to GIS and add attribute information based on CAD map information. Review with City.
 - iii. Assist with staff training at City for map and field data gathering/refinement

e. GIS Refinement:

- i. Assist City with refinement of map based on field data gathering:
 - 1. Incorporate new data/information into GIS model/framework.
 - 2. Incorporate updated data into ArcGIS Online map.
- ii. Troubleshoot technical and mapping issues.

2. Payment to Engineer for Services

a. City shall pay Engineer as follows:

Description of Service	Amount	Basis of Compensation
Capital Improvement Plan Update	\$ 5,900	Lump Sum
Operation and Maintenance Plan Update	\$ 2,700	Lump Sum
Meetings	\$ 3,000	Hourly
GIS Development	\$ 7,500	Lump Sum
GIS Refinement	\$ 5,500	Hourly (as needed)
Total this Task Order	\$24,600	

- The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.
- An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
- Engineer's Standard Hourly Rates are attached as Appendix 1.
- Engineers Reimbursable Rate Schedule is attached as Appendix 2.
- Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered but shall not exceed the total hourly estimated compensation amount unless approved in writing by City.
- Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered but shall not exceed the total estimated lump sum compensation amount unless approved in writing by City.

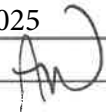
3. Terms and Conditions

Approval and Acceptance of this Task Order shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

CITY
CITY OF MILLWOOD, WASHINGTON

ENGINEER
WELCH COMER & ASSOCIATES, INC.

By: _____
Name/Title: Kevin Freeman, Mayor
Date: _____

By: 
Name/Title: Necia Maiani, P.E., Vice President
Date: 01/08/2025
PM's Approval: 

This is **Appendix 1 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated January 2025.

Standard Hourly Rates Schedule

A. *Standard Hourly Rates:*

Standard Hourly Rates are set forth in this Appendix 1 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit. The Standard Hourly Rates Schedule will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C.

The Standard Hourly Rates apply only as specified in Article C2.

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

Special Services	\$275.00/hour
Special Services – Accounting	\$182.00/hour
Expert Witness	300.00/hour
Public Involvement Specialist	125.00/hour
Principal Engineer III	300.00/hour
Principal Engineer II	295.00/hour
Principal Engineer I	290.00/hour
Construction Services Manager	245.00/hour
Sr. Project Manager	230.00/hour
Project Manager	205.00/hour
Engineer VII	270.00/hour
Engineer VI	205.00/hour
Engineer V	195.00/hour
Engineer IV	180.00/hour
Engineer III	160.00/hour
Engineer II	150.00/hour
Engineer I	140.00/hour
Engineering Assistant	80.00/hour
Sr. Engineer Tech III	145.00/hour
Sr. Engineer Tech II	140.00/hour
Sr. Engineer Tech I	125.00/hour
Engineering Technician	115.00/hour
Environmental Scientist	130.00/hour
Survey Manager	250.00/hour
Professional Land Surveyor II	200.00/hour
Professional Land Surveyor I	195.00/hour
Crew Chief II	135.00/hour
Crew Chief I	130.00/hour
Crew Member	115.00/hour
Survey Technician II	130.00/hour
Survey Technician I	125.00/hour
GIS Manager	160.00/hour
GIS Technician II	125.00/hour
GIS Technician I	110.00/hour
Engineering Designer I	150.00/hour
Cad Technician IV	140.00/hour
Cad Technician III	120.00/hour
Cad Technician II	115.00/hour
Cad Technician I	110.00/hour
Sr. Project Administrator	125.00/hour
Project Administrator	105.00/hour
Sr. Administrative Assistant	85.00/hour
Administrative Assistant	73.00/hour
No Charge Services	0.00/hour

This is **Appendix 2 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services January 2025**.

Reimbursable Expenses Schedule

Reimbursable Expenses will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

Letter/Legal Size Copies/Impressions (B/W)	\$0.10/page
Double Sided Letter & Legal Size Copies/Impressions (B/W)	\$0.13/page
Double Sided Letter & Legal Size Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (B/W)	\$0.20/page
Double Sided Ledger Size Copies/Impressions (B/W)	\$0.25/page
Double Sided Ledger Size Copies/Impressions (Color)	\$1.98/page
Cardstock Copies/Impressions (B/W)	\$0.31/page
Letter/Legal Cardstock Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (Color)	\$1.03/page
Color Transparency	\$2.49/page
Plot on Paper B&W (18" x 24")	\$0.90/sheet
Plot on Paper Color (18" x 24")	\$4.50/sheet
Plot on Paper B&W (18" x 27 ")	\$0.90/sheet
Plot on Paper Color (18" x 27 ")	\$4.50/sheet
Plot on Photo Paper/Mylar (18" x 27")	\$8.25/sheet
Plot on Paper B&W (22" x 34")	\$1.80/sheet
Plot on Paper Color (22" x 34")	\$9.00/sheet
Plot on Paper B&W (22" x 36")	\$1.80/sheet
Plot on Paper Color (22" x 36")	\$9.00/sheet
Plot on Paper B&W (24" x 36")	\$1.80/sheet
Plot on Paper Color (24" x 36")	\$9.00/sheet
Plot on Paper B&W (30" x 42")	\$2.70/sheet
Plot on Paper Color (30" x 42")	\$13.50/Sheet
Plot on Paper B&W (34" x 44")	\$3.30/sheet
Plot on Paper Color (34" x 44")	\$16.50/sheet
Plot on Paper B&W (36" x 48")	\$3.60/sheet
Plot on Paper Color (36" x 48")	\$18.00/sheet
Plot on Paper B&W (36" x 120")	\$9.00/sheet
Plot on Paper Color (36" x 120")	\$45.00/sheet
Mileage (auto)	\$0.70/Mile
Mobile Lidar Scanner	\$1,500/hr
Navvis Ivion Cloud Processing	\$0.50/foot
UAV Flight	\$75/each
GPS Per Hour Billing	\$35.00/hour
GPS Per Hour Billing – Base and Rover	\$70.00/hour
Robotics Hourly Billing – 1 Man	\$70.00/hour
Digital Level	\$15.00/hour
Water Pressure Recorder	\$35.00/day
Meals and Lodging	Per Diem Rate
Pix4D Survey Software	\$200.00/each
Topo Feature Extraction Software	\$30.00/hour

File Attachments for Item:

a. Consent Agenda

(1) December 2024 City Council Regular Meeting Minutes, (2) December 2024 Joint City Council - Planning Commission Special Meeting Minutes, (3) December 2024 Treasurer's Report, (4) December 2024 Claims, and Payroll, (5) CRR Week Proclamation 2025, (6) Hearing Examiner Interlocal Agreement, (7) City of Spokane Purchase & Procurement Agreement.



City Council Regular Meeting Minutes

Tuesday, December 10, 2024 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Council member Van Hees presided as Mayor Pro Tem for the meeting and called the meeting to order at 6:08 pm. Mayor Freeman joined the meeting electronically at 6:12 pm.

PRESENT

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

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

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

5. OTHER PRESENTATIONS

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

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

7. EXECUTIVE SESSION (if necessary)

There was no Executive Session.

8. ACTION ITEMS FOR FIRST READING

a. RESOLUTION 202*-** CITY EMPLOYEE - VEBA

Ms. Matkin explained that the VEBA Resolution allowed City Employees to contribute to the Voluntary Employee Benefit Association Plan and a yearly resolution was required.

b. UTILITY RATES RESOLUTION

Ms. Matkin explained that the Utility Rate Resolution did not include firm numbers yet but hoped to have those by the January meeting.

Mayor Freeman explained that staff was working on the consumption data by year and type and as soon as that was complete Council would get that information. He stated that Council

member Sander provided great information using the AWWA rate document for commercial multipliers to assist with fixed cost and meter size calculations.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) November 2024 City Council Regular Meeting Minutes, (2) November 2024 City Council Special Meeting Minutes, (3) November 2024 Treasurer's Report, (4) November 2024 Payroll & Claims.

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

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 reported that the audit process was almost complete and she was working on the Utility rate calculations.

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

Ms. Cassels reported that there was one open public records request, code enforcement was on hold until after the holidays and website work continued.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported that 66 loads of leaves were collected during this leaf season, preparing for winter, ABC Arborist had been trimming and removing City trees that had been identified in the tree inventory as needing attention, Sam Backman enrolled in a tree trimming ISA class and talked to Spokane County regarding nonfunctioning traffic signals.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the water samples were satisfactory, a heat block on Old Park well installed, Butler was now the lead pump and the Water Facilities inventory had been completed and submitted to the Department of Health.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio submitted her report in the packet.

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

Mr. Werst discussed a refresher course on Open Government Training in 2025 and the 2026 Periodic Update process.

g. Mayor - Mayor Kevin Freeman

Mayor Freeman further explained the 2026 Periodic Update housing requirements, Hearing Examiner Interlocal Agreement, utilize the City of Spokane's Purchase Agreement.

11. COUNCIL INFORMATION (no action or discussion)

a. SCSO - Intelligence Report - October 2024

12. PUBLIC REMARKS

Todd Beese, 8610 E South Riverway, commented on the Winterfest celebration, and the Millwood advocates newsletter.

13. COUNCIL REMARKS

Various Council members thanked staff, extended Christmas wished, congratulated SVFD on training facility, and Council member Beese asked to have Millwood Impact present at the June Council meeting.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting January 14, 2025 at 6:00 PM.

16. ADJOURNMENT

Motion made by Council Member Beese to adjourn the Regular City Council meeting at 7:05 pm., Seconded by Council Member Stravens.

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



City Council - Planning Commission Joint Special Meeting Minutes

Tuesday, December 10, 2024 at 5:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Council member Van Hees presided as Mayor Pro Tem for the Joint City Council & Planning Commission Special meeting. Mayor Pro Tem Van Hees called the meeting to order at 5:08 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

Planning Commission Chair Mike Ankney attended the meeting electronically. Planning Commission Roll Call was taken by Commissioner Ankney. A quorum was present.

PRESENT

Commissioner Mike Ankney
Commissioner Bobbie Beese
Commissioner Jay Molitor
Commissioner Bill Rickard

ABSENT

Commissioner Savannah Wu

2. 2026 PERIODIC UPDATE PRESENTATIONS

a. Community Survey Results Summary

Ms. Tainio presented a summary of the results from the Community Survey, with 65 surveys submitted. The summary included among other things demographic information, transportation information, availability of housing types, walkability, river access, and park and open space information. The full survey was provided in the packet materials.

b. Millwood Land Capacity Analysis (LCA) Report Overview

Ms. Tainio presented the Millwood Land Capacity Analysis Report. She explained that the report met the requirements for the Land Capacity Analysis Methodology for Spokane County, adopted in March 2024, which augments the Washington State Department of Commerce Urban Growth Area Guidebook. Ms. Tainio discussed future growth, vacant land, partially used land, underutilized land, population forecast, housing allocation forecast as well as lot coverage and lot sizes.

Council members and Commissioners discussed various topics including residential lot sizes, maximum lot coverage, the aquifer, overlay districts, commercial mixed use, housing types and parking challenges.

3. COUNCIL/COMMISSION REMARKS

There were no additional Council or Commissioner Remarks.

4. ADJOURNMENT

Motion made by Council Member Beese to adjourn the Joint City Council meeting at 7:03 pm., Seconded by Council Member Stravens.

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

Motion made by Commissioner Molitor to adjourn the Joint Planning Commission meeting at 7:03 pm., Seconded by Commissioner Beese.

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

Approved:

Attest:

Kevin Freeman, Mayor

Lisa Cassels, City Clerk

CHECK REGISTER

City Of Millwood

Time: 13:02:38 Date:

Section 9, Item a.

12/01/2024 To: 12/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2626	12/05/2024	Claims	5	EFT	Xpress Billpay	375.68	November 2024 online transaction
2651	12/13/2024	Claims	5	EFT	Department of Revenue	2,565.11	November 2024 Public Utility Tax
2662	12/03/2024	Claims	5	EFT	Paymentech, LLC	464.71	November 2024 CC Transaction Fees
2748	12/27/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2770	12/31/2024	Claims	5	EFT	Banner Bank - 7761	15.24	
2771	12/31/2024	Claims	5	EFT	Banner Bank - 7779	2,282.99	
2547	12/03/2024	Claims	5	12522	Banner Bank - 4120	1,124.51	
2631	12/09/2024	Claims	5	12562	Environment West Landscape Services	1,085.60	
2671	12/17/2024	Claims	5	12563	Petty Cash	69.67	Millwood Days
2672	12/17/2024	Claims	5	12564	Stripe Rite	509.14	
2746	12/27/2024	Claims	5	12565	Banner Bank - 4120	2,853.07	
2801	12/31/2024	Claims	5	12572	ABC Consulting Arborists, LLC	54,177.75	
2802	12/31/2024	Claims	5	12573	AT&T Mobility	90.09	
2803	12/31/2024	Claims	5	12574	Access Information Management	30.00	
2804	12/31/2024	Claims	5	12575	Anatek Labs, Inc.	80.00	
2805	12/31/2024	Claims	5	12576	Arrow Construction Supply	75.14	
2806	12/31/2024	Claims	5	12577	Canon Financial Services, Inc.	185.13	
2807	12/31/2024	Claims	5	12578	City of Millwood	2,789.54	
2808	12/31/2024	Claims	5	12579	Comcast	535.28	
2809	12/31/2024	Claims	5	12580	Complete Office	214.67	
2810	12/31/2024	Claims	5	12581	Continuum Office Environments, LLC	280.96	
2811	12/31/2024	Claims	5	12582	Copiers Northwest, Inc.	65.91	
2812	12/31/2024	Claims	5	12583	Daedalus Drafting Services LLC	350.00	
2813	12/31/2024	Claims	5	12584	Idaho Fence	3,268.15	
2814	12/31/2024	Claims	5	12585	Montgomery Hardware	210.91	
2815	12/31/2024	Claims	5	12586	NAPA Auto Parts	215.47	
2816	12/31/2024	Claims	5	12587	National Barricade	106.72	
2817	12/31/2024	Claims	5	12588	North 40 Outfitters	221.41	
2818	12/31/2024	Claims	5	12589	Oxarc	28.54	
2819	12/31/2024	Claims	5	12590	Quadient Finance USA, Inc.	700.00	
2820	12/31/2024	Claims	5	12591	Steven Sainsbury	9,972.82	
2821	12/31/2024	Claims	5	12592	Spokane County District Court	1,513.11	October 2024 Court Fees; November 2024
2822	12/31/2024	Claims	5	12593	Spokane County Public Defender	5,042.60	July-December 2024 Public Defender
2823	12/31/2024	Claims	5	12594	Spokane County Treasurer - Elections	1,531.02	2024 Voter Registration Costs
2824	12/31/2024	Claims	5	12595	Spokane County Treasurer - PW	361.55	
2825	12/31/2024	Claims	5	12596	Spokane County Treasurer - Sheriff's	35,026.00	
2826	12/31/2024	Claims	5	12597	Spokane County Utilities	4,830.00	GFC 8901 E Trent (Wingstop) increased use.
2827	12/31/2024	Claims	5	12598	Spokane House of Hose	76.06	
2828	12/31/2024	Claims	5	12599	State Auditor's Office	3,193.99	November 2024 Audit Fees
2829	12/31/2024	Claims	5	12600	Stripe Rite	239.80	
2830	12/31/2024	Claims	5	12601	Subscription The Spokesman-Review	91.00	
2831	12/31/2024	Claims	5	12602	Upward 7 Consulting	3,468.75	
2832	12/31/2024	Claims	5	12603	Verizon Wireless	338.46	
2833	12/31/2024	Claims	5	12604	WA Cities Insurance Authority	101,858.00	2025 Memeber Assessment Invoice
2834	12/31/2024	Claims	5	12605	WM Of Spokane - Monthly	251.65	
2835	12/31/2024	Claims	5	12606	WM Of Washington - Graham	12.37	

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City Of Millwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2836	12/31/2024	Claims	5	12607	Welch-Comer	16,903.95	November 2024
2837	12/31/2024	Claims	5	12608	Wilbur - Ellis Company	1,802.24	
2838	12/31/2024	Claims	5	12609	Witherspoon Brajcich McPhee, PLLC	7,044.00	
						220,175.61	
						49,713.89	
						269,889.50	Claims:
						269,889.50	

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

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

CHECK REGISTER

City Of Millwood

Time: 13:02:06 Date:

Section 9, Item a.

12/01/2024 To: 12/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2774	12/31/2024	Payroll	5	EFT		3,558.91	December 2024
2777	12/31/2024	Payroll	5	EFT		3,287.33	December 2024
2778	12/31/2024	Payroll	5	EFT		68.82	December 2024
2779	12/31/2024	Payroll	5	EFT		4,501.79	December 2024
2780	12/31/2024	Payroll	5	EFT		706.71	December 2024
2781	12/31/2024	Payroll	5	EFT		3,800.31	December 2024
2782	12/31/2024	Payroll	5	EFT		1,198.43	December 2024
2783	12/31/2024	Payroll	5	EFT		5,822.28	December 2024
2785	12/31/2024	Payroll	5	EFT		4,057.39	December 2024
2787	12/31/2024	Payroll	5	EFT		68.82	December 2024
2788	12/31/2024	Payroll	5	EFT		4,575.34	December 2024
2789	12/31/2024	Payroll	5	EFT		68.82	December 2024
2790	12/31/2024	Payroll	5	EFT		68.82	December 2024
2791	12/31/2024	Payroll	5	EFT	AWC Employee Benefits Trust	11,516.78	Pay Cycle(s) 12/31/2024 To 12/31/2024 - Asuris; Pay Cycle(s) 12/31/2024 To 12/31/2024 - Kaiser; Pay Cycle(s) 12/31/2024 To 12/31/2024 - Dental; Pay Cycle(s) 12/31/2024 To 12/31/2024 - Vision; Pay Cycl
2795	12/31/2024	Payroll	5	EFT	Department of Retirement	15,570.70	Pay Cycle(s) 12/31/2024 To 12/31/2024 - PERS 2; Pay Cycle(s) 12/31/2024 To 12/31/2024 - Deferred Comp
2796	12/31/2024	Payroll	5	EFT	EFTPS	12,246.16	941 Deposit for Pay Cycle(s) 12/31/2024 - 12/31/2024
2799	12/31/2024	Payroll	5	EFT	WA State Labor & Industries	2,728.62	4TH Quarter L&I: 10/01/2024 - 12/31/2024
2773	12/31/2024	Payroll	5	12566		36.71	December 2024
2775	12/31/2024	Payroll	5	12567		11.71	December 2024
2776	12/31/2024	Payroll	5	12568		68.82	December 2024
2784	12/31/2024	Payroll	5	12569		36.71	December 2024
2786	12/31/2024	Payroll	5	12570		36.71	December 2024
2797	12/31/2024	Payroll	5	12571	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/31/2024 To 12/31/2024 - VEBA
001 General Fund						53,820.52	
401 Utility Operating Fund						20,916.17	
						74,736.69	Payroll:
							74,736.69

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: _____

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

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12/01/2024 To: 12/31/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,234,283.09	188,749.22	273,996.13	2,149,036.18	217,626.16	54,130.47	-625.00	2,420,167.81
099 Unemployment Compensation	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	403,056.06	2,409.55		405,465.61	0.00	0.00	0.00	405,465.61
302 Special Capital Projects Fund	407,851.32	2,409.55		410,260.87	0.00	0.00	0.00	410,260.87
401 Utility Operating Fund	525,794.64	63,405.75	65,800.06	523,400.33	45,773.21	20,916.17	-12,613.71	577,476.00
402 Water Capital - Managerial	150,921.17	4,309.03		155,230.20	0.00	0.00	-988.32	154,241.88
	<u>3,773,088.28</u>	<u>261,283.10</u>	<u>339,796.19</u>	<u>3,694,575.19</u>	<u>263,399.37</u>	<u>75,046.64</u>	<u>-14,227.03</u>	<u>4,018,794.17</u>

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	307,882.05	266,107.05	344,626.19	229,362.91	-14,227.03	338,446.01	553,581.89
6	1726-Banner Money Market	357,087.06	6.05	0.00	357,093.11	0.00	0.00	357,093.11
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	5,734.78	0.00	0.00	5,734.78	0.00	0.00	5,734.78
Total Cash:		693,703.89	266,113.10	344,626.19	615,190.80	-14,227.03	338,446.01	939,409.78
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
9	0373-US Bank Investment	2,079,384.39	0.00	0.00	2,079,384.39	0.00	0.00	2,079,384.39
11	1323-Banner CD	1,000,000.00	0.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00
Total Investments:		3,079,384.39	0.00	0.00	3,079,384.39	0.00	0.00	3,079,384.39
		3,773,088.28	266,113.10	344,626.19	3,694,575.19	-14,227.03	338,446.01	4,018,794.17

TREASURER'S REPORT
Fund Investments By Account

Section 9, Item a.

City Of Millwood

12/01/2024 To: 12/31/2024

Time: 13:03:20 Date: 01/09/2025
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	2,079,384.39					2,079,384.39
9 - 0373-US Bank Investment	2,079,384.39	0.00	0.00			2,079,384.39
001 000 General Fund	1,000,000.00					1,000,000.00
11 - 1323-Banner CD	1,000,000.00	0.00	0.00			1,000,000.00
	3,079,384.39	0.00	0.00			3,079,384.39

TREASURER'S REPORT
Fund Investment Totals

Section 9, Item a.

City Of Millwood

12/01/2024 To: 12/31/2024

Time: 13:03:20 Date: 01/09/2025

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	3,411,630.39					3,411,630.39	-1,262,594.21
099 Unemployment Compensation						0.00	51,182.00
301 Capital Projects Fund						0.00	405,465.61
302 Special Capital Projects Fund						0.00	410,260.87
401 Utility Operating Fund	-283,734.72					-283,734.72	807,135.05
402 Water Capital - Managerial						0.00	155,230.20
	<u>3,127,895.67</u>					<u>3,127,895.67</u>	<u>566,679.52</u>
Ending fund balance (Page 1) - Investment balance = Available cash.							3,694,575.19

TREASURER'S REPORT

Outstanding Vouchers

12/01/2024 To: 12/31/2024

Section 9, Item a.

