



City Council Regular Meeting Agenda

Tuesday, September 09, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

4. LOCAL AGENCY REPORTS/PRESENTATIONS

5. OTHER PRESENTATIONS

a. Argonne Congestion Relief Project Update - Welch Comer Engineers

b. [2026 Periodic Update Status - Amanda Tainio](#)

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 City Council action ("Action Items"). Written public comments are accepted up to 24 hours prior to this meeting by (1) USPS mail to: City of Millwood, 9103 E Frederick Avenue, Millwood, WA 99206; (2) electronic mail to comments@millwoodwa.us, or; (3) direct at City Hall. All received comments are distributed to the City Council, Mayor, and City Staff prior to this meeting for review and consideration before action.

7. EXECUTIVE SESSION

8. ITEMS FOR FIRST READING

a. [Intertie Water Easement - City of Millwood and Irvin Water District #6 \(Council action requested at this meeting\)](#)

9. ACTION ITEMS FOR CONSIDERATION

a. [Consent Agenda](#)

[\(1\) August 2025 City Council Regular Meeting Minutes, \(2\) August 2025 Treasurer's Report, \(3\) August 2025 Claims \(4\) August 2025 Payroll, and \(5\) 2025 Good Neighbor Day Proclamation.](#)

b. [Ordinance #547 Amend Ch. 12.05.070 Permit Fees](#)

c. [Ordinance #548 Amend Ch. 2.04 Finance Committee](#)

10. REPORTS (no action)

a. Treasurer - Consultant Dave Armstrong - DTA Diversified

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

c. Facilities - Kyle Schiewe

- d. Utilities - Matt Erdahl
- e. [Planning - Amanda Tainio - Upward 7 Consulting](#)
- f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC
- g. Mayor - Mayor Kevin Freeman

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

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

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

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

16. ADJOURNMENT

File Attachments for Item:

b. 2026 Periodic Update Status - Amanda Tainio

Periodic Update Status & City Council Review Process 9/9/25



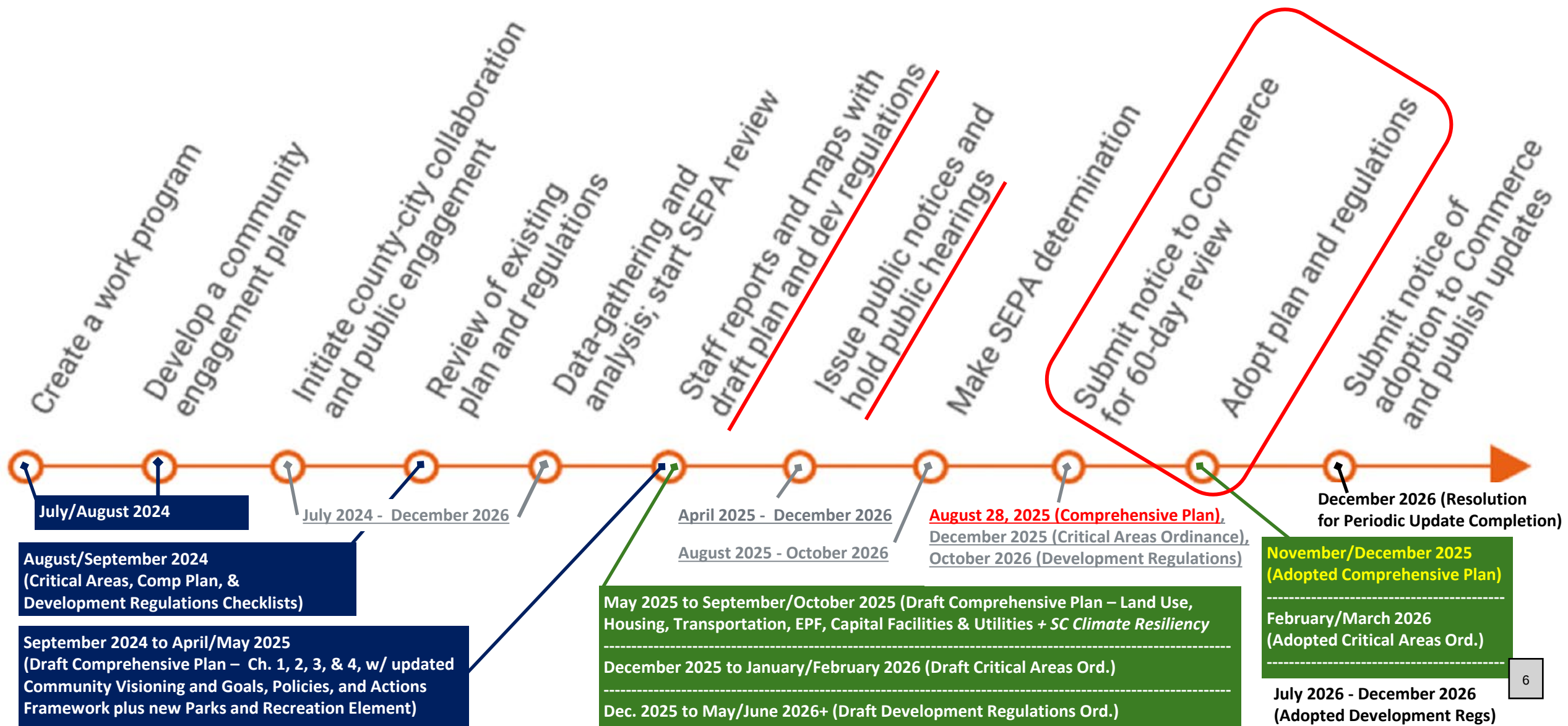
City of Millwood Deadline is:

- *December 2026*
 - *Millwood Comprehensive Plan - by December 2025*
 - *Millwood Development Regulations - by December 2026*

Checklist Navigation		
Section I: Comprehensive Plan	Section II: Development Regulations	Appendices
LAND USE ✓	CRITICAL AREAS	APPENDIX A: HOUSING UNIT MINIMUMS PER POPULATION ✓
HOUSING ✓	ZONING CODE	APPENDIX B: ELEMENT UPDATES UNDER HB 1181 ✓
CAPITAL FACILITIES ✓	SHORELINE MASTER PROGRAM	
UTILITIES ✓	RESOURCE LANDS	
TRANSPORTATION ✓	ESSENTIAL PUBLIC FACILITIES	
SHORELINE ✓	SUBDIVISION CODE	
ESSENTIAL PUBLIC FACILITIES ✓	STORMWATER	
TRIBAL PLANNING ✓	ORGANIC MATERIALS MANAGEMENT	
<i>Will be added in 2026 -</i> CLIMATE CHANGE & RESILIENCY	IMPACT FEES	
ECONOMIC DEVELOPMENT ✓	CONCURRENCY & TDM	
PARKS & RECREATION ✓	TRIBAL PARTICIPATION	
OPTIONAL ELEMENTS ✓	REGULATIONS FOR OPTIONAL ELEMENTS	
CONSISTENCY ✓	PROJECT REVIEW PROCEDURES	
PUBLIC PARTICIPATION ✓	PLAN & REGULATION AMENDMENTS	
2024 - 2025 Comprehensive Plan	2025 - 2026 Development Regulations	2024 - 2025 Comprehensive Plan 2026 Development Regulations

Periodic update process overview

City of Millwood Adopted Schedule for 2026 Periodic Update (Work Plan Resolution 2024-03)



NOTICE OF PERIODIC UPDATE - PUBLIC HEARINGS

MILLWOOD PLANNING COMMISSION & AVAILABILITY OF SEPA CHECKLIST AND THRESHOLD DETERMINATION

HEARING #1 DATE/TIME: Wednesday, August 27, 2025, at 6:00pm during the regularly scheduled City Planning Commission Meeting (Draft Comprehensive Plan w/ Ch. 10 Millwood Park Master Plan featured)

HEARING #2 DATE/TIME: Wednesday, September 24, 2025, at 6:00pm during the regularly scheduled City Planning Commission Meeting (Draft Comprehensive Plan)

HEARING LOCATION: Millwood City Hall 9103 E. Frederick Ave. Millwood, WA 99206

DECISION MAKING AUTHORITY: Millwood Planning Commission provides a recommendation to the Millwood City Council on updates to the Comprehensive Plan.