City Of Millwood

As Of: 12/31/2024 Date: 01/09/2025

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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
2024	2694	12/17/2024	Util Pay	5		Xpress Billpay	67.06	Xpress Import - iPay - 12-17-2024__daily_batch.csv
2024	2695	12/17/2024	Util Pay	5		Xpress Billpay	131.24	Xpress Import - CheckFree - 12-17-2024__daily_batch.csv
2024	2692	12/18/2024	Tr Rec	5		Permitting Customer	625.00	
2024	2714	12/18/2024	Util Pay	5		Xpress Billpay	198.62	Xpress Import - Metavante - 12-18-2024__daily_batch.csv
2024	2715	12/18/2024	Util Pay	5		Xpress Billpay	188.94	Xpress Import - iPay - 12-18-2024__daily_batch.csv
2024	2716	12/18/2024	Util Pay	5		Xpress Billpay	59.58	Xpress Import - CheckFree - 12-18-2024__daily_batch.csv
2024	2718	12/19/2024	Util Pay	5		Xpress Billpay	66.42	Xpress Import - EFT - 12-19-2024__daily_batch.csv
2024	2719	12/19/2024	Util Pay	5		Xpress Billpay	85.00	Xpress Import - Metavante - 12-19-2024__daily_batch.csv
2024	2720	12/19/2024	Util Pay	5		Xpress Billpay	159.10	Xpress Import - iPay - 12-19-2024__daily_batch.csv
2024	2721	12/19/2024	Util Pay	5		Xpress Billpay	66.42	Xpress Import - OnlineResources - 12-19-2024__daily_batch.csv
2024	2724	12/20/2024	Util Pay	5		Xpress Billpay	134.76	Xpress Import - EFT - 12-20-2024__daily_batch.csv
2024	2725	12/20/2024	Util Pay	5		Xpress Billpay	203.16	Xpress Import - iPay - 12-20-2024__daily_batch.csv
2024	2726	12/20/2024	Util Pay	5		Xpress Billpay	133.48	Xpress Import - CheckFree - 12-20-2024__daily_batch.csv
2024	2727	12/21/2024	Util Pay	5		Xpress Billpay	101.91	Xpress Import - CC - 12-21-2024__daily_batch.csv
2024	2728	12/22/2024	Util Pay	5		Xpress Billpay	65.78	Xpress Import - CC - 12-22-2024__daily_batch.csv
2024	2729	12/22/2024	Util Pay	5		Xpress Billpay	68.34	Xpress Import - EFT - 12-22-2024__daily_batch.csv
2024	2731	12/23/2024	Util Pay	5		Xpress Billpay	902.91	Xpress Import - EFT - 12-23-2024__daily_batch.csv
2024	2732	12/23/2024	Util Pay	5		Xpress Billpay	24.23	Xpress Import - Metavante - 12-23-2024__daily_batch.csv
2024	2733	12/23/2024	Util Pay	5		Xpress Billpay	156.42	Xpress Import - iPay - 12-23-2024__daily_batch.csv
2024	2734	12/23/2024	Util Pay	5		Xpress Billpay	166.59	Xpress Import - CheckFree - 12-23-2024__daily_batch.csv
2024	2736	12/24/2024	Util Pay	5		Xpress Billpay	274.58	Xpress Import - EFT - 12-24-2024__daily_batch.csv
2024	2737	12/24/2024	Util Pay	5		Xpress Billpay	236.35	Xpress Import - Metavante - 12-24-2024__daily_batch.csv
2024	2738	12/24/2024	Util Pay	5		Xpress Billpay	130.76	Xpress Import - iPay - 12-24-2024__daily_batch.csv
2024	2740	12/25/2024	Util Pay	5		Xpress Billpay	570.62	Xpress Import - EFT - 12-25-2024__daily_batch.csv
2024	2742	12/26/2024	Util Pay	5		Xpress Billpay	769.95	Xpress Import - EFT - 12-26-2024__daily_batch.csv
2024	2743	12/26/2024	Util Pay	5		Xpress Billpay	131.88	Xpress Import - Metavante - 12-26-2024__daily_batch.csv
2024	2744	12/26/2024	Util Pay	5		Xpress Billpay	86.42	Xpress Import - iPay - 12-26-2024__daily_batch.csv
2024	2745	12/26/2024	Util Pay	5		Xpress Billpay	66.42	Xpress Import - CheckFree - 12-26-2024__daily_batch.csv
2024	2756	12/27/2024	Util Pay	5		Xpress Billpay	729.02	Xpress Import - EFT - 12-27-2024__daily_batch.csv
2024	2757	12/27/2024	Util Pay	5		Xpress Billpay	199.90	Xpress Import - Metavante - 12-27-2024__daily_batch.csv
2024	2758	12/27/2024	Util Pay	5		Xpress Billpay	66.10	Xpress Import - iPay - 12-27-2024__daily_batch.csv
2024	2759	12/27/2024	Util Pay	5		Xpress Billpay	35.49	Xpress Import - OnlineResources - 12-27-2024__daily_batch.csv
2024	2760	12/27/2024	Util Pay	5		Xpress Billpay	466.22	Xpress Import - CheckFree - 12-27-2024__daily_batch.csv
2024	2762	12/28/2024	Util Pay	5		Xpress Billpay	4,614.77	Xpress Import - EFT - 12-28-2024__daily_batch.csv
2024	2763	12/29/2024	Util Pay	5		Xpress Billpay	35.49	Xpress Import - EFT - 12-29-2024__daily_batch.csv
2024	2764	12/30/2024	Util Pay	5		Xpress Billpay	67.38	Xpress Import - CC - 12-30-2024__daily_batch.csv
2024	2765	12/30/2024	Util Pay	5		Xpress Billpay	436.26	Xpress Import - EFT - 12-30-2024__daily_batch.csv
2024	2766	12/30/2024	Util Pay	5		Xpress Billpay	91.00	Xpress Import - Metavante - 12-30-2024__daily_batch.csv
2024	2767	12/30/2024	Util Pay	5		Xpress Billpay	257.29	Xpress Import - iPay - 12-30-2024__daily_batch.csv
2024	2768	12/30/2024	Util Pay	5		Xpress Billpay	65.78	Xpress Import - CheckFree - 12-30-2024__daily_batch.csv
2024	2772	12/31/2024	Util Pay	5		Utility Batch	736.25	

Section 9, Item a.

City Of Millwood

As Of: 12/31/2024 Date: 01/09/2025

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TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

12/01/2024 To: 12/31/2024

As Of: 12/31/2024 Date: 01/09/2025

Time: 13:03:20 Page: 7

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895	Roberta L Beese	48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018	Roberta L Beese	11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654	Roberta L Beese	11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859	Roberta L Beese	11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903	Roberta L Beese	11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2024	2585	11/30/2024	Claims	5	12524	Add A Lawn	1,424.41	
2024	2608	11/30/2024	Claims	5	12547	Steven Sainsbury	324.30	
2024	2773	12/31/2024	Payroll	5	12566	Michael L Ankney	36.71	December 2024
2024	2775	12/31/2024	Payroll	5	12567	Roberta L Beese	11.71	December 2024
2024	2776	12/31/2024	Payroll	5	12568	Shawna Beese	68.82	December 2024
2024	2784	12/31/2024	Payroll	5	12569	Jay James Molitor	36.71	December 2024
2024	2786	12/31/2024	Payroll	5	12570	Ronald W Rickard	36.71	December 2024
2024	2797	12/31/2024	Payroll	5	12571	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/31/2024 To 12/31/2024 - VEBA
2024	2801	12/31/2024	Claims	5	12572	ABC Consulting Arborists, LLC	54,177.75	
2024	2802	12/31/2024	Claims	5	12573	AT&T Mobility	90.09	
2024	2803	12/31/2024	Claims	5	12574	Access Information Management	30.00	
2024	2804	12/31/2024	Claims	5	12575	Anatek Labs, Inc.	80.00	
2024	2805	12/31/2024	Claims	5	12576	Arrow Construction Supply	75.14	
2024	2806	12/31/2024	Claims	5	12577	Canon Financial Services, Inc.	185.13	
2024	2807	12/31/2024	Claims	5	12578	City of Millwood	2,789.54	
2024	2808	12/31/2024	Claims	5	12579	Comcast	535.28	
2024	2809	12/31/2024	Claims	5	12580	Complete Office	214.67	
2024	2810	12/31/2024	Claims	5	12581	Continuum Office Environments, LLC	280.96	
2024	2811	12/31/2024	Claims	5	12582	Copiers Northwest, Inc.	65.91	
2024	2812	12/31/2024	Claims	5	12583	Daedalus Drafting Services LLC	350.00	
2024	2813	12/31/2024	Claims	5	12584	Idaho Fence	3,268.15	
2024	2814	12/31/2024	Claims	5	12585	Montgomery Hardware	210.91	
2024	2815	12/31/2024	Claims	5	12586	NAPA Auto Parts	215.47	
2024	2816	12/31/2024	Claims	5	12587	National Barricade	106.72	
2024	2817	12/31/2024	Claims	5	12588	North 40 Outfitters	221.41	
2024	2818	12/31/2024	Claims	5	12589	Oxarc	28.54	
2024	2819	12/31/2024	Claims	5	12590	Quadient Finance USA, Inc.	700.00	
2024	2820	12/31/2024	Claims	5	12591	Steven Sainsbury	9,972.82	
2024	2821	12/31/2024	Claims	5	12592	Spokane County District Court	1,513.11	October 2024 Court Fees; November 2024

TREASURER'S REPORT

Section 9, Item a.

City Of Millwood

Outstanding Vouchers

12/01/2024 To: 12/31/2024

As Of: 12/31/2024 Date: 01/09/2025

Time: 13:03:20 Page: 8

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	2822	12/31/2024	Claims	5	12593	Spokane County Public Defender	5,042.60	July-December 2024 Public Defender
2024	2823	12/31/2024	Claims	5	12594	Spokane County Treasurer - Elections	1,531.02	2024 Voter Registration Costs
2024	2824	12/31/2024	Claims	5	12595	Spokane County Treasurer - PW	361.55	
2024	2825	12/31/2024	Claims	5	12596	Spokane County Treasurer - Sheriff's	35,026.00	
2024	2826	12/31/2024	Claims	5	12597	Spokane County Utilities	4,830.00	GFC 8901 E Trent (Wingstop) increased use.
2024	2827	12/31/2024	Claims	5	12598	Spokane House of Hose	76.06	
2024	2828	12/31/2024	Claims	5	12599	State Auditor's Office	3,193.99	November 2024 Audit Fees
2024	2829	12/31/2024	Claims	5	12600	Stripe Rite	239.80	
2024	2830	12/31/2024	Claims	5	12601	Subscription The Spokesman-Review	91.00	
2024	2831	12/31/2024	Claims	5	12602	Upward 7 Consulting	3,468.75	
2024	2832	12/31/2024	Claims	5	12603	Verizon Wireless	338.46	
2024	2833	12/31/2024	Claims	5	12604	WA Cities Insurance Authority	101,858.00	2025 Memeber Assessment Invoice
2024	2834	12/31/2024	Claims	5	12605	WM Of Spokane - Monthly	251.65	
2024	2835	12/31/2024	Claims	5	12606	WM Of Washington - Graham	12.37	
2024	2836	12/31/2024	Claims	5	12607	Welch-Comer	16,903.95	November 2024
2024	2837	12/31/2024	Claims	5	12608	Wilbur - Ellis Company	1,802.24	
2024	2838	12/31/2024	Claims	5	12609	Witherspoon Brajcich McPhee, PLLC	7,044.00	
							<u>338,446.01</u>	

Fund	Claims	Payroll	Total
001 General Fund	217,626.16	54,130.47	271,756.63
401 Utility Operating Fund	<u>45,773.21</u>	<u>20,916.17</u>	<u>66,689.38</u>
	263,399.37	75,046.64	338,446.01

TREASURER'S REPORT

Signature Page

Section 9, Item a.

City Of Millwood

Time: 13:03:20 Date: 01/09/2025

12/01/2024 To: 12/31/2024

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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



Proclamation

City of Millwood, Washington

Fire Prevention Week

Whereas, every 23 seconds, a fire department in the United States responds to a fire somewhere in the nation; and

Whereas, fires nationally were responsible for 3,670 civilian deaths and 79% of these fatalities in 2023 occurred in the home; and

Whereas, fires nationally were responsible for 13,350 civilian injuries and 77% of these injuries in 2023 were also related to fires in the home; and

Whereas, an estimated \$23.2 billion in property damage nationally occurred as a result of fire in 2023; and

Whereas, wildland/urban interface (WUI) related fires remain a concern nationwide with multibillion-dollar losses as a result in 2023.; and

Whereas, the fire service responds to a growing number of medical calls for service, surpassing 80% of total call volume in some jurisdictions; and

Whereas, Community Risk Reduction is a data-informed process to identify and prioritize local risks, followed by integrated and strategic investment of resources to reduce their occurrence and impact; and

Whereas, the value of community support from local, state, and national partners to address community risks is recognized to meet the demands on paid, combination, and volunteer members of the fire service; and

Whereas, the goal of Community Risk Reduction is to reduce the occurrence and impact of emergency events for both community members and emergency responders through deliberate action in the areas of the five E's of Education, Engineering, Enforcement, Emergency response, and Economic incentive; and

Whereas, most fire-related and many medical calls for service are preventable, with the five E's performed as part of an integrated Community Risk Reduction program; and

Whereas, Monday, January 20, 2025, is Martin Luther King Day and is nationally recognized as a National Day of Service and an opportunity for communities to reduce the risk in their community through a series of educational and other programs.

THEREFORE BE IT RESOLVED

That the week of January 20, 2025 – January 26, 2025

CRR Week

a grassroots initiative of fire service professionals across the nation to raise awareness of the importance of CRR in the fire service community and an opportunity to make communities safer.

Dated this 14th day of January, 2025.

Kevin Freeman, Mayor

City Clerk's No. OPR 2024-1068



**INTERLOCAL COOPERATION AGREEMENT
BETWEEN
THE CITY OF MILLWOOD
AND THE CITY OF SPOKANE
FOR HEARING EXAMINER SERVICES**

This Agreement is between the CITY OF MILLWOOD, a Washington State municipal corporation, as "Millwood," and the CITY OF SPOKANE, a Washington State municipal corporation, as "City", jointly referred to hereinafter as the "Parties".

WHEREAS, pursuant to RCW 39.34.080, governmental entities may contract with each other to perform any governmental service which each may legally perform; and

WHEREAS, Millwood at this time does not have a hearing examiner to conduct hearings on various administrative appeals or quasi-judicial hearings on land use matters involving Millwood government, and

WHEREAS, the City has adopted an ordinance that authorizes its Hearing Examiner to act as a hearing examiner pro-tem for another government entity to perform the duties of the hearing examiner when such hearing examiner is absent, has a conflict of interest, or is unavailable for some other reason; and

WHEREAS, the Hearing Examiner is a City employee and serves the City of Spokane in that capacity; and is a duly admitted member of the Washington State Bar Association and is knowledgeable on land use and other local government matters;

NOW, THEREFORE,

The Parties agree as follows:

1. **PURPOSE**. This Agreement is to provide a mechanism whereby the City's Hearing Examiner can act as the hearing examiner pro-tem to Millwood to conduct administrative and quasi-judicial hearings. This Agreement supersedes and replaces all prior Agreements between the Parties regarding the provision of hearing examiner services.
2. **COMPENSATION**. Millwood agrees to pay the City for hearing examiner services at the rate of ONE HUNDRED FIFTY AND NO/100 DOLLARS (\$150.00) per hour for the Hearing Examiner; and SIXTY AND NO/100 DOLLARS (\$60.00) per hour for the Assistant to the Hearing Examiner, plus reimbursement for travel, in accordance with the City's current mileage rate. The Hearing Examiner and Assistant to the Hearing Examiner shall keep a log of the number of hours worked and nature of work performed for each

hearing item. The Parties understand and acknowledge that the Hearing Examiner and Assistant to the Hearing Examiner shall not be considered an employee of Millwood when performing services pursuant to this Agreement.

3. PAYMENT. Millwood shall submit payment, within thirty (30) days of receipt of invoice for services rendered, payable to the City of Spokane Accounting Department, Administration Office, 808 West Spokane Falls Boulevard, Spokane, Washington 99201.

4. AUTHORIZATION FOR SERVICES. The Mayor of Millwood shall be responsible for the administration of this Agreement and the requesting of services from the Hearing Examiner.

5. AGREEMENT NOT EXCLUSIVE. The City of Spokane's Hearing Examiner is hereby appointed as a hearing examiner pro-tem for Millwood. This Agreement is not exclusive, and Millwood may designate other hearing examiners pro-tem to hear similar matters as authorized by local ordinance or resolution.

6. DURATION. This Agreement is effective upon signature by both Parties and filing as required by law and shall run until terminated. Either Party may terminate this Agreement upon sixty (60) days written notice to the other Party. The Parties acknowledge that the availability of the Hearing Examiner is contingent upon the amount of work and the number of hearings that must be held by the Hearing Examiner. Millwood understands and acknowledges that the City cannot guarantee that its Hearing Examiner will be available at all times that may be requested.

7. DECISIONS. The hearing examiner pro-tem shall comply with the requirements of federal, state and local law, relating to the matter being considered by the examiner, including the ordinances and resolutions of Millwood. If there is no applicable time period under statute or local ordinance or resolution for issuance of the Hearing Examiner's decision, the Hearing Examiner shall exercise their best efforts to render a written decision with findings and conclusions within thirty (30) calendar days of concluding the hearing. If the Hearing Examiner's written decision is appealed, the Hearing Examiner shall cause to be prepared, review, and certify the record from the hearing to the appropriate body. The Hearing Examiner shall prepare and certify a copy of the record of any proceedings, if required for an appeal; subject to reimbursement for the costs of preparing such documents from the appealing party as provided by law or ordinance.

8. ADMINISTRATIVE SUPPORT. Millwood shall supply all necessary administrative support services for the Hearing Examiner, such as hearing room, recording equipment, clerk, secretarial support, notifications and copies of applicable regulations, policies, and reports. The Hearing Examiner may use his own administrative assistant at the Hearing Examiner's discretion, for secretarial and administrative support.

9. AGREEMENT ADMINISTRATION. No new or separate legal entity or administrative entity is formed by this Agreement. No property will be acquired, held, or disposed of pursuant to this Agreement.

10. LEGAL RELATIONS AND INDEMNIFICATION. Millwood shall indemnify, defend, and hold harmless the City, its officers, employees including the Hearing Examiner, and agents from any action, claim, or proceedings instituted by any third party, arising out of the performance, purported performance, or failure of performance of professional services rendered in good faith by the City's Hearing Examiner pursuant to this Agreement. Other than as provided above, the City shall indemnify, defend, and hold harmless Millwood, its officers, employees, and agents from any action, claim, or proceedings arising from the negligence of the City, its officers, employees including the Hearing Examiner, and agents, except to the extent of the concurrent negligence of Millwood.

11. TERMINATION. If the Agreement is terminated, Millwood shall reimburse the City for any services performed pursuant to this Agreement that have not at the time of termination been paid for and which the Parties have previously agreed is compensable work.

12. VENUE. This Agreement has and shall be construed as having been made and delivered in the State of Washington and the laws of the State of Washington shall be applicable to its construction and enforcement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this Agreement or any provision hereto shall be instituted only in the courts of competent jurisdiction within Spokane County, Washington.

13. ALL WRITING AS CONTAINED HEREIN. This Agreement contains all of the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties.

14. CHAPTER 39.34 RCW REQUIRED CLAUSES.

- A. Purpose. See Section 1 above.
- B. Duration. See Section 6 above.
- C. Organization of Separate Entity and Its Powers. See Section 9 above.
- D. Responsibilities of the Parties. See provisions above.
- E. Agreement to be filed. This Agreement may be filed with the Parties' respective City Clerks and published on the Parties' websites, as available.
- F. Financing. See Section 2 above.
- G. Termination. See Section 11 above.

H. Property upon Termination. No property acquisitions expected, see Section 9 above.

IN WITNESS WHEREOF, the Parties hereby execute the above Agreement:

Dated this 9th day of December, 2024.

CITY OF MILLWOOD, WASHINGTON

CITY OF SPOKANE, WASHINGTON

By 
Mayor

By Alexander Scott
City Administrator

Attest:



By 
City Clerk

Approved as to Form:

By Elizabeth Schudel
Assistant City Attorney

ILA M24-09

Certificate Of Completion

Envelope Id: 1A2755C5-C4AD-4460-9488-036A6EAF742A
Subject: OPR 2024-1068 CONTRACT CITY OF MILLWOOD INTERLOCAL AGREEMENT
Source Envelope:
Document Pages: 8
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:
Daniel Rose
808 W. Spokane Falls Blvd.
Spokane, WA 99201
drose@spokanecity.org
IP Address: 198.1.39.252

Record Tracking

Status: Original
12/17/2024 1:45:05 PM
Holder: Daniel Rose
drose@spokanecity.org

Location: DocuSign

Signer Events

Terri L. Pfister
tpfister@spokanecity.org
City Clerk
City of Spokane
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
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Timestamp

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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Kevin Freeman
mayor@millwoodwa.us
Security Level: Email, Account Authentication (None)

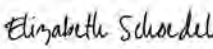


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Elizabeth Schoedel
eschoedel@spokanecity.org
Assistant City Attorney - approved as to form only
Security Level: Email, Account Authentication (None)

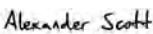


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ID: 8eb4a081-8127-4477-9ffd-d99a22ccf009

Alexander Scott
ascott@spokanecity.org
City Administrator
Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 198.1.39.252

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Signed: 12/19/2024 8:54:12 AM

Electronic Record and Signature Disclosure:
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ID: 05f3aef2-48c0-447b-91ce-61a44a42c6e2

Signer Events	Signature	Timestamp
Terri L. Pfister tpfister@spokanecity.org City Clerk City of Spokane Security Level: Email, Account Authentication (None)	 	Sent: 12/19/2024 8:54:14 AM Viewed: 12/19/2024 9:06:18 AM Signed: 12/19/2024 9:06:27 AM
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Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	12/19/2024 9:06:27 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

CONSUMER DISCLOSURE

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact SHI International Corp OBO City of Spokane:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: klund@spokanecity.org

To advise SHI International Corp OBO City of Spokane of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at klund@spokanecity.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from SHI International Corp OBO City of Spokane

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI International Corp OBO City of Spokane

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.

INTERLOCAL PROCUREMENT AGREEMENT

THIS AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, and City of Millwood, a Washington State municipal corporation, whose business address is 9103 E. Frederick Avenue, Millwood, Washington 99206.

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in chapter 39.34 of the Revised Code of Washington provides for interlocal cooperation between governmental agencies; and

WHEREAS, chapter 39.33 of the Revised Code of Washington provides for the intergovernmental disposition of property; and

WHEREAS, the parties desire to utilize each other's procurement agreements when it is in their mutual interest; -- Now, Therefore,

The parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to acknowledge the parties' mutual interest to jointly bid the acquisition of goods and services and/or jointly dispose of property where such mutual effort can be planned in advance, jointly acquire goods and services, and to purchase or acquire goods and services under contracts where a price is extended by either party's bidder to other governmental agencies.
2. ADMINISTRATION. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
3. SCOPE. This Agreement shall allow the following activities:
 - A. Purchase or acquisition of goods and services by each party acting as agent for either or both parties when agreed to in advance, in writing; and
 - B. Purchase or acquisition of goods and services by each party where provision has been provided in contracts for other governmental agencies to avail themselves of goods and services offered under the contract and/or where either party's bidder is willing to extend prices to other governmental agencies.
 - C. Disposal of goods by each party acting as agent for the other, or both parties when agreed to in advance, in writing.
4. DURATION AGREEMENT - TERMINATION. This Agreement shall remain in force until terminated by either party in writing. Either party may terminate this Agreement for any cause upon thirty (30) days advance written notice. Termination shall not alter the obligations of the parties regarding payment and/or disbursement of property in a joint purchase that was undertaken prior to termination.

5. RIGHT TO CONTRACT INDEPENDENT ACTION PRESERVED. Each party reserves the right to contract independently for the acquisition of goods or services or disposal of any property without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.
6. COMPLIANCE WITH LEGAL REQUIREMENTS. Each party accepts responsibility for compliance with federal, state or local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services or disposal of property.
7. FINANCING. The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use the property is actually acquired or disposed. Each party accepts no responsibility for the payment of the acquisition price of any goods or services intended for use by the other party.
8. FILING. Executed copies of this Agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington or alternatively listed on the parties' web sites or other electronically retrievable public source, prior to this Agreement becoming effective.
9. INTERLOCAL COOPERATION DISCLOSURE. Each party may insert in its solicitations for goods and services a provision disclosing that other authorized governmental agencies may also wish to procure the goods being offered to the party and allowing the bidder the option of extending its bid to other agencies at the same bid price, terms and conditions.
10. NON-DELEGATION/NON-ASSIGNMENT. Neither party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed in writing. Neither party may assign this Agreement without the written consent of the other party.
11. HOLD-HARMLESS. Each party shall be liable and responsible for the consequence of any negligent or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this Agreement.

[REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

12. SEVERABILITY. Any provision of this Agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.

Dated: _____

CITY OF SPOKANE

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

By: Kevin M. Freeman
Title: Mayor

Attest:

Title: _____

File Attachments for Item:

b. 2025 STA Ex-Officio Board Member Appointment



December 10, 2024

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, 2027.

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, 2025. Currently, the 2024 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 16, 2025, Board meeting.

Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads 'Dana Infalt'.

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

cc: Mayor Pam Haley, City of Spokane Valley, Chair Pro Tempore

File Attachments for Item:

c. RESOLUTION 2025-01 CITY EMPLOYEE VEBA

RESOLUTION 2025-01

January 14, 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON AMENDING
THE HEALTH REIMBURSEMENT ARRANGEMENT / VOLUNTARY EMPLOYEES' BENEFICIARY
ASSOCIATION ("HRA VEBA") PLAN; AND PROVIDING FOR OTHER MATTERS PROPERTY
RELATING THERETO

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

WHEREAS, the City Council (the "Council") adopted Resolution 09-04 on August 3, 2009, to create a health reimbursement arrangement / voluntary employees beneficiary association (the "HRA VEBA"), which is a tax-exempt health and welfare trust; and

WHEREAS, the Council amended the terms of the HRA VEBA Policy by Resolution 12-12 on September 11, 2012; and

WHEREAS, the Council desires to change the terms of the HRA VEBA Policy established by Resolution 12-12;

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

Section 1. The HRA VEBA Policy attached hereto as Attachment "A" and incorporated herein by this reference, is approved.

Section 2. The HRA VEBA Policy contained as Attachment "A" in Resolution 12-12 is hereby rescinded.

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

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

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

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

RESOLUTION 2025-01

January 14, 2025

ATTACHMENT "A"

The City of Millwood ("Employer") has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("Plan"). Employer shall contribute to the Plan on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plan. Each eligible employee must submit a completed and signed Enrollment Form to become a Plan participant and be eligible for benefits under the Plan. Eligibility is limited to employees that, per Employer policy, work an average of more than twenty (20) hours per week on a continuing basis and are not seasonal or temporary employees.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

- ✓ **Sick leave, vacation, personal, and other leave cash-outs upon separation from service or retirement.** Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused leave days (sick, vacation, personal, PTO, etc.) accrued and available for cash-out upon retirement or separation from service per Employer policy.
- ✓ **Sick leave, vacation, personal, and other leave cash-out annually.** Eligibility is limited to employees with annual leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of leave days (sick, vacation, personal, PTO, etc.) accrued and available for annual cash-out per Employer policy.
- ✓ **Mandatory employee contributions** (no individual elections permitted). The Employer shall change the Group's compensation package such that eligible employees shall receive additional benefits in the form of VEBA Plan contributions equal to:

Public Works Personnel \$100.00

Office Personnel \$100.00

which shall be calculated and contributed on a monthly basis and the employee's salary shall be reduced in an equal amount. Such contributions shall be made on behalf of all Group employees defined as eligible and shall be considered and referred to as Employer contributions.

- ☐ ~~**Excess monthly benefit dollars.** Eligibility is limited to employees with excess monthly benefit dollars provided by Employer. Employer contributions shall include all excess monthly benefit dollars on behalf of such employees.~~
- ☐ ~~**Employer contribution in lieu of medical insurance.** Eligibility is limited to employees waiving medical insurance coverage and providing proof of coverage under another employer-sponsored medical insurance plan. Employer contributions shall include the amount the Employer would have otherwise paid toward the cost of the waived medical insurance coverage on behalf of such employee.~~

The term of this Employer Policy shall be from January 1, 2025 until amended or terminated.

Kevin Freeman, Mayor

File Attachments for Item:

d. RESOLUTION 2025-02 WATER AND SEWER RATE RESOLUTION

RESOLUTION 2025-02

JANUARY 14, 2025

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

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

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

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

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

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

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

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

RESOLUTION 2025-02

JANUARY 14, 2025

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

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

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

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

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

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

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

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

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

RESOLUTION 2025-02

JANUARY 14, 2025

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

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

DRAFT

RESOLUTION 2025-02

JANUARY 14, 2025

EXHIBIT "A"

WATER SYSTEM CHARGES

SEWER SYSTEM CHARGES

DRAFT

File Attachments for Item:

e. ORDINANCE #545 WHOLESALE WATER SERVICE

ORDINANCE #545

_____, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING A NEW CHAPTER MMC 13.11 RELATED TO WHOLESALE WATER SERVICE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

WHEREAS, pursuant to Chapter 35A.11 RCW, the City Council (the “City Council”) may adopt and enforce ordinances of all kinds, relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, the City owns and operates a public water system to furnish domestic water produced from the Spokane Valley-Rathdrum Prairie Aquifer to the citizens of and businesses located in the City; and

WHEREAS, the City is informed that water purveyors in Spokane County may have a need to purchase untreated domestic water to serve the respective needs of their jurisdictions; and

WHEREAS, the City believes it is in the best interests of the City and region to furnish and sell untreated water for regional wholesale use to such water purveyors in Spokane County; and

WHEREAS, the City Council has determined it is in the best interests of the City to create a new chapter of the Millwood Municipal Code (the “MCC”) to establish the authority and requirements for the City to sell and deliver untreated water for regional wholesale use;

NOW, THEREFORE, THE CITY OF MILLWOOD, WASHINGTON DOES ORDAIN AS FOLLOWS:

SECTION 1. New Chapter 13.11 MMC. The following shall be added to the MMC as Chapter 13.11:

**Chapter 13.11
Wholesale Water Service**

13.11.010. Purpose.

The city owns and operates a public water system to furnish domestic water to the citizens of and businesses located in the city. The water furnished by the City is produced from the Spokane Valley-Rathdrum Prairie Aquifer (the “Aquifer”). The provisions of this chapter apply to the wholesale of untreated water to water purveyors.

ORDINANCE #545

_____, 2025

13.11.020. Contracts authorized.

A. The city may contract for the sale and delivery of untreated water for regional wholesale use. The power of the council to enter into any such contract for the city shall be deemed to be permissive and wholly at the discretion of the council. In construing the mandate of this chapter, the right of contract shall be deemed precatory and not mandatory. In the case of conflicts between this code and a contract, the code shall prevail.

B. Contracts for the sale and delivery of untreated water for regional wholesale use shall contain all terms deemed necessary by the city, which include but are not limited to allowable uses of wholesaled untreated water, usage limitations and conditions, and rates. Contracts shall also ensure that purchasers of untreated water for regional wholesale shall indemnify and hold harmless the city, pursuant to language used in the regular course of business by the city, of any and all causes of action that are not the direct intentional act of the city, its employees, and/or agents.

13.11.030. Water rates and use limitations.

All untreated water rates and charges for city water service to regional wholesale customers shall be as set forth by council resolution, except as provided in a contract between the city and a customer. When the contract between a customer and the city provides for rates and charges based on the amount of committed volume or flow rate of water for delivery by city to the customer, the city shall have no obligation for water delivery to a contract customer in excess of committed volume or flow unless otherwise agreed between the city and customer.

13.11.040. Water meters.

All water sales shall be based on metered water. The city shall own and maintain all water meters. The customer may request meters to be tested and recalibrated. If metered water use is incomplete or inaccurate for a monthly billing period, the city may bill the customer for such period based on estimated water use for any missing metered days. The city may estimate use based on the average day demand for the preceding month multiplied by the days in operation.

13.11.050. Water supply limitations.

The Mayor or designee may regulate the use of water and may limit the use of

ORDINANCE #545

_____, 2025

water in the event of shortage to serve the citizens of and businesses located within the city. The ability to furnish domestic water to the citizens of and businesses located within the city shall have first priority, with wholesale water users having junior priority. The city shall have the authority to install water flow control valves to regulate water flow if necessary. The city shall not be responsible for any damage caused to the wholesale customer by reason of decreased water supply.

13.11.060. Water supply interruptions.

In case of emergency, or whenever the public health, safety, or the equitable distribution of water so demands, the Mayor or designee may authorize changes to reduce or limit water delivery, or temporarily discontinue the delivery of water to wholesale customers. Water service may be temporarily interrupted for the purposes of making repairs, water system improvements or doing other necessary work. Before so changing, reducing, limiting or interrupting the use of water, the public works department shall notify, insofar as practicable, all wholesale water customers that may be affected. The city shall not be responsible for any damage resulting from interruption, change or failure of the water supply system.

13.11.070. Water quality.

The city shall not be liable to any customer of untreated water or to any person using the same, on account of the use of such water for any purpose for which the same is unsuitable because of lack of filtration or treatment.

13.11.080. Resale of water.

Resale of untreated water shall be prohibited unless expressly approved by the city in a written agreement with a resale customer and consistent with this code and other applicable law.

13.11.090. Discontinuation of water service.

The city shall not be liable for discontinuation of water service to wholesale customers due to uncontrollable circumstances.

SECTION 2. REPEALER

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

SECTION 3. SEVERABILITY

ORDINANCE #545

_____, 2025

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

SECTION 4. EFFECTIVE DATE

Except as otherwise set forth in this ordinance, this ordinance or a summary of this ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after passage and publication as provided by law.

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

CITY OF MILLWOOD,

Kevin Freeman, Mayor

ATTEST:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

Lisa Cassels, being first duly sworn on oath deposes and says:

I am the Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled "AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING A NEW CHAPTER MMC _____ RELATED TO WHOLESALE WATER SERVICE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO" is the true and correct copy of the City of Millwood's Ordinance numbered #545 and that the same was posted and published according to law.

ORDINANCE #545

_____, 2025

Lisa Cassels, City Clerk

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

Notary Public in and for the State of
Washington
My Commission expires

DRAFT

UNDERSTANDING MILLWOOD WATER RESOURCES: A NUMERICAL OVERVIEW

Source Capacity

Well	Depth (feet)	Installed pumping rate (gpm)
Old Park Well	112	1,000
Butler Well	130	750
New Park Well	196	2,200
Total		3,950
If all three wells were to pump for 18 hours* total production = 4,266,000 gallons/day		
*The recommended pumping rate per day for maintaining a “safety factor” in production		

Water Rights

The waters of the State belong to the people of the State and a permit is required for most uses. Millwood had 5 water rights for municipal supply totaling 3.900 gpm and 3,988 acre-feet annual quantity. Inchoate water right is the amount of permitted water rights not being used and is subject to relinquishment at some point in the future. As noted in the table below, Millwood has more than 3000-acre feet of inchoate water rights based on recent documented use. The Department of Ecology has encouraged Millwood “to seek possible interties with other water districts to utilize its inchoate water rights”¹.

¹. Department of Ecology’s comment letter of their review of Millwood’s 2018 Water System Plan

Highest Monthly Production

July 2024	45,968,945 gallons
August 2023	44,333,333 gallons
August 2022	44,065,000 gallons
July 2021	49,765,000 gallons

Annual Production/ Authorized Use / System loss

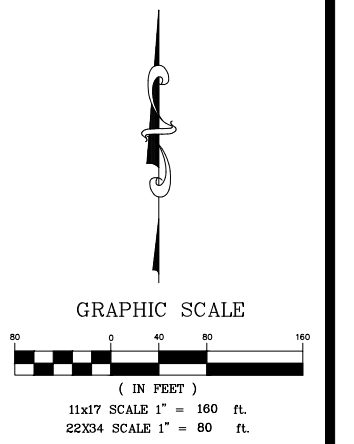
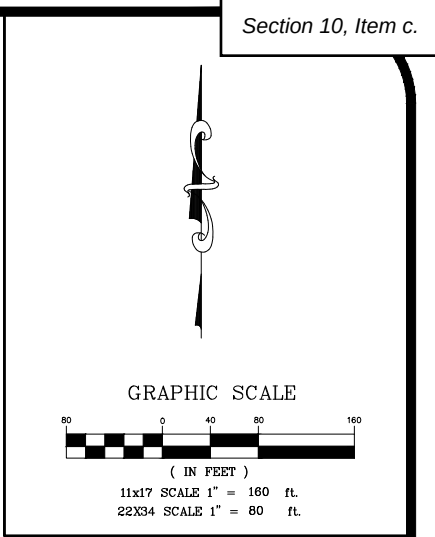
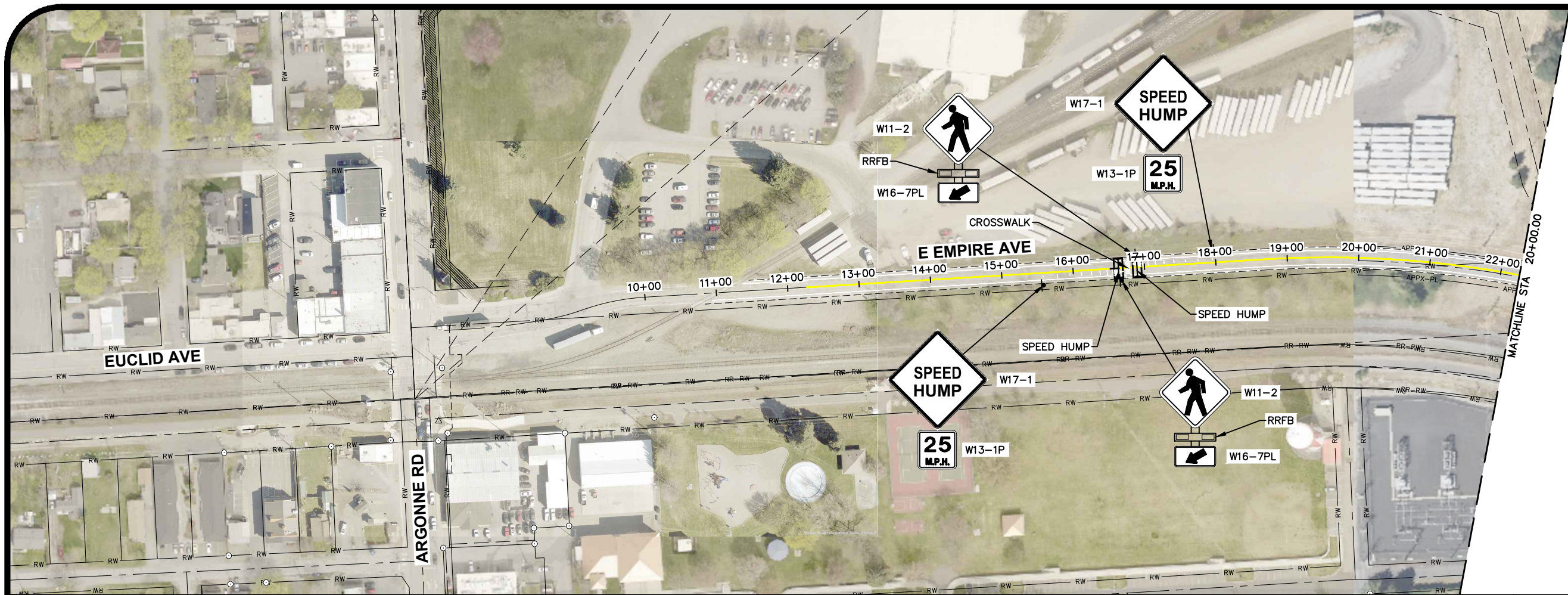
Year	Production		Authorized Use (Gallons)	System Loss		
	(Gallons)	(Acre- eet)		(Gallons)	(Percentage)	(3 Year Avg. Percentage)
2023	216,527,702	664.5	175,161,739	41,365,963	19.1	21
2022	206,315,000	633.2	157,703,234	48,611,766	23.6	22.4
2021	241,457,000	741.1	192,481,000	48,976,000	20.3	22.5
2020	220,125,000	675.6	168,613,761	51,551,239	23.4	23.1
2019	220,007,000	675.2	167,831,666	52,175,394	23.7	21.7

Observations

1. Millwood has a large pumping capacity
2. Millwood had the pumping and water right capacity to sell water to neighboring water systems, and to increase water sales revenue without affecting our citizens
3. Annual production and used water varies, but trends to be declining.
3. Although the 3-year average of system loss has been steadily declining, it is still more than twice the Department of Health standard of 10% or less.
5. Millwood loses almost as much water annually as is pumped during the peak month.
6. Millwood has replaced pipes in Grace, and Frederick as identified in the 2018 Water System Plan. That plan also call for replacing the rest of the old cast iron pipe (approximately 4,700 feet) in the future.

File Attachments for Item:

c. Facilities - Kyle Schiewe



**E EMPIRE AVE. -
TRAF CALM (SHT1)**

WELCH-COMER
ENGINEERS | SURVEYORS

PRELIMINARY - NOT FOR CONSTRUCTION

51007DS20.DWG 01-06-2025

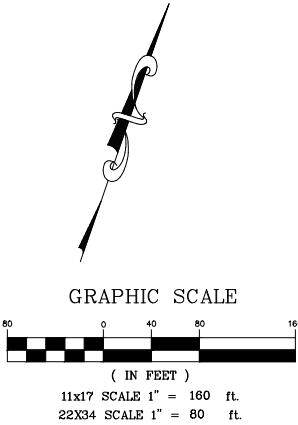
www.welchcomer.com
208-664-9382
877-815-5672 (toll free)
208-664-5946 (fax)
330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814

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Section 10, Item c.



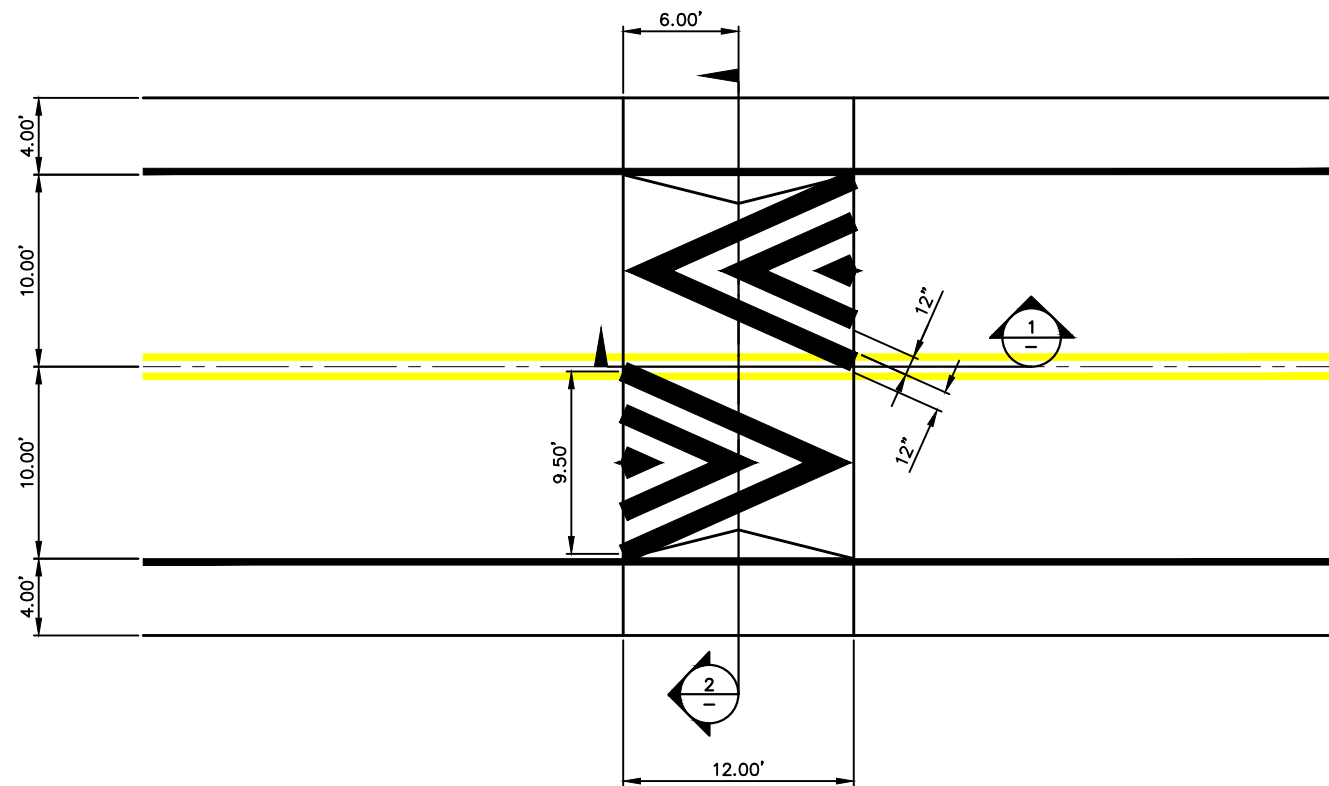
**E EMPIRE AVE. -
TRAF CALM (SHT2)**

WELCH-COMER
ENGINEERS | SURVEYORS

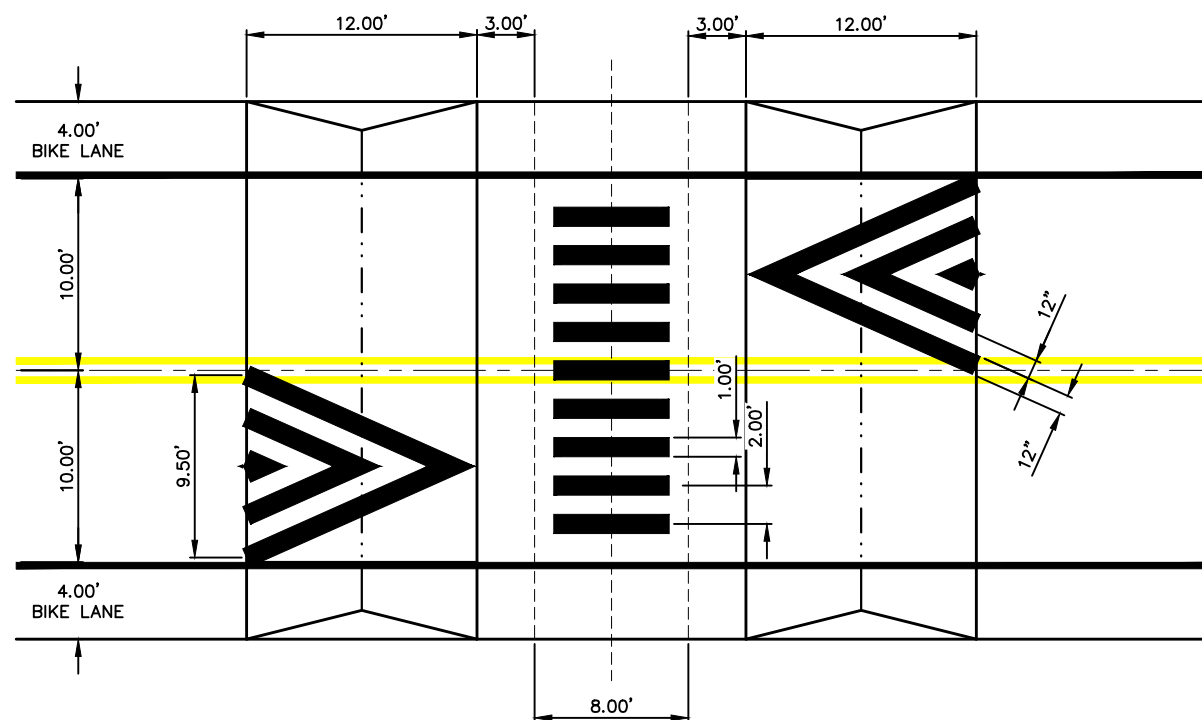
PRELIMINARY - NOT FOR CONSTRUCTION

51007DS20.DWG 12-13-2024

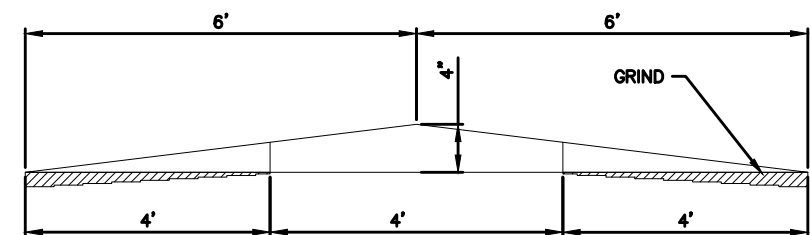
www.welchcomer.com
208-664-9382
877-815-5672 (toll free)
208-664-5946 (fax)
330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814



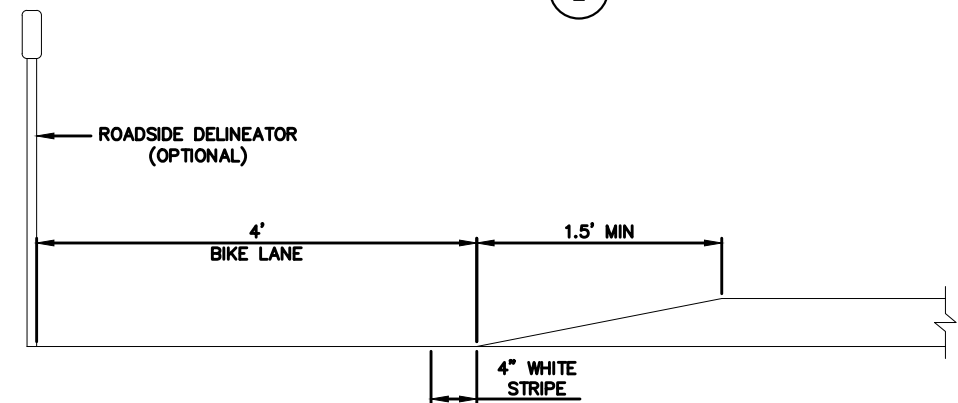
TYPICAL SPEED HUMP DETAIL
(PLAN AND SECTION)



DOUBLE SPEED HUMP DETAIL
WITH PROTECTED CROSSWALK (OPTION 1)



SECTION 1



SHOULDER DETAIL FOR
STREETS WITHOUT CURBS

SECTION 2

SPEED HUMP SECTION DETAIL

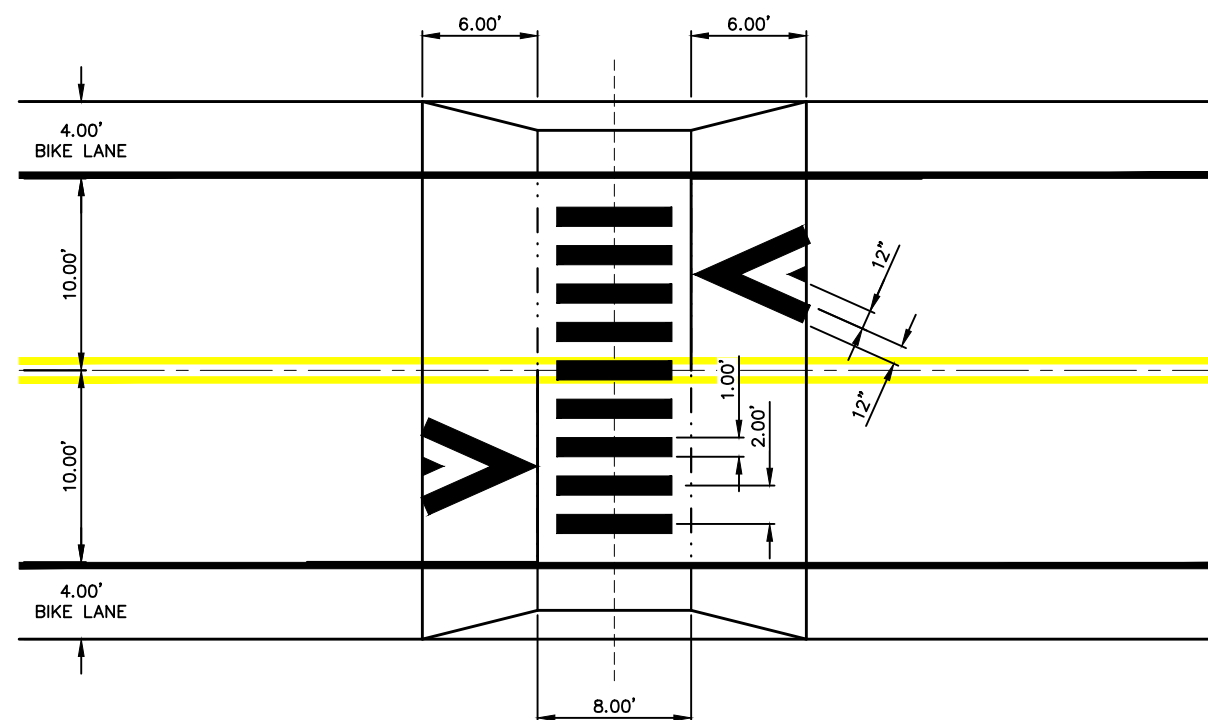


TABLE TOP SPEED HUMP DETAIL
WITH PROTECTED CROSSWALK (OPTION 2)

E EMPIRE AVE - TRAF CALM DTL

WELCH-COMER
ENGINEERS | SURVEYORS

PRELIMINARY - NOT FOR CONSTRUCTION

51007DS20.DWG 01-07-2025

www.welchcomer.com

208-664-9382
877-815-5672 (toll free)
208-664-5946 (fax)

330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814

CITY OF MILLWOOD						
Empire Avenue - Traffic Calming						
ENGINEER'S OPINION OF PRELIMINARY PROJECT COSTS						
Project Manager:	Matt Gillis, P.E.			Date:	1/8/2025	
Prepared By:	Jordan Tillett / Jonathan Yaude					
Item No.	Std. Item	Description	Unit	Estimated Quantity	Unit Cost	Total
Section 1: Preparation						
1		MOBILIZATION	LS	1	\$ 18,555	\$ 18,555
2		STRIPING REMOVAL	LF	0	\$ 1.25	\$ -
3		CONCRETE SAWCUT	LF	0	\$ 14.00	\$ -
4		ASPHALT SAWCUT	LF	0	\$ 11.00	\$ -
5		WEDGE MILLING ASPHALT	SY	20	\$ 140.00	\$ 2,800
Section 2: Grading						
6		EXCAVATION INCL HAUL	CY	0	\$ 25.00	\$ -
Section 14: Hot Mix Asphalt						
7		COMMERCIAL HMA (6") RAISED INTERSECTION	TN	624	\$ 200	\$ 124,800
Section 18: Traffic						
9		RRFB SIGN / CROSSING	LS	0	\$ 38,000	\$ -
10		ASPHALT SPEED HUMPS	EA	0	\$ 1,000	\$ -
11		SHOLDERING WITH 3/4" GRAVEL	LS	1	\$ 10,000	\$ 10,000
12		PAINT - DOUBLE YELLOW LINE	LF	0	\$ 1.75	\$ -
13		PAINT- WHITE LINE	LF	0	\$ 1.00	\$ -
14		PAINT- SPEED HUMP INDICATION	EA	16	\$ 600.00	\$ 9,600
15		PAINT-CROSSWALK	SF	90	\$ 6.00	\$ 540
16		PAINT- WHITE STOP LINE	SF	168	\$ 6.00	\$ 1,008
17		TRAFFIC CONTROL	LS	1	\$ 20,000	\$ 20,000
Section 19: Other Items						
18		MISC STORMWATER (LS)	LS	1	\$ 2,500	\$ 2,500
19		SURVEY MONUMENTS	EA	0	\$ 300	\$ -
20		SIGNS (SPEED HUMP SIGNS)	LS	1	\$ 7,500	\$ 7,500
21	A	UTILITY ADJUSTMENT (SEWER MANHOLES)	EA	4	\$ 500	\$ 2,000
	B	UTILITY ADJUSTMENT (VALVES BOXES)	EA	11	\$ 300	\$ 3,300
	C	UTILITY ADJUSTMENT (STORM INLETS / CATCH BASINS)	EA	3	\$ 500	\$ 1,500
					Construction	\$ 199,303
					Contingency	\$ 29,895
					Construction Total	\$ 229,200
					Design Engineering	\$ 15,000
					Bidding	\$ 6,000
					Construction Engineering	\$ 15,000
					Materials Testing	\$ -
22		Option No.2 - Speed Hump Table Top Protected Crosswalk	LS		\$ 8,000.00	0
					TOTAL	\$ 265,200

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

January 6, 2025

Memo To: Millwood City Council

RE: December 2024 Planning Report

Here is a summary of the planning activities for the month of December 2024:

- The Planning Commission and City Council joint meeting was held on December 10th to review the community survey results and land capacity analysis report (LCA).
- Permit/license/land use application review and processing:
 - 8901 E. Trent, Suite 112 – Wingstop Tenant Improvement (TI) Approval (MW-2024-0082)
 - 10301 E. Trent - Greenlight Sign Replacement Review / Approval (MW-2024-0119)
 - 8901 E. South Riverway – Retaining Wall Repair (SDPE-2024-04)
 - 9005/9013 E Frederick – Whistle Punk Kitchen TI Review / Coordination (MW-2024-0121)
 - 3320 N. Argonne - IEP Blower Building Review / Revision Review (MW-2024-0125)
 - 8915 E. Trent - Starbucks TI Certificate of Occupancy Prep (MW-2024-0024)
 - 10423 E. Trent – Hildebrand Auto Code Enforcement Assistance / Site Visit
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews
- 2026 Periodic Update
 - Community Survey Results Analysis / Presentation
 - Land Capacity Analysis Report & Presentation
- Planning Technical Advisory Committee (PTAC) Meetings – Housing for All Planning Tool (HAPT) and Land Capacity Analysis (LCA) for 2026 Periodic Update
- Reviewed Hearing Examiner Interlocal Agreement Modification

With best regards,

Amanda Tainio

Millwood Contract City Planner

planner@millwoodwa.us



9103 E. Frederick Ave • Millwood, WA. 99206 • 509.924.0960 • www.millwoodwa.us

January 8, 2025

Memo To: Mayor Kevin Freeman

Memo From: Amanda Tainio, Contract City Planner

RE: Millwood Land Capacity Analysis (LCA) Report - Briefing to SCEO on January 29, 2025

- The City of Millwood’s LCA was completed in December 2024 and submitted to Spokane County on January 7, 2025, for inclusion in the Land Capacity Analysis for Spokane County that is being completed as part of the 2026 Periodic Update process.
- The City’s LCA was completed per the 2024 adopted Spokane County Land Capacity Analysis (LCA) Methodology.
- Millwood has vacant and underutilized land, no partially utilized land (as defined in the methodology).
- A 30% market factor reduction was incorporated.
- Per the US Census Bureau 2022 American Community Survey (ACS), Millwood has an average of 2.44 persons per household.
- Millwood’s LCA has determined that the City has adequate capacity, without expanding our surrounding UGA, to accommodate our designated population allocation of 49 additional persons (0.05% of Spokane County population).
- As of November 2024, Millwood needs to plan for up to 106 additional housing units (dependent on share of housing % allocated to the City of Millwood) with housing units allocated across income bands as well as 2 - 5 temporary emergency housing units.
- Total population and housing allocation can be accommodated within Millwood’s UGA, which is the City boundary, under current zoning designations utilizing infill development; however, code amendments will be required to comply with state legislation for Accessory Dwelling Units (ADU) and the Housing for All Planning Tool (HAPT) for allocated housing units across income bands and number of units.



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Comparison (Step #6) and Conclusions

Zoning Category	Vacant & Underutilized Remaining Available Land	Total Dwelling Unit Capacity (Vacant & Underutilized Land)	Estimated Additional Population
Industrial (I-1 & I-2)	1.23 Acres	N/A	12.30 - 18.45 Employees
Commercial (C-1* & C-2**)	4.35 - 5.53 Acres	Varies	52.20 - 110.60 Employees
Residential (UR-1, UR-2, & UR-3)	3.85 Acres	53.04	129.42 People
* Additional residential units on parcels without a commercial use or with mixed use can also be accommodated in the <u>C-1 zone</u> based on current development regulations, but likely at a smaller household/family size.			
** Additional residential units can also be accommodated in the <u>C-2 zone</u> through mixed use based on current development regulations, but likely at a smaller household/family size. Example: C-2 has an 85% mixed use lot coverage with the opportunity for shared parking and 2.87 acres (125,017 sq. feet) of remaining available land. Using a typical three-story (3 story), 10,950 sq. ft mixed use building that encompasses a footprint of 3,650 sq. ft (0.08 acres) with at least 25% of the building or one floor being devoted to residential and units sized at approximately 750 sq. ft. each, the building could accommodate 4 units. Based on this example building, if 15% of the available land (18,752 sq. ft.) was utilized for mixed use, the land could accommodate an additional 20 units.			
Housing Allocation (per HAPT for Spokane County)	As of November 2024, Millwood needs to plan for up to 106 additional housing units (dependent on share of housing % allocated to the City of Millwood) with housing units allocated across income bands as well as 2 - 5 temporary emergency housing units.		

Total population and housing allocation can be accommodated within Millwood’s Urban Growth Area (UGA) which is the City boundary, under current zoning designations utilizing infill development; however, code amendments will be required to comply with state legislation for Accessory Dwelling Units (ADU) and the Housing for All Planning Tool (HAPT) for allocated housing units across income bands and number of units.

File Attachments for Item:

a. 2024-2026 MAYOR PRO TEM SCHEDULE

MAYOR PRO TEM ROTATION SCHEDULE

1 ST half 2024	3	Kelly Stravens
2 nd half 2024	4	Andy Van Hees
1 st half 2025	5	Shaun Culler
2 nd half 2025	1	Shawna Beese
1 st half 2026	2	Dan Sander
2 nd half 2026	3	Kelly Stravens

35A.12.065 Pro tempore appointments

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a council member pro tempore to serve during the absence or disability.

File Attachments for Item:

b. SCSO - Intelligence Report - November 2024



SPOKANE COUNTY
SHERIFF

Sheriff John F. Nowels

Spokane County Sheriff's Office Monthly Statistical Crime Review

November 2024

Millwood Reports

(includes all incidents that the Sheriff's Office handled
within the City of Millwood)

The data reflected in these reports pertain to only incidents involving
Spokane County Sheriff's Office personnel.

Airway Heights, Cheney, Liberty Lake, Fairchild Air Force Base, and the City
of Spokane all have their own law enforcement agency. Their data is not
reflected in these reports.



Prepared by Regional Intelligence Group 9 on: 12/12/2024

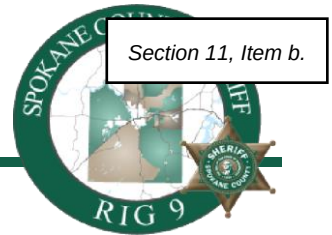


SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

MONTHLY CRIME STATISTICS COMPARISON - Millwood

Preliminary IBR Counts



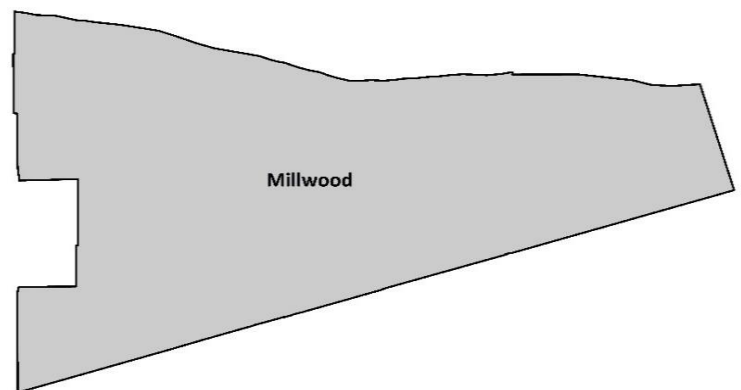
NIBRS Categories	November				Year to Date			
	2024	2023	Change	Average	2024	2023	Change	Average
Crimes Against People								
Criminal Homicide	0	0	0%	0	1	0	100%	0
Neg Manslaughter	0	0	0%	0	0	0	0%	0
Rape	0	0	0%	0	0	1	-100%	2
Aggravated Assault	1	0	100%	1	4	1	300%	2
Simple Assault	1	1	0%	1	8	8	0%	10
Crimes Against Property								
Robbery	0	0	0%	0	1	2	-50%	1
Burglary - Residential	0	0	0%	1	4	3	33%	3
Burglary - Garage	0	0	0%	3	1	2	-50%	4
Burglary - Commercial	0	0	0%	1	2	3	-33%	4
Theft	1	0	100%	2	15	17	-12%	25
Theft - Shoplifting	5	2	150%	3	33	37	-11%	28
Vehicle Theft	0	0	0%	1	4	0	400%	5
Malicious Mischief	0	1	-100%	5	22	27	-19%	28
Vehicle Prowl	0	0	0%	2	5	8	-38%	14

* averages are a 5 year average and are calculated on data since 01/01/2019

This chart represents preliminary counts of the original incident reports. Full statistical analysis to determine the confidence level of this data has not been performed. In general, the preliminary incident counts are less than the crimes eventually reported on the yearly crime report.

Notes on Category Groupings:

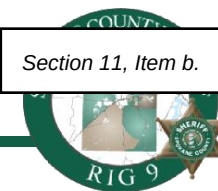
Criminal Homicide = IBR Classification 09A
 Neg Manslaughter = IBR Classification 09B
 Rape = IBR Classification 11A, 11B, & 11C
 Aggravated Assault = IBR Classification 13A
 Simple Assault = IBR Classification 13B
 Robbery = IBR Classification 120
 Burglary = IBR Classification 220 (residential, garage, and commercial breakdown is done by statute description)
 Theft = IBR Classifications 23A, 23B, 23D, 23E, 23G, 23H
 Theft - Shoplifting = IBR Classification 23C (intentionally removed from the theft grouping)
 Vehicle Theft = IBR Classification 240
 Malicious Mischief = IBR Classification 290, Destruction/Damage/Vandalism
 Vehicle Prowl = IBR Classification 23F, Theft from Motor



Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted

Section 11, Item b.



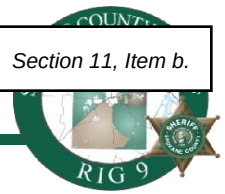
Time Period: November 2024

IBR Offense	Spokane Valley Districts						Unincorporated Districts														MW	RF	SPA	WAV	OTHER	TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML							
09A Murder/NonNegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09B Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	5
11A Rape - Forcible	0	0	0	0	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	5
11B Sodomy - Forcible	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
11C Sex Assault With Object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11D Fondling - Forcible	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
120 Robbery	0	0	1	2	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0
13A Aggravated Assault	1	2	2	1	2	1	3	2	3	1	1	0	3	1	0	0	0	0	0	0	1	0	0	0	5	29
13B Simple Assault	5	12	6	13	5	5	2	1	2	0	4	1	10	2	0	1	0	0	0	0	1	0	0	1	8	79
13C Intimidation	2	5	3	3	2	5	1	0	0	1	0	1	6	0	0	2	0	0	1	0	0	0	0	2	0	34
36A Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36B Rape - Statutory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
64A Human Trafficking - Commercial Sex Acts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
64B Human Trafficking - Involuntary Servitude	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
500 Violation of Protection Orders	4	5	6	5	0	2	5	0	1	2	3	1	0	1	0	1	0	0	0	0	0	0	0	3	0	39
Total Crimes Against Persons	12	24	20	24	10	15	12	3	7	4	12	3	20	4	0	4	0	0	2	2	0	0	1	21	0	200
200 Arson	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
210 Extortion/Blackmail	2	1	0	0	0	3	1	0	0	0	1	0	2	2	0	0	0	0	1	0	0	0	0	3	0	16
220 Burglary/Breaking & Entering	3	3	12	13	2	11	9	1	2	1	8	3	8	3	0	1	0	0	0	0	1	0	0	21	0	102
23A Theft - Pocket-Picking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23B Theft - Purse Snatching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23C Theft - Shoplifting	6	3	5	23	10	11	0	2	1	3	0	0	3	0	0	2	0	0	0	5	0	0	0	19	0	93
23D Theft From Building	4	5	4	3	2	1	2	0	1	1	3	0	4	0	0	2	0	0	0	1	0	0	0	5	0	38
23E Theft From Coin Operated Machine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23F Theft From Motor Vehicle	6	11	1	12	4	12	1	2	5	10	2	1	5	3	0	0	1	0	5	0	0	0	0	11	0	92
23G Theft of Motor Vehicle Parts/Accessories	4	4	0	1	2	3	1	3	6	3	0	0	2	1	0	0	0	0	1	0	0	0	0	0	0	31
23H Theft - All Other	9	5	7	14	9	9	5	5	12	9	4	4	9	3	0	7	0	0	3	0	3	0	0	12	0	129
240 Motor Vehicle Theft	6	5	2	4	0	3	1	2	1	1	0	1	4	0	0	1	0	0	0	0	0	0	0	4	0	35
250 Counterfeiting/Forgery	1	3	1	0	5	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	13
26A Fraud - False Pretense/Swindling	4	7	3	2	9	3	0	1	5	0	1	2	1	2	0	2	0	0	1	0	0	0	0	8	0	51
26B Fraud - Credit Card/ATM	3	3	1	3	3	2	1	0	2	2	1	0	2	1	0	0	0	0	2	1	0	0	0	2	0	29
26C Fraud - Impersonation	2	0	1	3	3	3	4	2	2	1	2	1	2	1	0	1	0	0	0	0	1	0	0	2	0	31
26D Welfare Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26F Identity Theft	0	3	1	2	5	1	0	1	2	2	0	1	1	1	0	0	0	0	0	0	0	0	0	1	0	93
26G Hacking/Computer Invasion	2	1	0	0	6	0	1	1	3	1	1	0	4	3	0	0	0	0	0	0	0	0	0	1	0	93

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted



Time Period: November 2024

IBR Offense	Spokane Valley Districts						Unincorporated Districts														MW	RF	SPA	WAV	OTHER	TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML							
270 Embezzlement	0	0	0	2	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	6
280 Stolen Property Offense (Receiving, etc.)	1	1	1	1	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	2	9	
290 Destruction/Vandalism	10	23	19	26	20	24	11	6	13	12	15	6	14	7	0	3	1	0	5	0	0	0	14	229		
Total Crimes Against Property	63	79	58	109	80	89	38	26	55	46	39	21	62	27	0	20	2	0	19	7	5	0	0	106	951	
35A Drugs/Narcotics Violation	3	5	3	2	1	0	2	0	1	1	0	3	3	0	0	0	0	0	0	1	0	0	0	17	42	
35B Drug Equipment Violation	2	1	1	0	1	0	1	0	1	0	0	2	2	0	0	0	0	0	0	1	0	0	0	6	18	
370 Pornography/Obscene Material	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1		
39A Betting/Wagering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
39B Gambling - Operating Promoting Assisting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
39C Gambling Equipment Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40A Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40B Prostitution - Assisting/Promoting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40C Purchasing Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
510 Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
520 Weapon Law Violation	1	0	1	1	0	1	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	11		
720 Animal Cruelty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Crimes Against Society	6	6	5	3	2	1	4	2	3	1	0	5	6	0	0	0	0	0	0	2	0	0	0	26	72	
09C Justifiable Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90A Bad Checks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90B Curfew/Loitering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90C Disorderly Conduct	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2		
90D Driving Under Influence	4	8	1	4	0	2	2	0	0	1	0	1	3	3	0	0	0	0	0	2	0	0	0	3	34	
90F Family Offense - NonViolent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90G Liquor Law Violation	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
90H Peeping Tom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90J Trespass of Real Property	3	3	5	3	1	2	2	1	2	2	3	0	1	1	0	0	0	0	1	0	0	0	14	44		
90Z All Other Offenses	4	6	5	9	2	1	5	0	5	3	2	3	7	2	0	1	0	0	2	0	0	0	22	79		
Total Group B Offenses	11	18	11	18	3	5	9	1	7	6	5	4	11	6	0	1	0	0	3	2	0	0	0	39	160	
NR Not Reportable	2	5	0	3	1	1	1	1	0	2	0	3	6	3	0	1	0	0	0	2	0	0	0	7	38	
Total All Offenses	94	132	94	157	96	111	64	33	72	59	56	36	105	40	0	26	2	0	24	15	5	0	1	199	1421	

SPOKANE COUNTY SHERIFF'S OFFICE

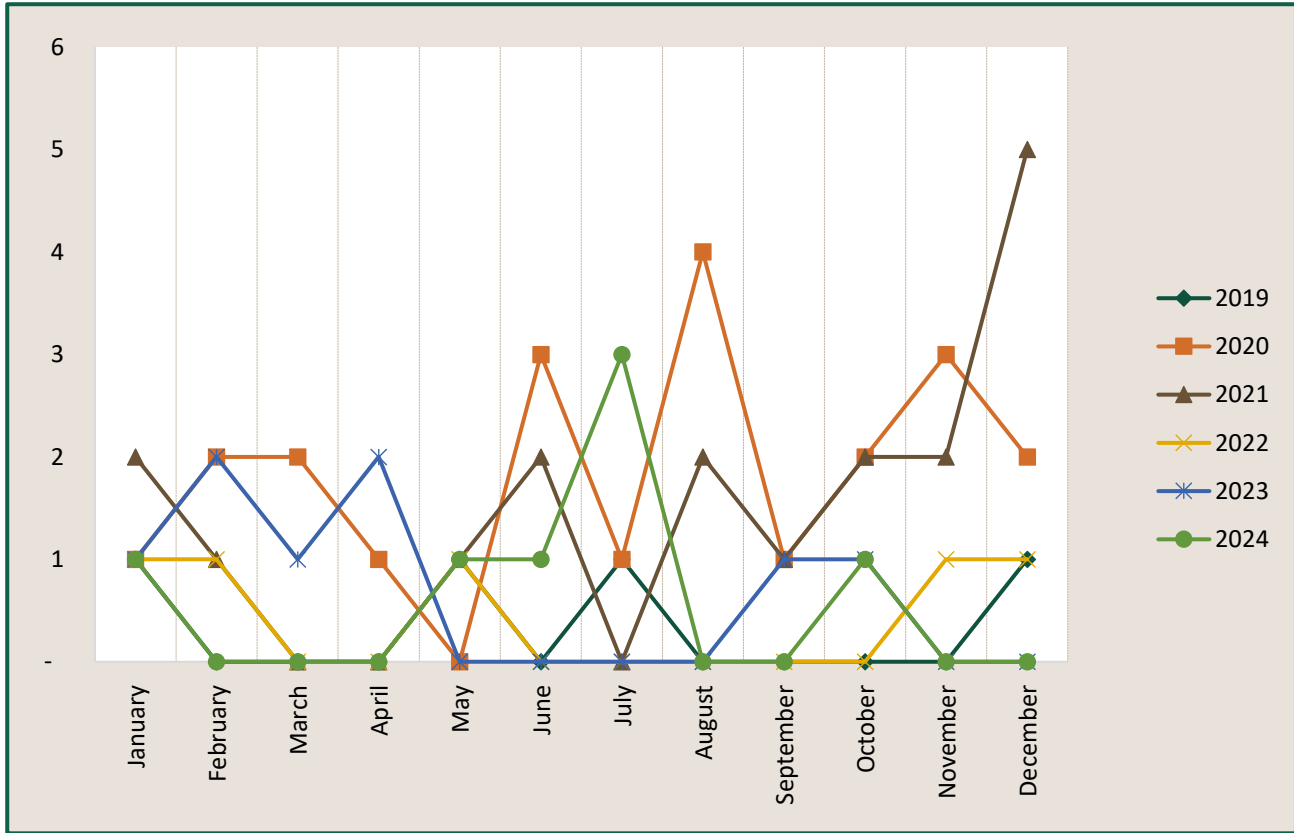
Regional Intelligence Group 9

Burglary - Millwod

Section 11, Item b.



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	1	1	2	1	1	1
February	-	2	1	1	2	-
March	-	2	-	-	1	-
April	-	1	-	-	2	-
May	1	-	1	1	-	1
June	-	3	2	-	-	1
July	1	1	-	-	-	3
August	-	4	2	-	-	-
September	-	1	1	-	1	-
October	-	2	2	-	1	1
November	-	3	2	1	-	-
December	1	2	5	1	-	-
Grand Total	4	22	18	5	8	7

* IBR Offense: Burglary/Breaking & Entering 220

Produced: 12/12/2024

SPOKANE COUNTY SHERIFF'S OFFICE

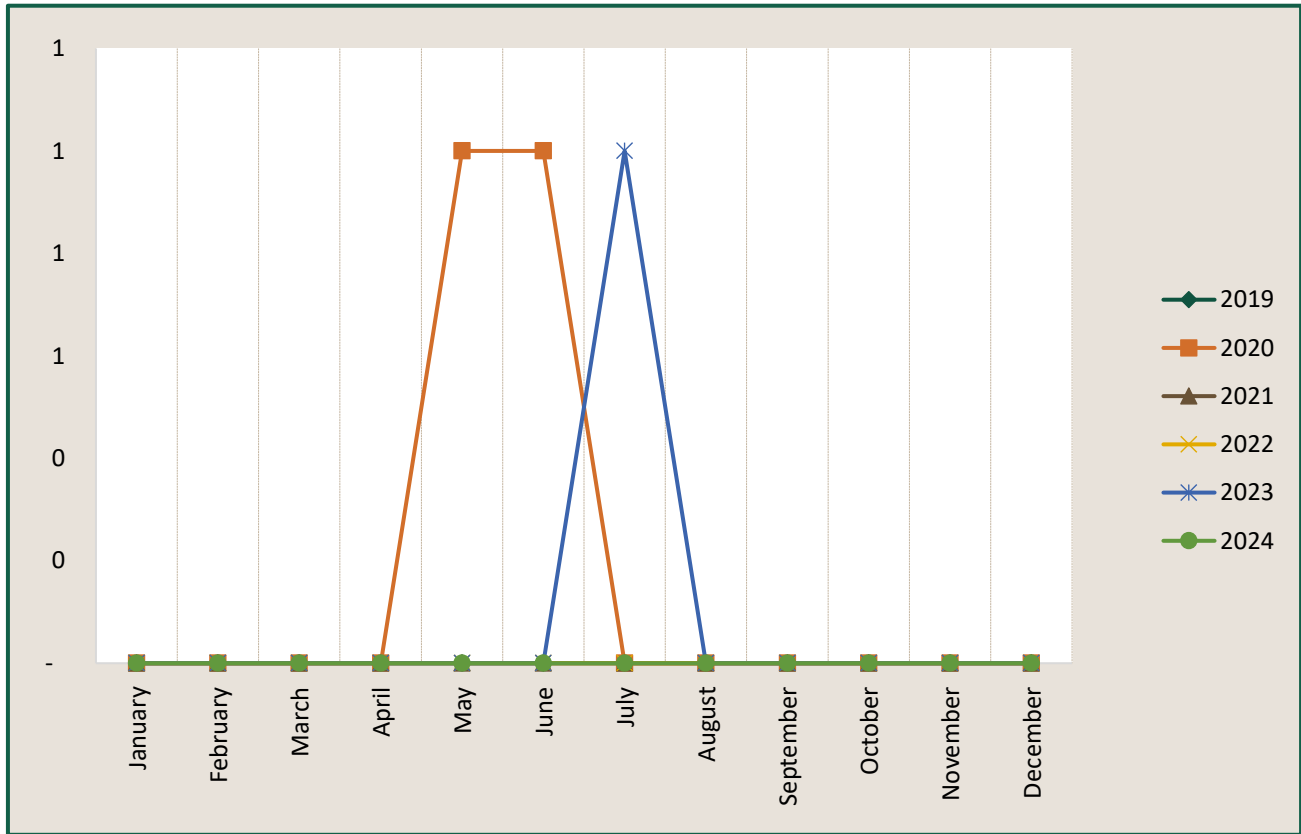
Regional Intelligence Group 9

Rape - Millwood

Section 11, Item b.



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	1	-	-	-	-
June	-	1	-	-	-	-
July	-	-	-	-	1	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	-	2	-	-	1	-

*IBR Offense: Rape - Forcible 11A, Sodomy - Forcible 11B, Sexual Assault with Object 11C

Produced: 12/12/2024

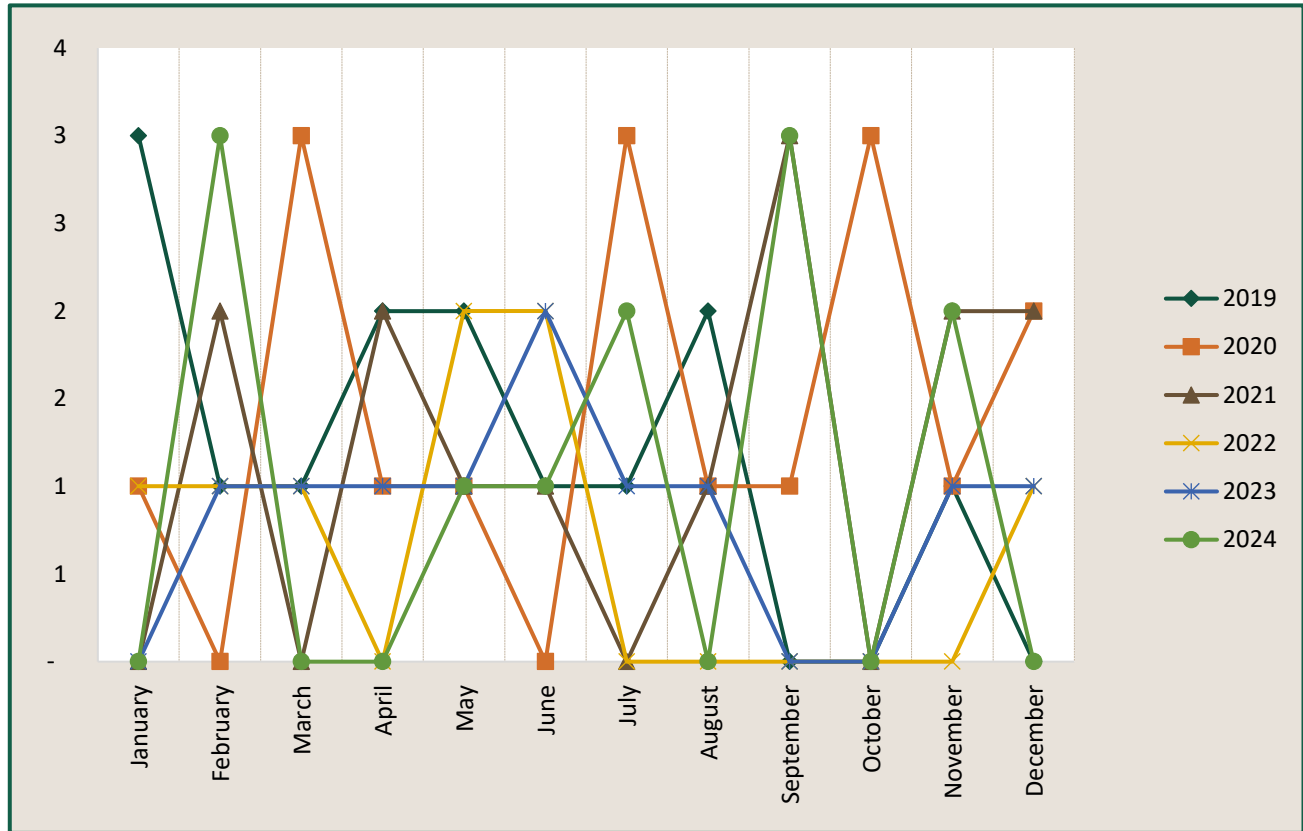
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Assault - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	3	1	-	1	-	-
February	1	-	2	1	1	3
March	1	3	-	1	1	-
April	2	1	2	-	1	-
May	2	1	1	2	1	1
June	1	-	1	2	2	1
July	1	3	-	-	1	2
August	2	1	1	-	1	-
September	-	1	3	-	-	3
October	-	3	-	-	-	-
November	1	1	2	-	1	2
December	-	2	2	1	1	-
Grand Total	14	17	14	8	10	12

* IBR Offense: Aggravated Assault 13A & Simple Assault
13B

Produced: 12/12/2024

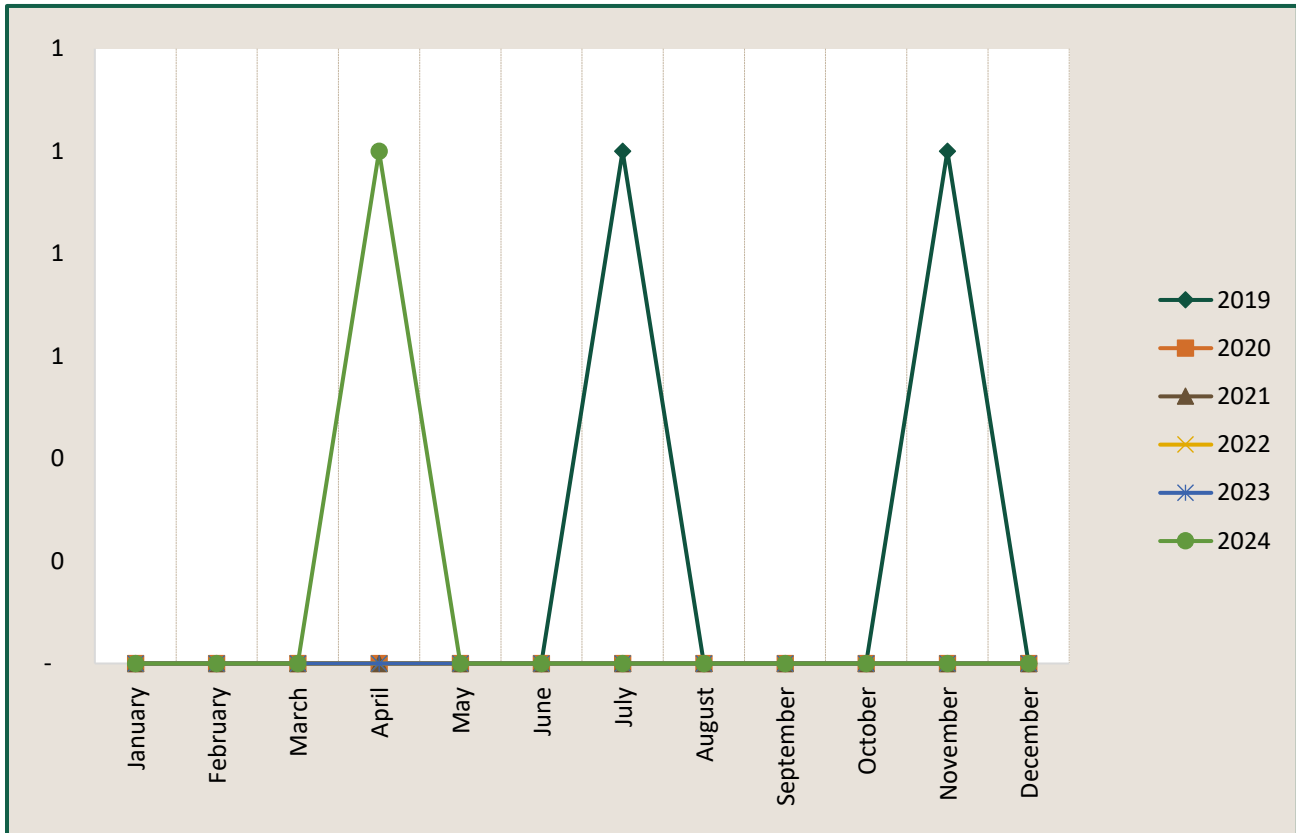
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Robbery - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	1
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	1	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	1	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	2	-	-	-	-	1

* IBR Offense: Robbery 120

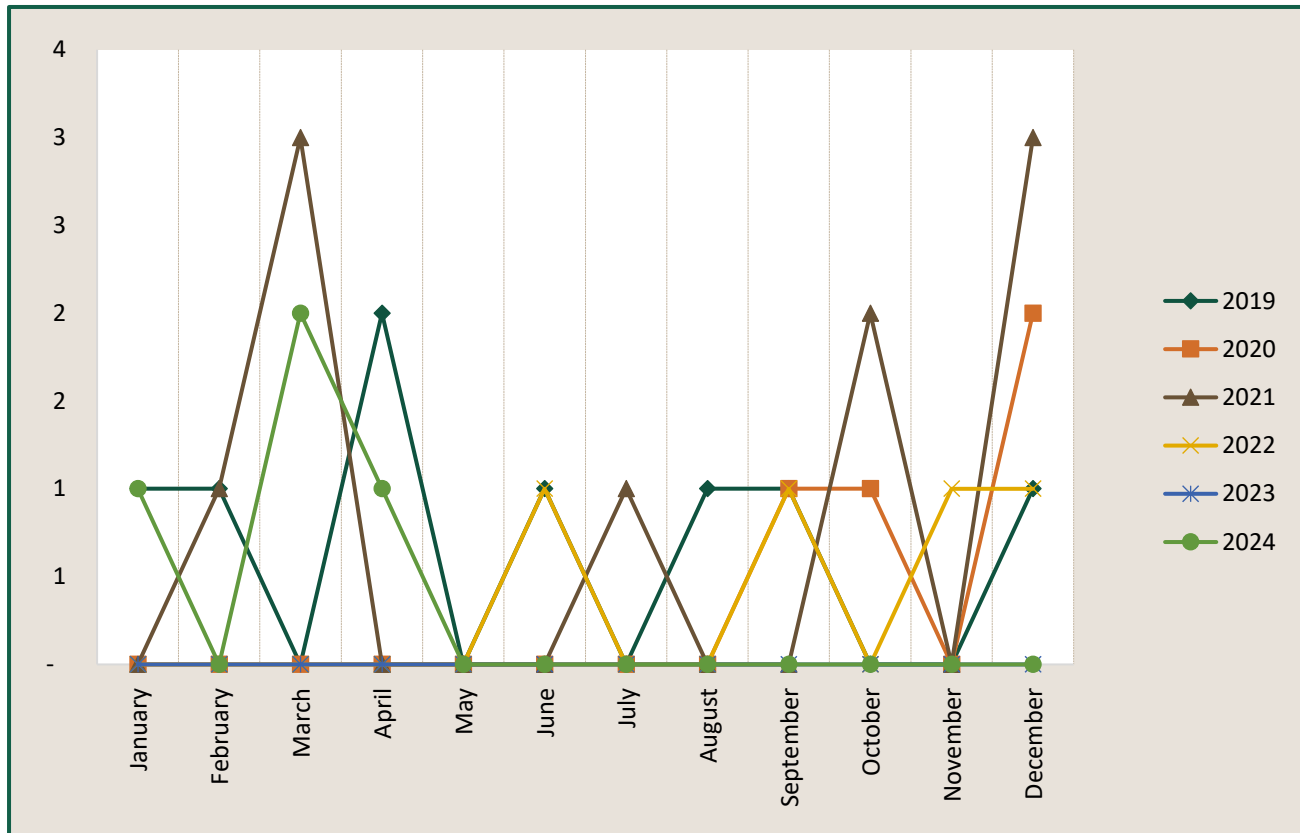
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Motor Vehicle Theft - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	1	-	-	-	-	1
February	1	-	1	-	-	-
March	-	-	3	-	-	2
April	2	-	-	-	-	1
May	-	-	-	-	-	-
June	1	-	-	1	-	-
July	-	-	1	-	-	-
August	1	-	-	-	-	-
September	1	1	-	1	-	-
October	-	1	2	-	-	-
November	-	-	-	1	-	-
December	1	2	3	1	-	-
Grand Total	8	4	10	4	-	4

* IBR Offense: Motor Vehicle Theft 240

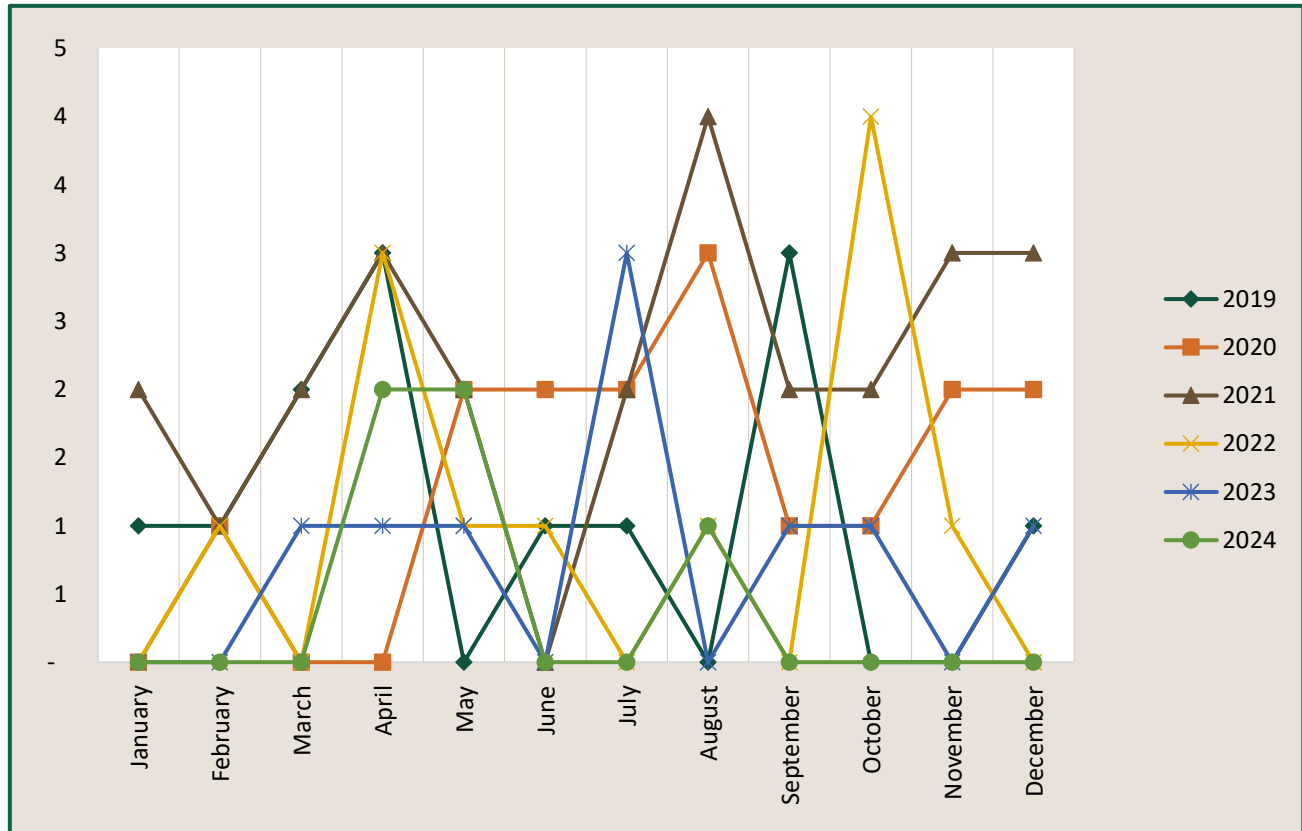
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Theft From Motor Vehicle (Vehicle Prowl) - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	1	-	2	-	-	-
February	1	1	1	1	-	-
March	2	-	2	-	1	-
April	3	-	3	3	1	2
May	-	2	2	1	1	2
June	1	2	-	1	-	-
July	1	2	2	-	3	-
August	-	3	4	1	-	1
September	3	1	2	-	1	-
October	-	1	2	4	1	-
November	-	2	3	1	-	-
December	1	2	3	-	1	-
Grand Total	13	16	26	12	9	5

* IBR Offense: Theft From Motor Vehicle 23F

SPOKANE COUNTY SHERIFF'S OFFICE

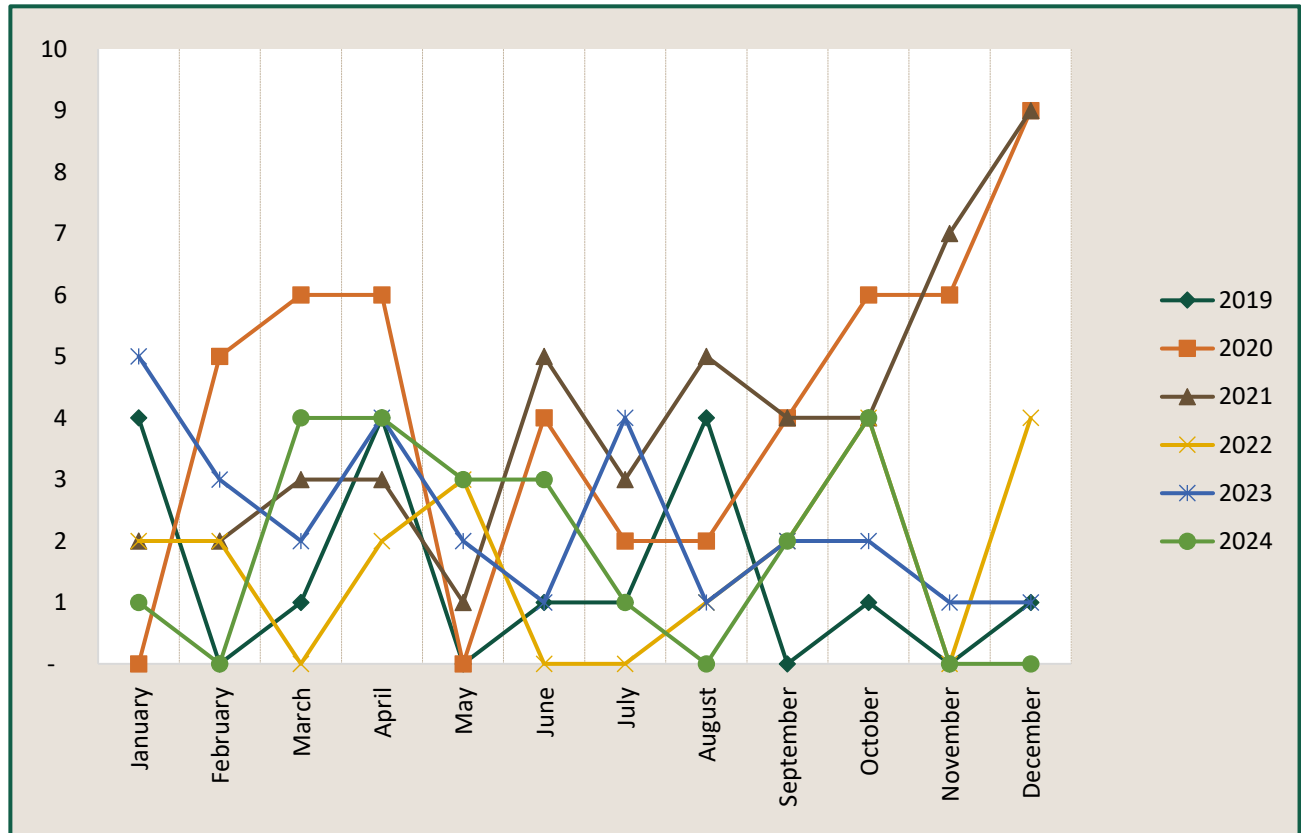
Regional Intelligence Group 9

Damage/Destruction/Vandalism (MALMS) - Millwood

Section 11, Item b.



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	4	-	2	2	5	1
February	-	5	2	2	3	-
March	1	6	3	-	2	4
April	4	6	3	2	4	4
May	-	-	1	3	2	3
June	1	4	5	-	1	3
July	1	2	3	-	4	1
August	4	2	5	1	1	-
September	-	4	4	2	2	2
October	1	6	4	4	2	4
November	-	6	7	-	1	-
December	1	9	9	4	1	-
Grand Total	17	50	48	20	28	22

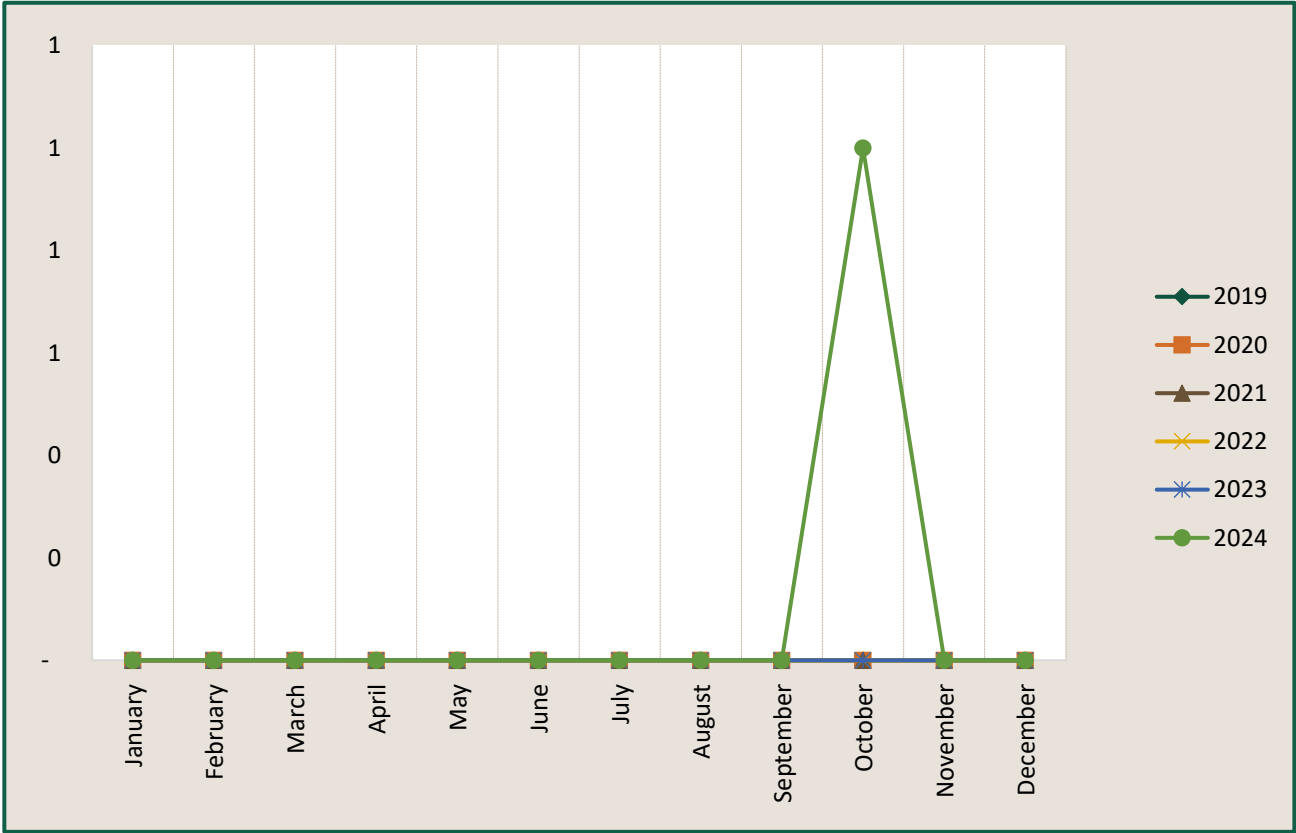
IBR Offense: Destruction/Damage/Vandalism 290

Produced: 12/12/2024

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Homicide - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	1
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	-	-	-	-	-	1

*IBR Offense: Murder/Non-Negligent Manslaughter 09A

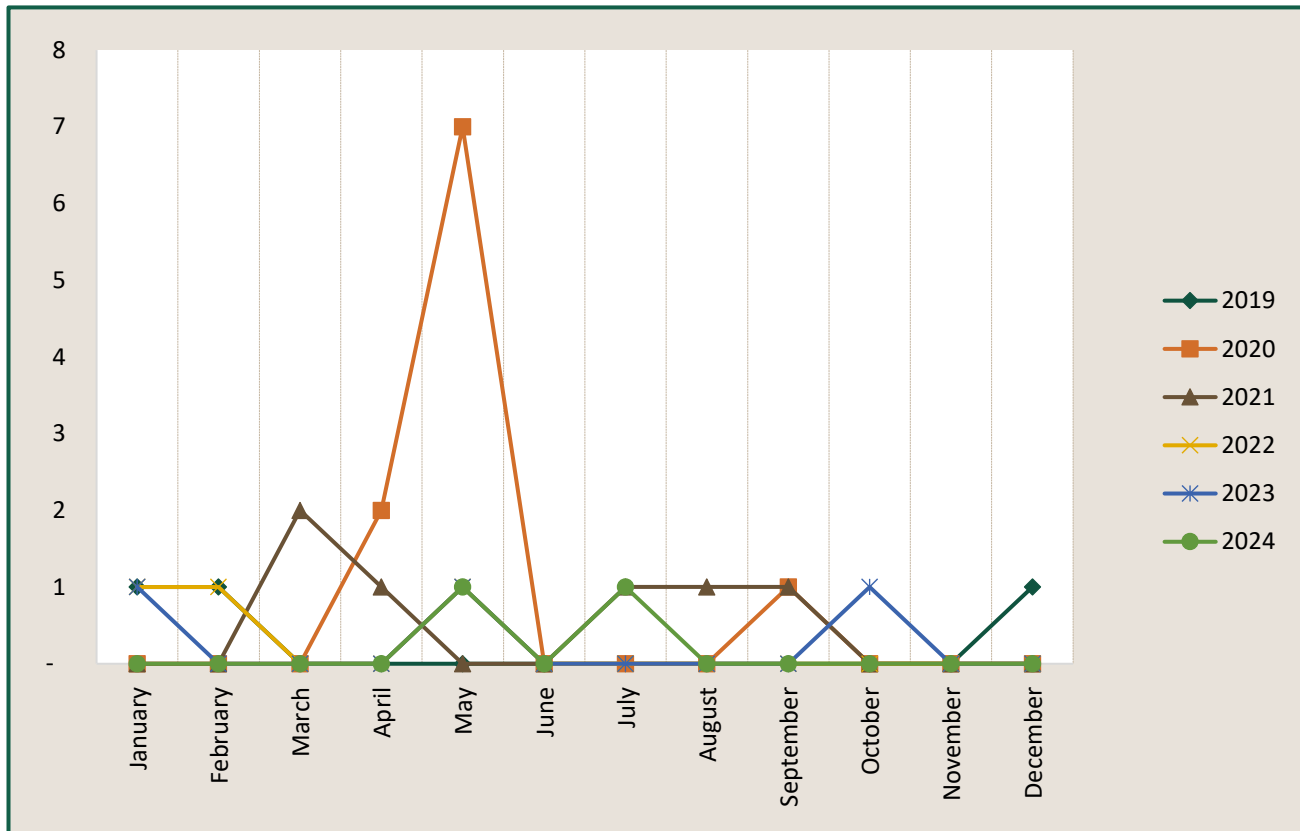
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Identity Theft - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	1	-	-	1	1	-
February	1	-	-	1	-	-
March	-	-	2	-	-	-
April	-	2	1	-	-	-
May	-	7	-	1	1	1
June	-	-	-	-	-	-
July	-	-	1	-	-	1
August	-	-	1	-	-	-
September	-	1	1	-	-	-
October	-	-	-	-	1	-
November	-	-	-	-	-	-
December	1	-	-	-	-	-
Grand Total	3	10	6	3	3	2

*IBR Offense: Identity Theft 26F

SPOKANE COUNTY SHERIFF'S OFFICE

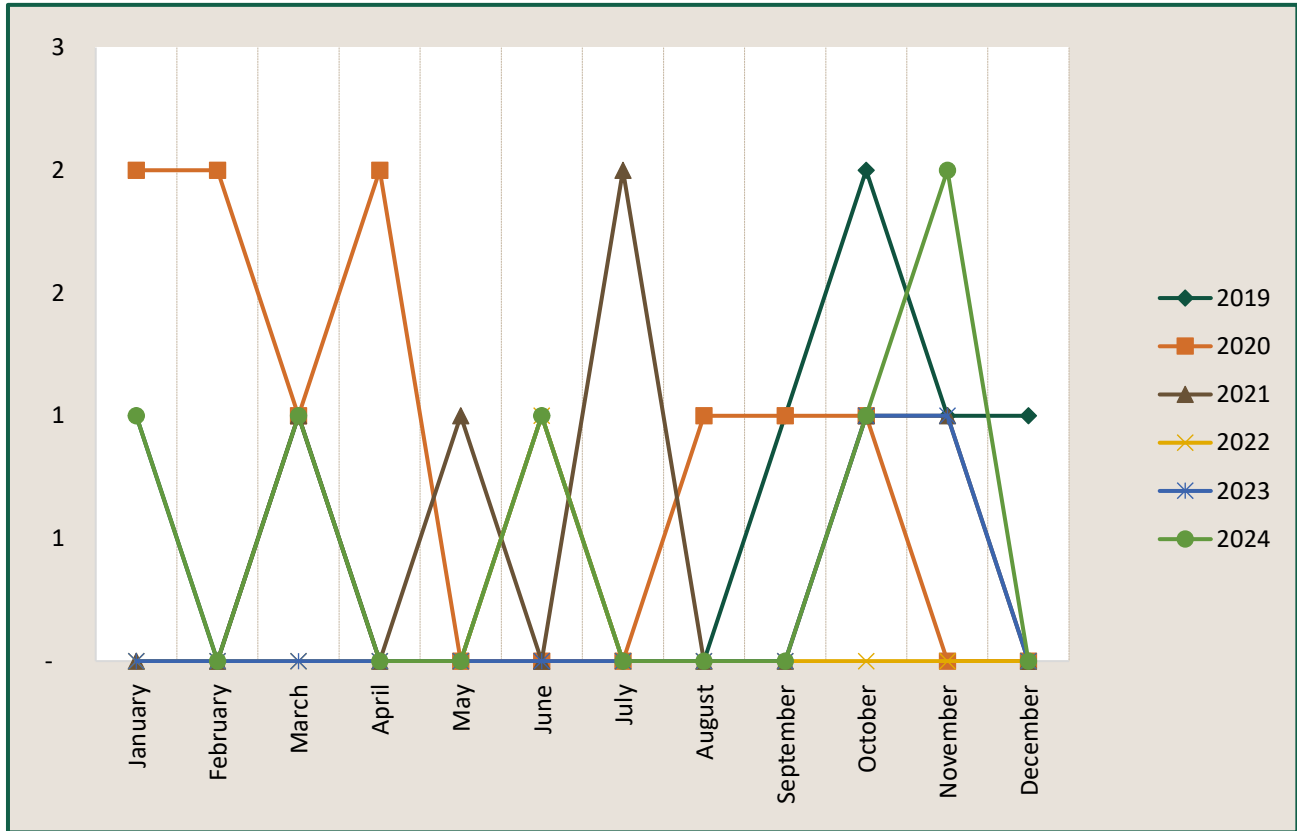
Regional Intelligence Group 9

DUI - Millwood

Section 11, Item b.



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	1	2	-	-	-	1
February	-	2	-	-	-	-
March	1	1	1	-	-	1
April	-	2	-	-	-	-
May	-	-	1	-	-	-
June	1	-	-	1	-	1
July	-	-	2	-	-	-
August	-	1	-	-	-	-
September	1	1	-	-	-	-
October	2	1	1	-	1	1
November	1	-	1	-	1	2
December	1	-	-	-	-	-
Grand Total	8	10	6	1	2	6

* IBR Offense: DUI 90D

Produced: 12/12/2024

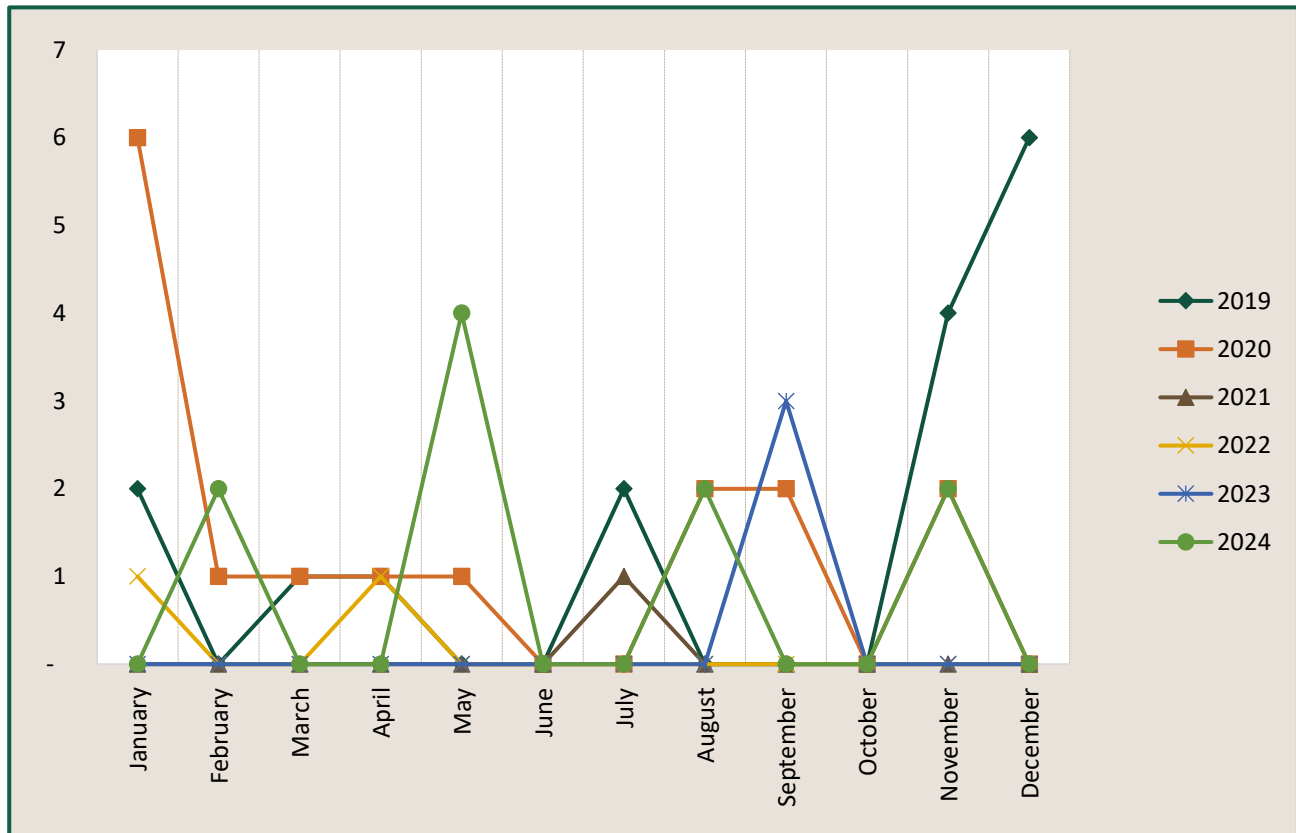
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Drugs - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	2	6	-	1	-	-
February	-	1	-	-	-	2
March	1	1	-	-	-	-
April	1	1	-	1	-	-
May	-	1	-	-	-	4
June	-	-	-	-	-	-
July	2	-	1	-	-	-
August	-	2	-	-	-	2
September	-	2	-	-	3	-
October	-	-	-	-	-	-
November	4	2	-	-	-	2
December	6	-	-	-	-	-
Grand Total	16	16	1	2	3	10

* IBR Offense: Drugs/Narcotics Violations 35A and Drug
Equipment Violations 35B

Produced: 12/12/2024

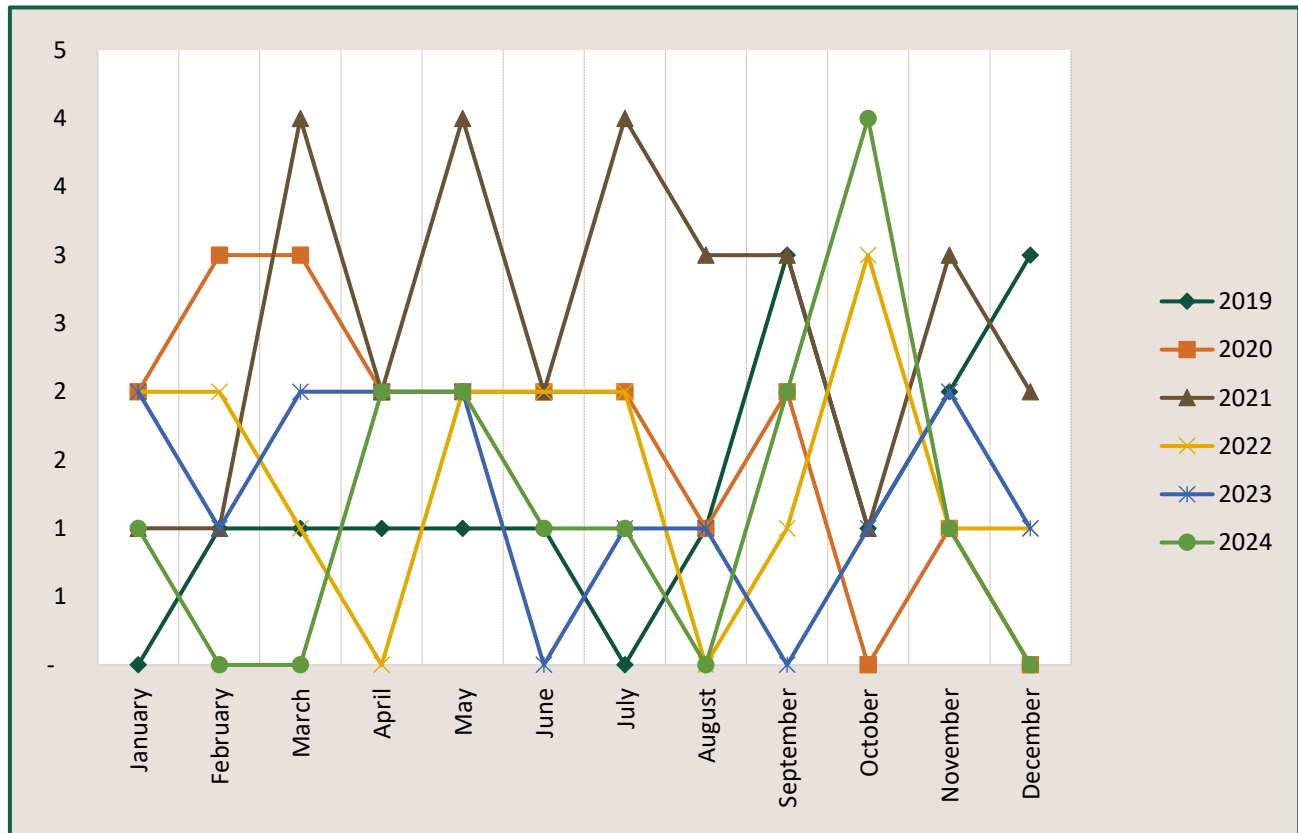
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Fraud - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	-	2	1	2	2	1
February	1	3	1	2	1	-
March	1	3	4	1	2	-
April	1	2	2	-	2	2
May	1	2	4	2	2	2
June	1	2	2	2	-	1
July	-	2	4	2	1	1
August	1	1	3	-	1	-
September	3	2	3	1	-	2
October	1	-	1	3	1	4
November	2	1	3	1	2	1
December	3	-	2	1	1	-
Grand Total	15	20	30	17	15	14

* IBR Offense: Pretenses/Swindling/Con Games 26A, Fraud - Credit Card/ATM 26B, and Fraud - False & Fraud - Impersonation 26C

Produced: 12/12/2024

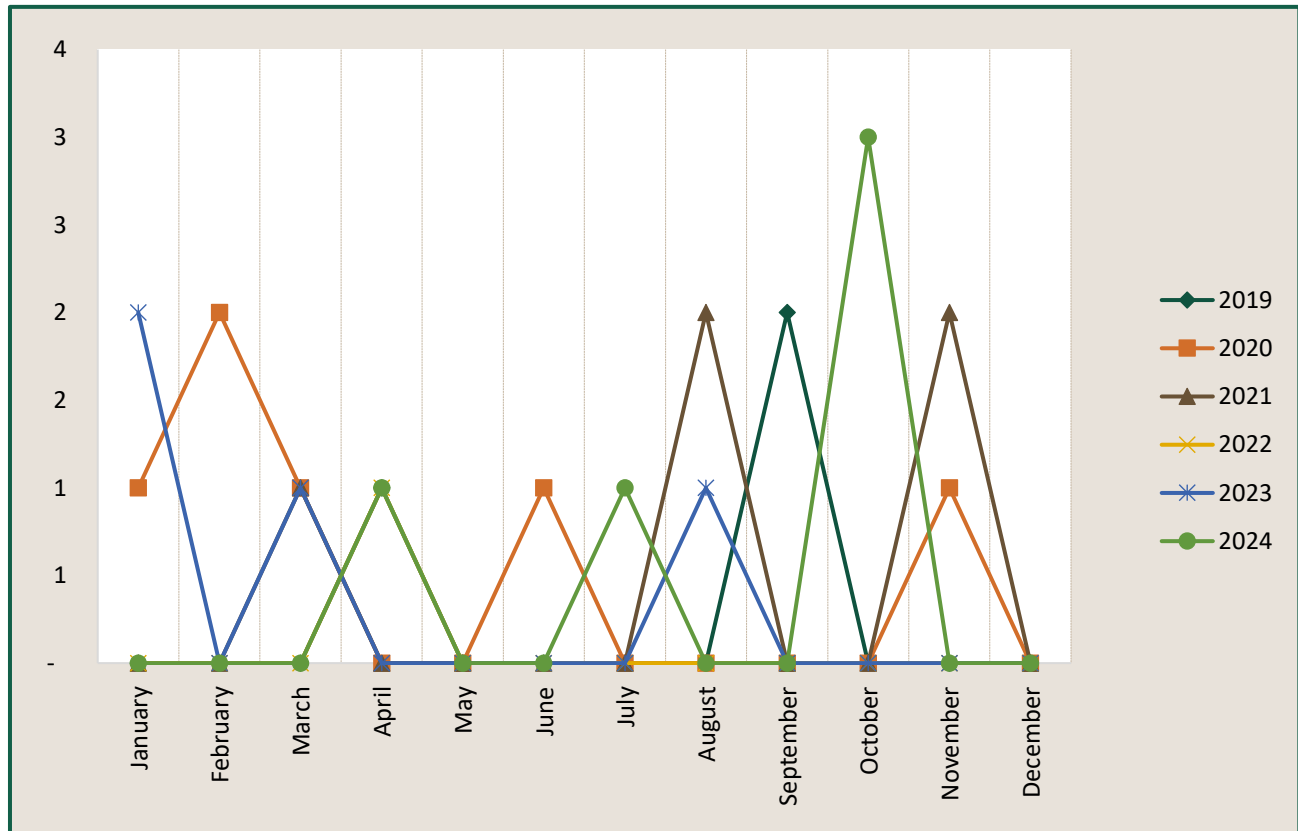
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Forgery - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	-	1	-	-	2	-
February	-	2	-	-	-	-
March	-	1	1	-	1	-
April	1	-	-	1	-	1
May	-	-	-	-	-	-
June	-	1	-	-	-	-
July	-	-	-	-	-	1
August	-	-	2	-	1	-
September	2	-	-	-	-	-
October	-	-	-	-	-	3
November	-	1	2	-	-	-
December	-	-	-	-	-	-
Grand Total	3	6	5	1	4	5

*IBR Offense: Counterfeiting/Forgery 250

Produced: 12/12/2024

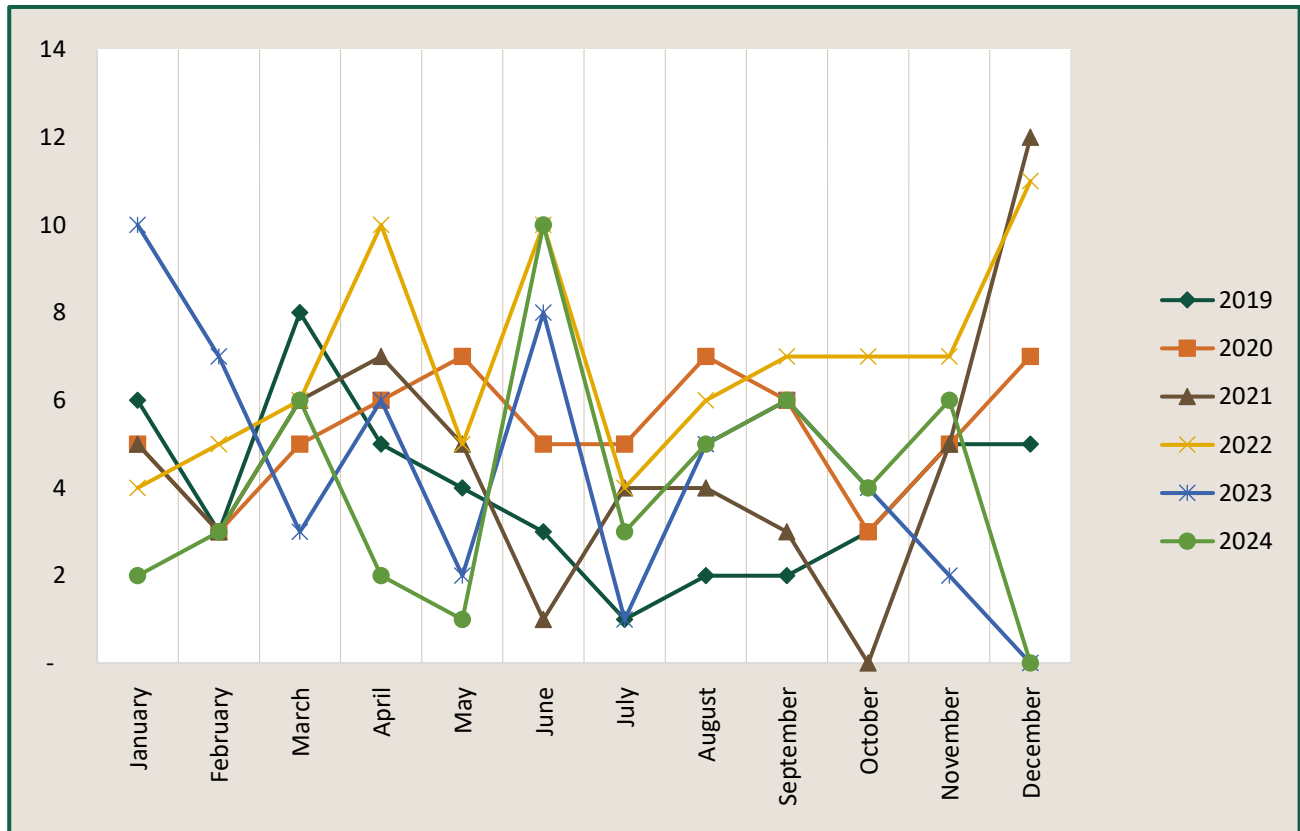
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Theft - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	6	5	5	4	10	2
February	3	3	3	5	7	3
March	8	5	6	6	3	6
April	5	6	7	10	6	2
May	4	7	5	5	2	1
June	3	5	1	10	8	10
July	1	5	4	4	1	3
August	2	7	4	6	5	5
September	2	6	3	7	6	6
October	3	3	-	7	4	4
November	5	5	5	7	2	6
December	5	7	12	11	-	-
Grand Total	47	64	55	82	54	48

* IBR Offense: Theft - Pocket-Picking 23A, Theft - Purse-Snatching 23B, Theft - Shoplifting 23C, Theft From Building 23D, Theft From Coin-Operated Machine 23E, Theft of Motor Vehicle Parts/Accessories 23G, and Theft-All Other 23H

Produced: 12/12/2024

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Call Activity Heat Maps - Millwood



November 2024

Citizen Calls by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0	1	1			1		1	4
3							1	1
5		1	1					2
6			1				1	2
7	1		1					2
8		1	2	1	1			5
9			1				1	2
10						2		2
11	1		2			1		4
12	1	2		1	1			5
13		1	1					2
14			1	2			1	4
15		1	1	1	1	3		7
16	1	2		1				4
17				1	1		1	3
18	2							2
19		1			1			2
20			2		1			3
21					1			1
22				1		1		2
23						1	1	2
Total	7	10	13	8	8	8	7	61

Total Deputy Involved Incidents by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0	1	2			1		3	7
1			1		1			2
3							2	2
5		1						1
6	1					1	1	3
7	1		1					2
8		1	1		1	1		4
9		1	1					2
10							1	1
11			2					2
12	1	2	1	3	1			8
13		1	1					2
14			1	1				2
15		1	1			2		4
16	1		1			1		3
17			1	1	1		1	4
18			1				1	2
19		1			1			2
20		1	2				1	4
21		1	1		1			3
22				1		1		2
23				1			1	2
Total	5	12	16	7	7	6	11	64

Produced: 12/12/2024

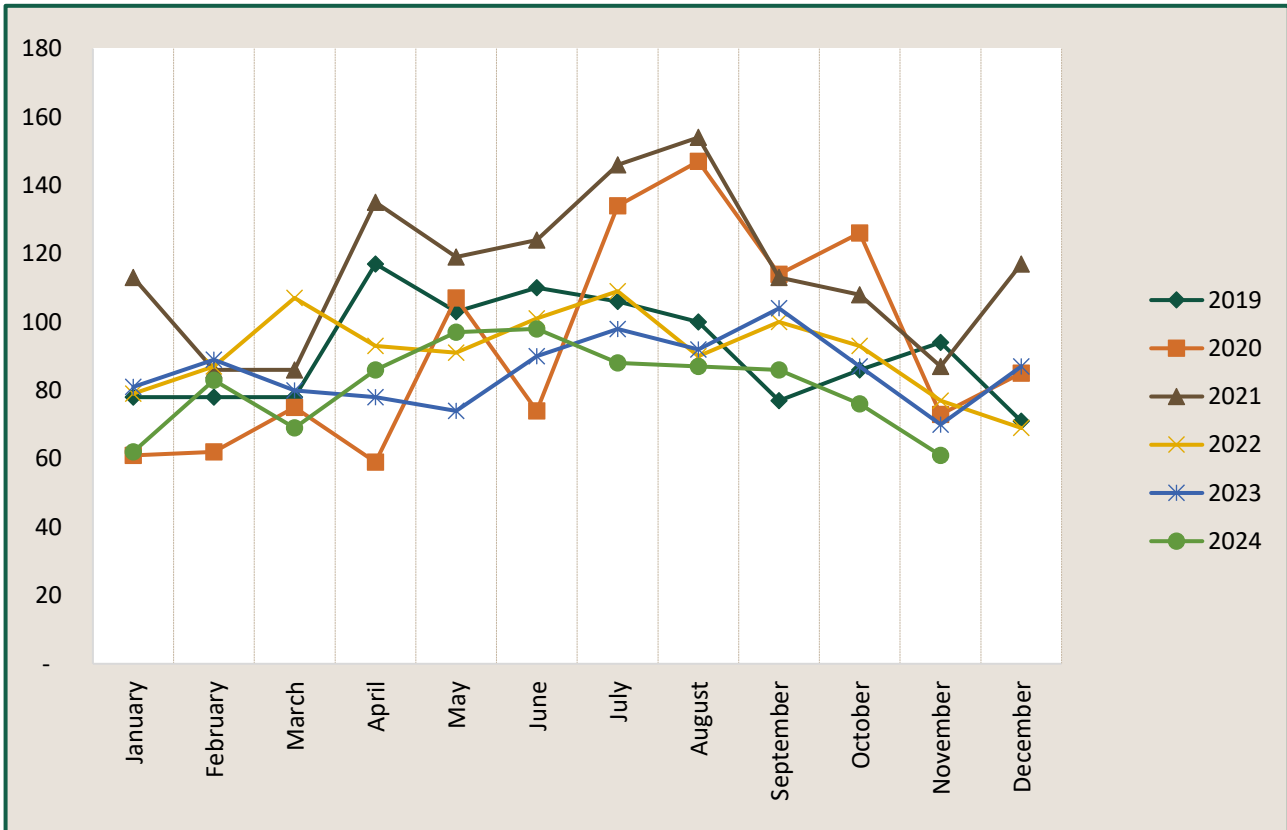
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen Initiated Call For Service (CFS) - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	78	61	113	79	81	62
February	78	62	86	87	89	83
March	78	75	86	107	80	69
April	117	59	135	93	78	86
May	103	107	119	91	74	97
June	110	74	124	101	90	98
July	106	134	146	109	98	88
August	100	147	154	90	92	87
September	77	114	113	100	104	86
October	86	126	108	93	87	76
November	94	73	87	77	70	61
December	71	85	117	69	87	
Grand Total	1,098	1,117	1,388	1,096	1,030	893

Produced: 12/12/2024

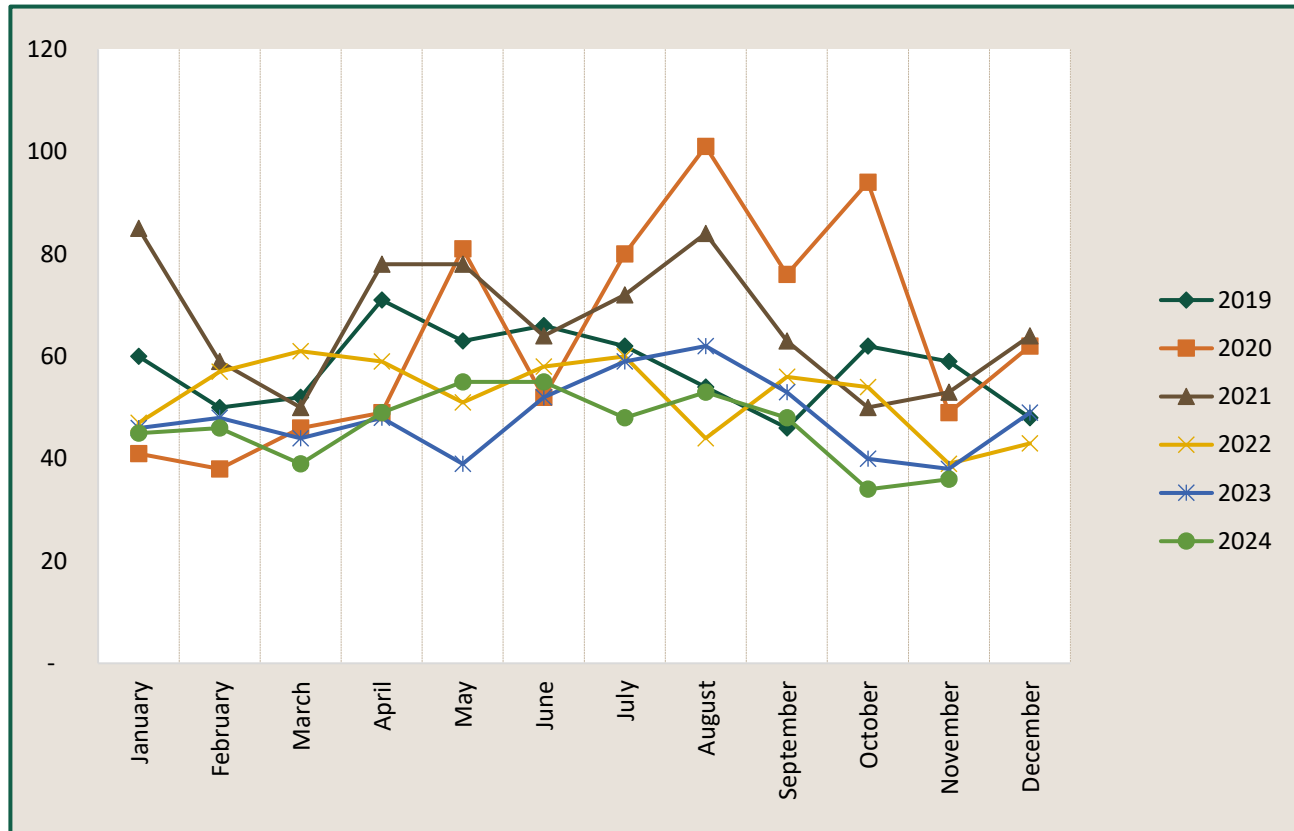
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen CFS With Deputy Response - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	60	41	85	47	46	45
February	50	38	59	57	48	46
March	52	46	50	61	44	39
April	71	49	78	59	48	49
May	63	81	78	51	39	55
June	66	52	64	58	52	55
July	62	80	72	60	59	48
August	54	101	84	44	62	53
September	46	76	63	56	53	48
October	62	94	50	54	40	34
November	59	49	53	39	38	36
December	48	62	64	43	49	
Grand Total	693	769	800	629	578	508

Produced: 12/12/2024

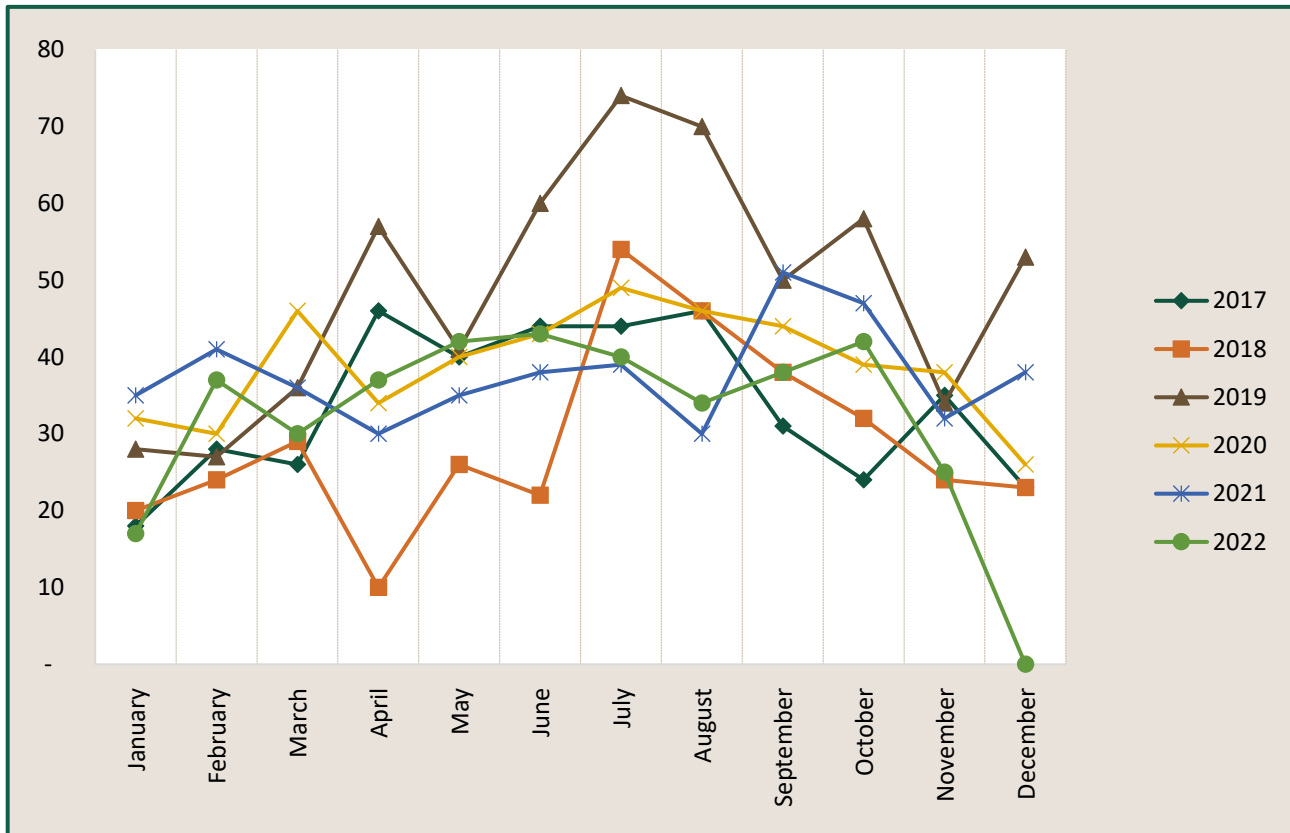
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen CFS Without Deputy Response - Millwood



Time Period: November 2024



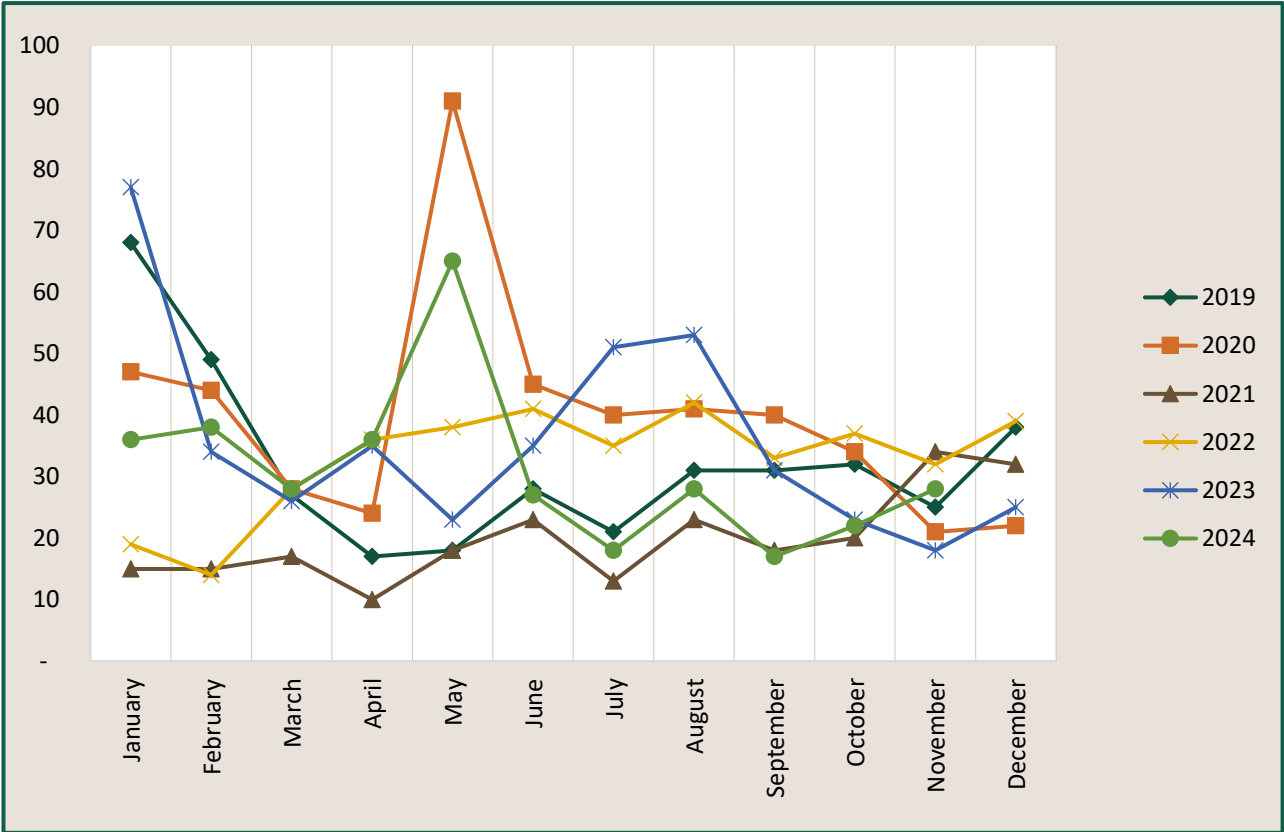
	2019	2020	2021	2022	2023	2024
January	18	20	28	32	35	17
February	28	24	27	30	41	37
March	26	29	36	46	36	30
April	46	10	57	34	30	37
May	40	26	41	40	35	42
June	44	22	60	43	38	43
July	44	54	74	49	39	40
August	46	46	70	46	30	34
September	31	38	50	44	51	38
October	24	32	58	39	47	42
November	35	24	34	38	32	25
December	23	23	53	26	38	
Grand Total	405	348	588	467	452	385

Produced: 12/12/2024

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Deputy Initiated Incidents - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	68	47	15	19	77	36
February	49	44	15	14	34	38
March	27	28	17	28	26	28
April	17	24	10	36	35	36
May	18	91	18	38	23	65
June	28	45	23	41	35	27
July	21	40	13	35	51	18
August	31	41	23	42	53	28
September	31	40	18	33	31	17
October	32	34	20	37	23	22
November	25	21	34	32	18	28
December	38	22	32	39	25	
Grand Total	385	477	238	394	431	343

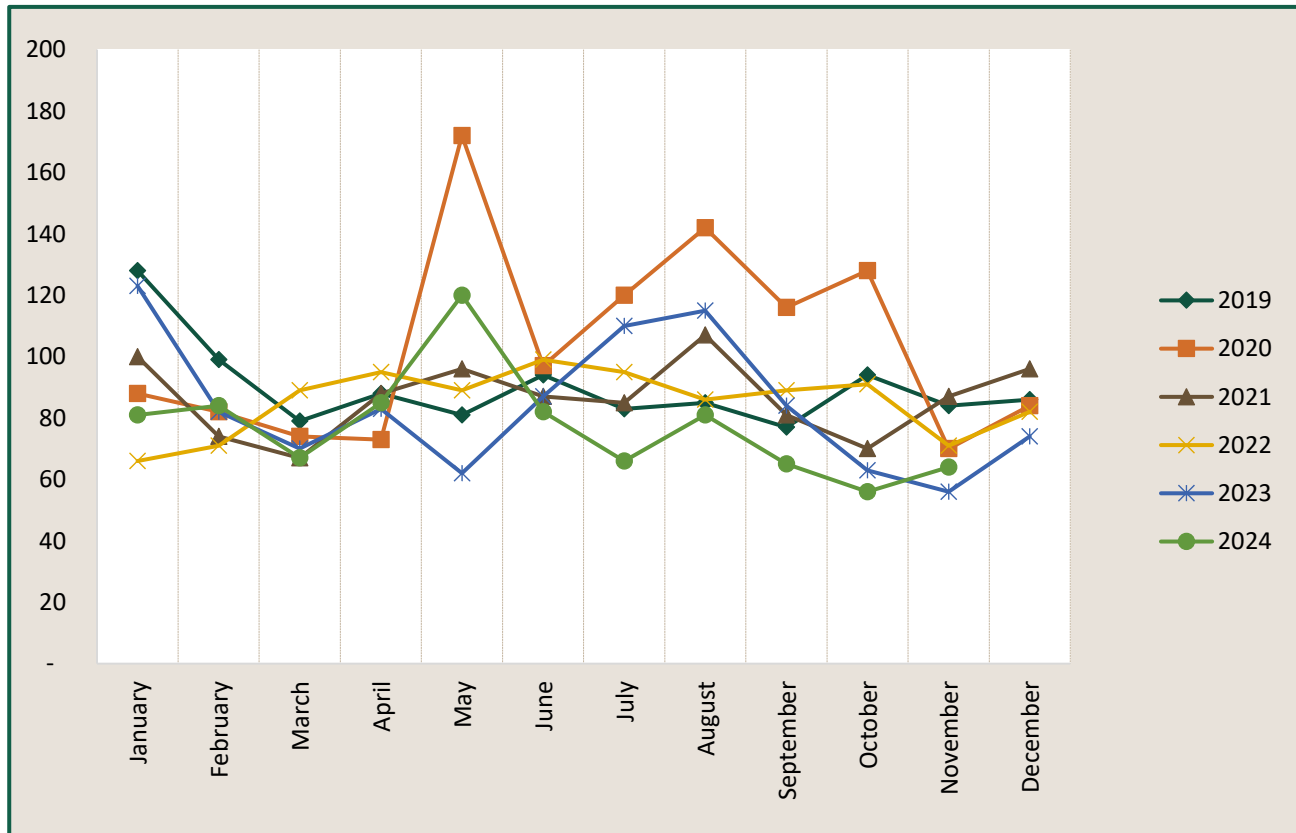
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Total Deputy Involved Incidents - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	128	88	100	66	123	81
February	99	82	74	71	82	84
March	79	74	67	89	70	67
April	88	73	88	95	83	85
May	81	172	96	89	62	120
June	94	97	87	99	87	82
July	83	120	85	95	110	66
August	85	142	107	86	115	81
September	77	116	81	89	84	65
October	94	128	70	91	63	56
November	84	70	87	71	56	64
December	86	84	96	82	74	
Grand Total	1,078	1,246	1,038	1,023	1,009	851

Produced: 12/12/2024

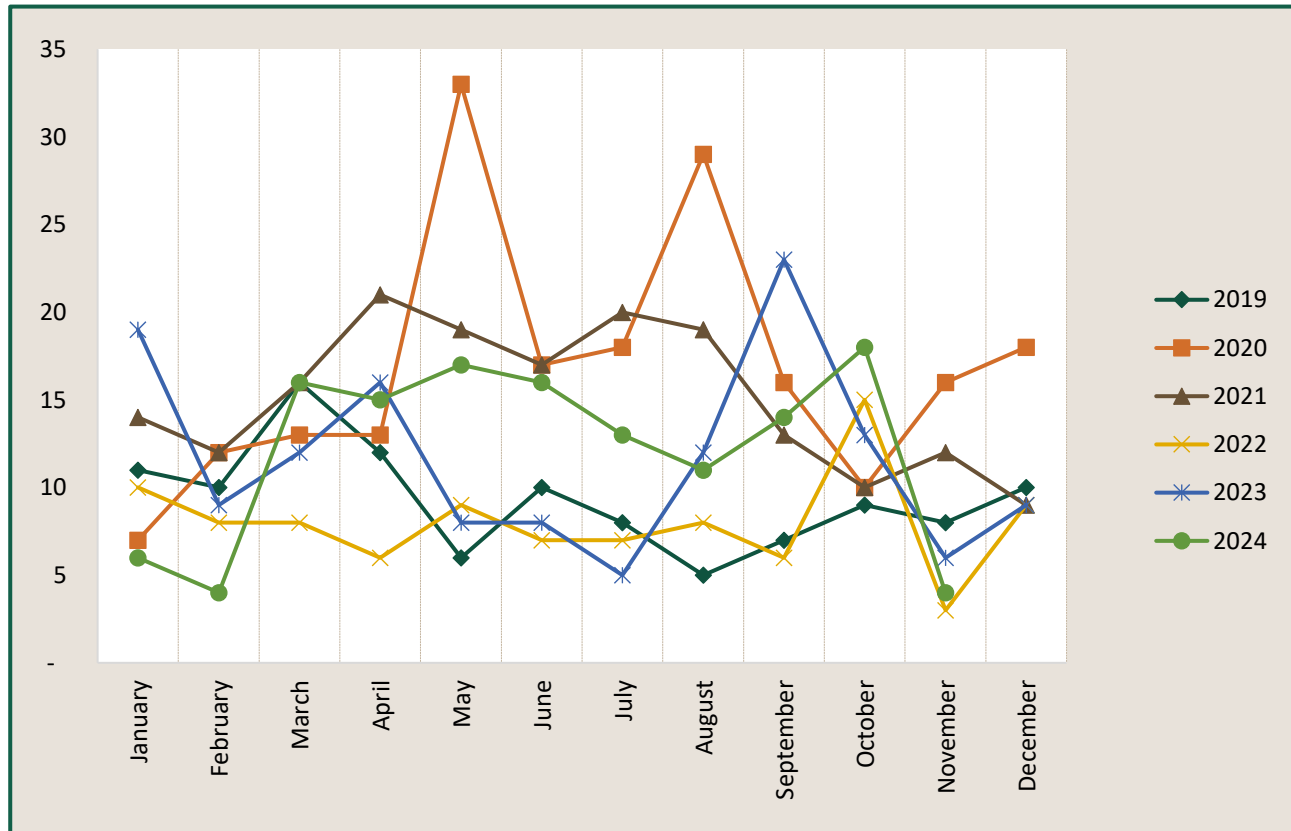
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Crime Check Initiated Call For Service (CFS) - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	11	7	14	10	19	6
February	10	12	12	8	9	4
March	16	13	16	8	12	16
April	12	13	21	6	16	15
May	6	33	19	9	8	17
June	10	17	17	7	8	16
July	8	18	20	7	5	13
August	5	29	19	8	12	11
September	7	16	13	6	23	14
October	9	10	10	15	13	18
November	8	16	12	3	6	4
December	10	18	9	9	9	
Grand Total	112	202	182	96	140	134

Produced: 12/12/2024

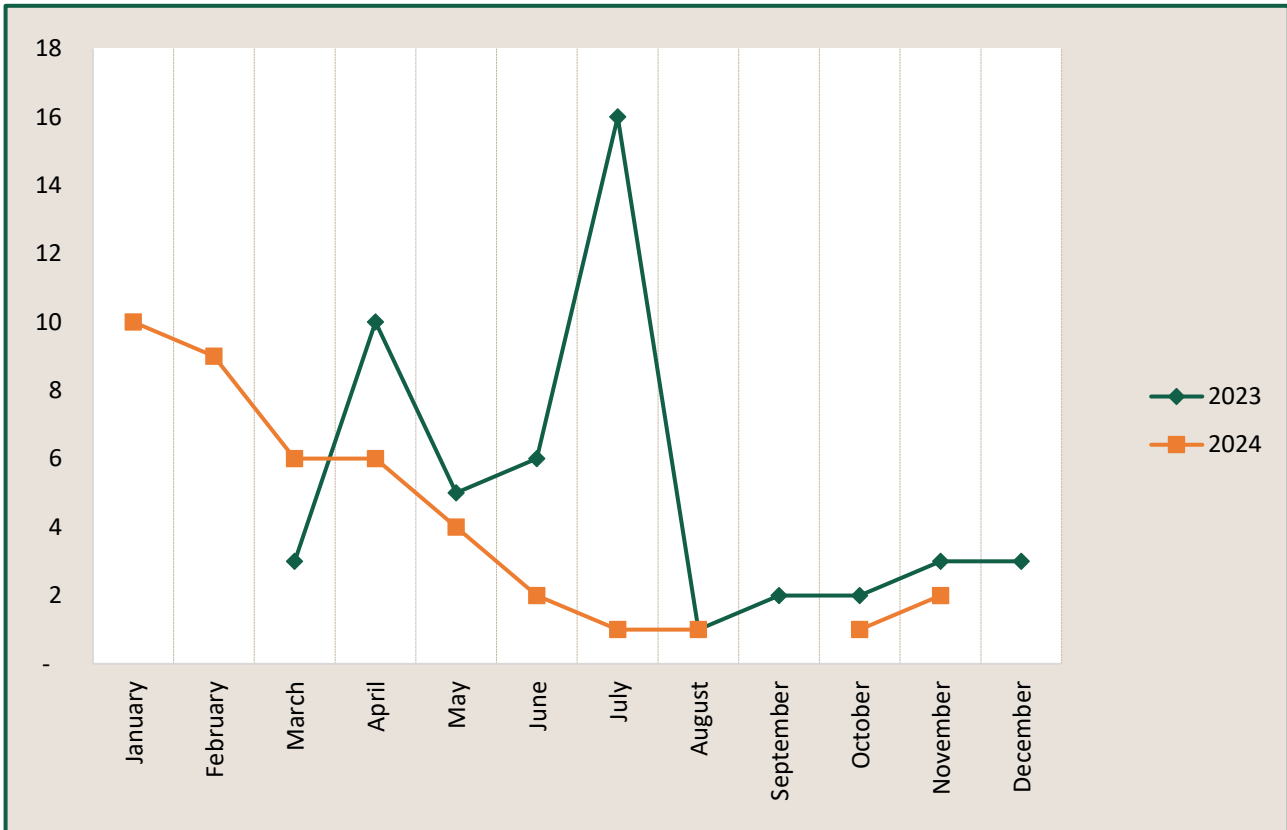
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

CAD Call Type COP - Millwood



Time Period: November 2024



	2023	2024
January		10
February		9
March	3	6
April	10	6
May	5	4
June	6	2
July	16	1
August	1	1
September	2	
October	2	1
November	3	2
December	3	
Grand Total	51	42

Produced: 12/12/2024

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Counts

Date Range: November 2024



Ticket Type	Spokane Valley Districts		Unincorporated Districts		All Districts	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	92	106	76	100	168	206
Criminal Traffic	30	33	40	45	70	78
Infraction Non Traffic	2	2	1	2	3	4
Infraction Traffic	367	399	160	213	527	612
Parking	0	0	0	0	0	0
Totals:	491	540	277	360	768	900

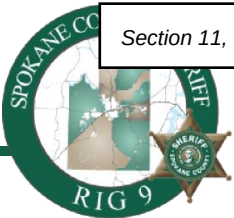
Ticket Type	Deer Park		Medical Lake		Millwood	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	2	2	0	0	1	1
Criminal Traffic	0	0	2	2	1	1
Infraction Non Traffic	0	0	0	0	0	0
Infraction Traffic	3	4	4	4	0	0
Parking	0	0	0	0	0	0
Totals:	5	6	6	6	2	2

Produced: 12/12/2024

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Charge Details - Millwood



Section 11, Item b.

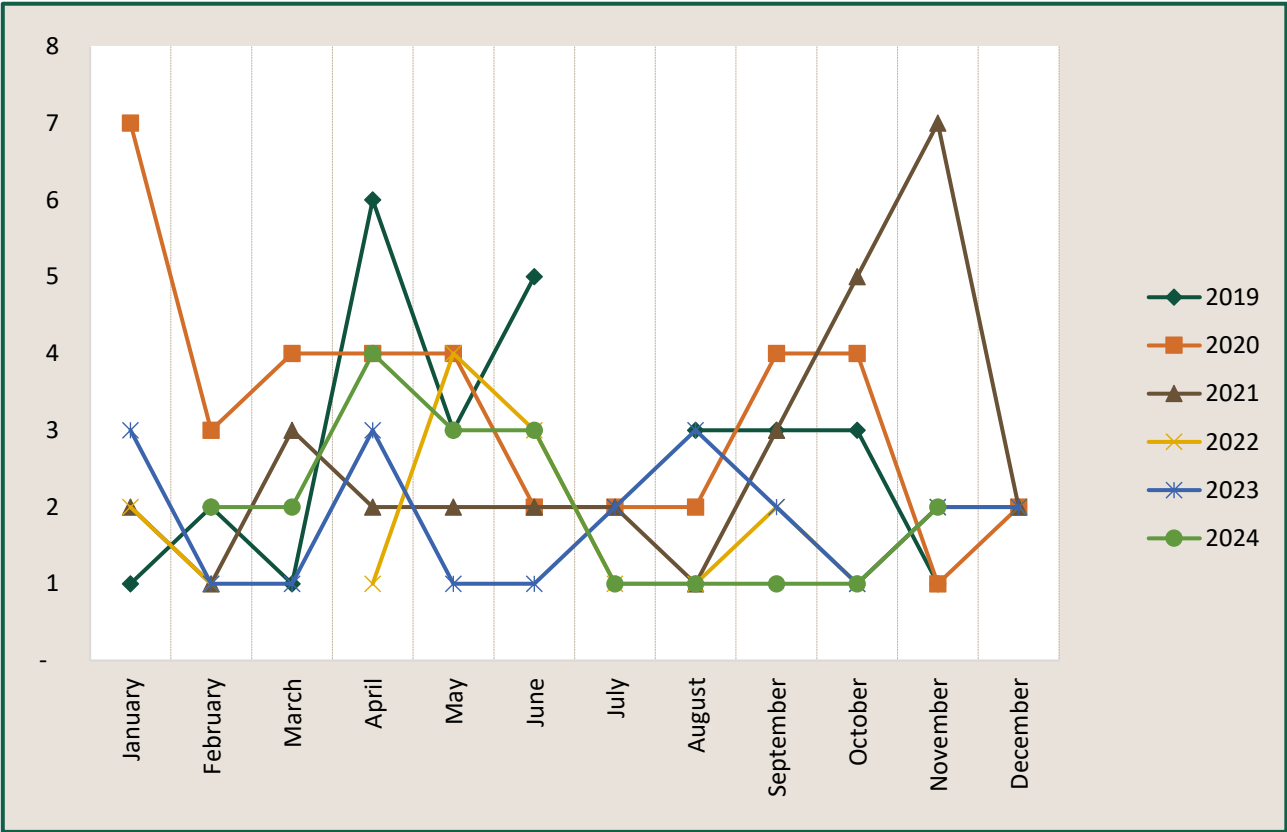
Date Range: November 2024

Charge	Count
46.61.502.5: DUI	1
9A.36.041.2: ASSAULT 4TH DEGREE	1
Grand Total	2

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Criminal Ticket Counts - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	1	7	2	2	3	
February	2	3	1	1	1	2
March	1	4	3		1	2
April	6	4	2	1	3	4
May	3	4	2	4	1	3
June	5	2	2	3	1	3
July		2	2	1	2	1
August	3	2	1	1	3	1
September	3	4	3	2	2	1
October	3	4	5	1	1	1
November	1	1	7	2	2	2
December		2	2	2	2	
Grand Total	28	39	32	20	22	20

*Ticket Types included Criminal Non Traffic & Criminal Traffic

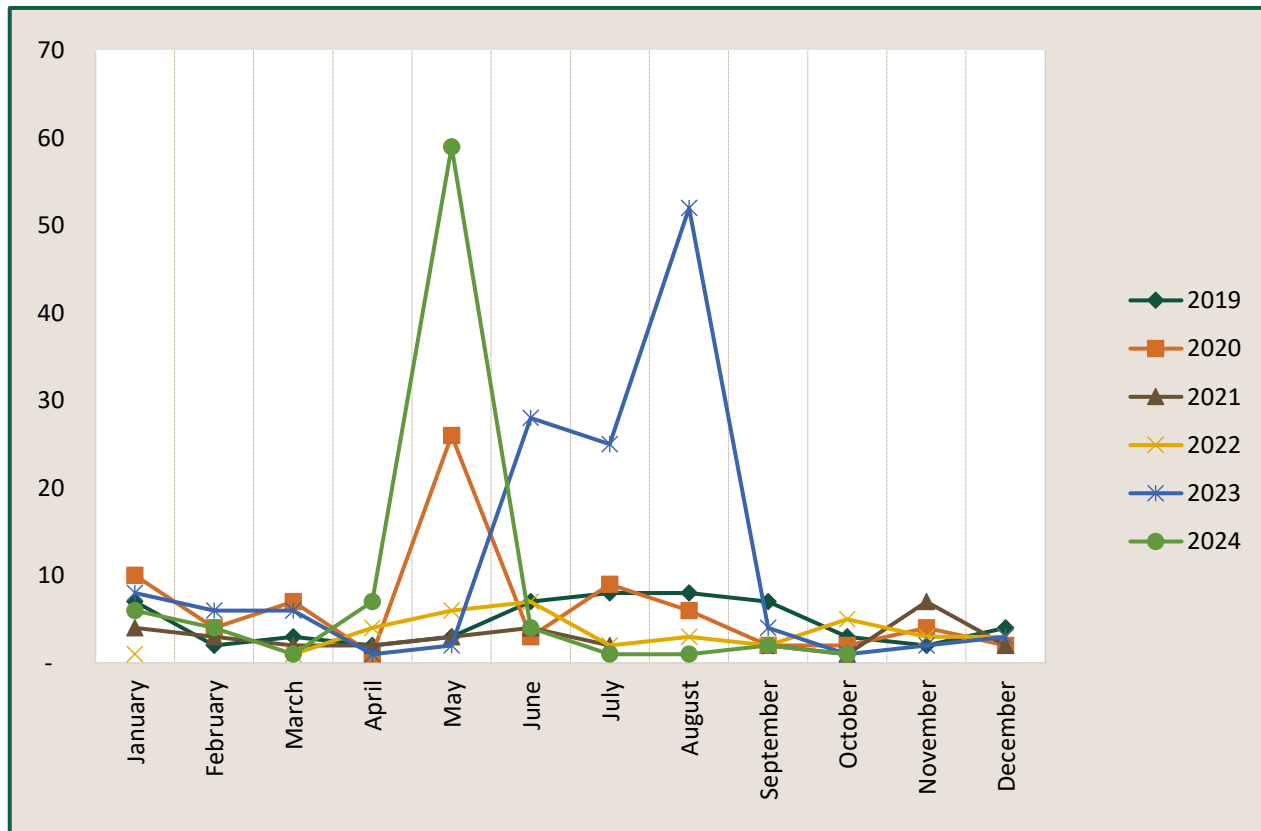
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Non - Criminal Ticket Counts - Millwood



Time Period: November 2024



	2019	2020	2021	2022	2023	2024
January	7	10	4	1	8	6
February	2	4	3		6	4
March	3	7	2	1	6	1
April	2	1	2	4	1	7
May	3	26	3	6	2	59
June	7	3	4	7	28	4
July	8	9	2	2	25	1
August	8	6		3	52	1
September	7	2	2	2	4	2
October	3	2	1	5	1	1
November	2	4	7	3	2	
December	4	2	2	3	3	
Grand Total	56	76	32	37	138	86

* Ticket Types included are Infraction Non Traffic & Infraction Traffic

Produced: 12/12/2024

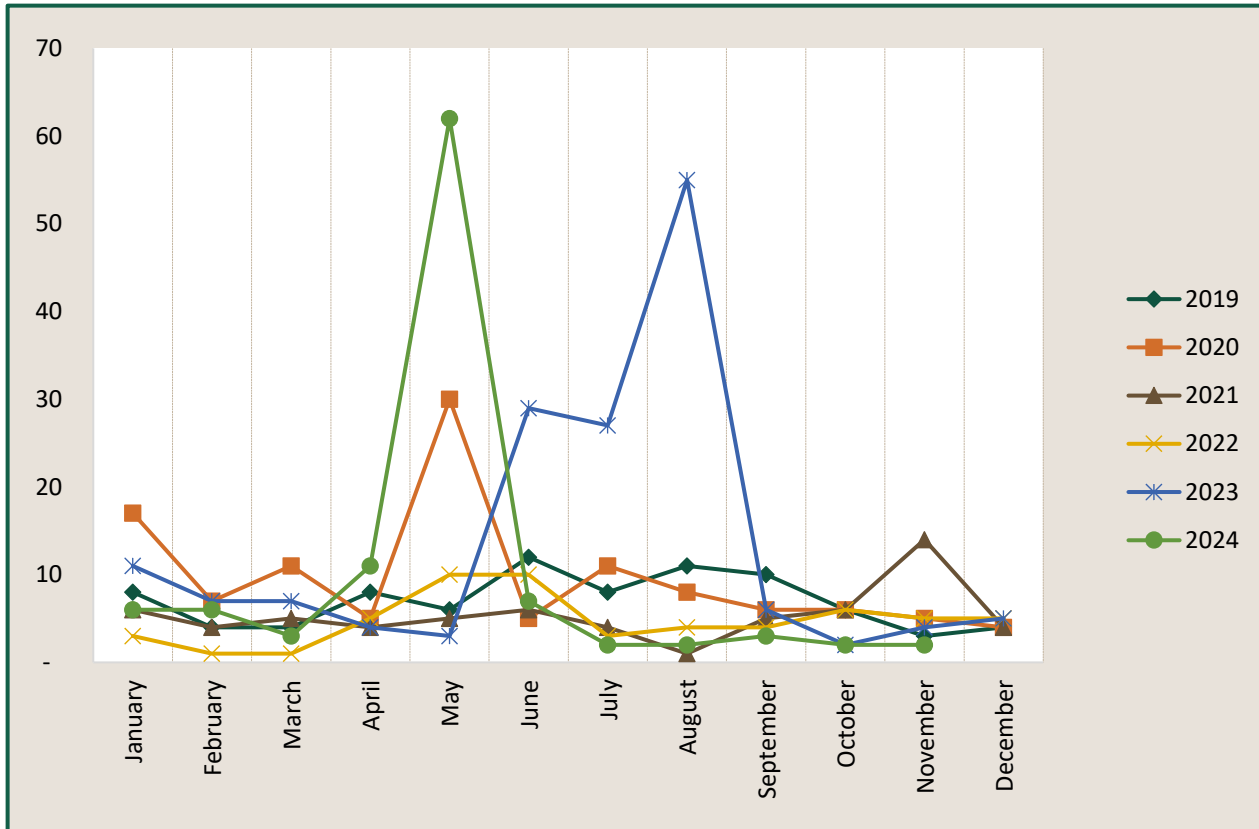
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

All Ticket Counts - Millwood



Time Period: November 2024



* All ticket types except parking

Produced: 12/12/2024