LOCATION OF PROPOSAL: City of Millwood

ENVIRONMENTAL DETERMINATION: In accordance with WAC 197-11, notice is hereby given that a SEPA Checklist has been completed for the 2026 Comprehensive Plan Periodic Update. The City of Millwood has determined that the proposal will have no significant adverse environmental impacts and has issued a Determination of Nonsignificance (DNS). Copies of the SEPA Checklist and the DNS Threshold Determination will be available for review beginning on August 8, 2025. Comments on the DNS Threshold Determination should be sent to the City contact (SEPA Responsible Official) by 4pm, August 25, 2025.

HEARING PROCESS: The Planning Commission will conduct the hearings pursuant to MMC Title 14 including Section 14.04.020, as applicable for the Periodic Update. All interested persons may testify at the public hearings and may submit written comments and documents before or at the hearings. All hearings are conducted in facilities that are accessible to persons with physical disabilities. The City Council shall, after an examination of the Planning Commission's recommendation and reasons therefor, render the final decision.



STAFF REPORT AND INSPECTION OF FILE: A staff report will be available for inspection at least seven (7) calendar days before the September 24, 2025 hearing. The staff report and the 2026 Comprehensive Plan Periodic Update file may be inspected at Millwood City Hall, 9103 E. Frederick Ave., between 7:00 am and 4:00 pm, Monday-Friday, excluding holidays. Copies of documents are available for purchase.

City Contact: Amanda Tainio, Contract City Planner - (509) 924-0960 or planner@millwoodwa.us.

Information is also available on the City website at <https://www.millwoodwa.us/periodic-updates>.

NOTICE: Individuals planning to attend the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk at (509) 924-0960 as soon as possible so that arrangements may be made.

Section 5, Item b.

Planning Commission Recommendation to City Council

City Council Public Hearing October 14, 2025

GMA 60 Day Review Concludes October 27, 2025

*City Council Meeting November 12, 2025
w/ Public Hearing if needed*

(November 11th is Veteran's Day) -

Ordinance to adopt the updated Comprehensive Plan

City Council Meeting December 9, 2025 available if needed

*GMA Notice of Final Adoption of the updated Comprehensive Plan
submitted to Commerce within 10 days of adoption*

File Attachments for Item:

a. Intertie Water Easement - City of Millwood and Irvin Water District #6 (Council action requested at this meeting)

AFTER RECORDING, PLEASE RETURN TO:

Brian M. Werst
Witherspoon Brajcich McPhee, PLLC
601 W. Main Avenue, 1400
Spokane, WA 99201
(509) 455-9077

WATER INTERTIE EASEMENT

Reference:
Grantor: CITY OF MILLWOOD
Grantee: IRVIN WATER DISTRICT NO. 6
Short Legal Description: CITY OF MILLWOOD; GRANDVIEW ACRES SLY 175 FEET
LT 10 BLK 9
Assessor's Tax Parcel ID #: 45056.0413

This Water Intertie Easement (hereinafter referred to as “Easement” or “Easement Agreement”) is entered as of the day of the last signature on this Easement Agreement, by and between CITY OF MILLWOOD, a Code City formed under Title 35A RCW (“Grantor”) and IRVIN WATER DISTRICT NO. 6, a Water District formed under Title 57 RCW (hereinafter “Grantee”) Grantor and Grantee are collectively referred to herein as the “Parties.”

I. RECITALS

- A.** Grantor owns the real property commonly known as Millwood Park, located at 9207 E Frederick Avenue, in the City of Millwood, Spokane County WA, which is legally described on the attached ***Exhibit A*** (hereinafter “Grantor’s Property”).
- B.** Grantor and Grantee have an existing waterline intertie for emergency purposes located at the intersection of Butler Street and Trent Ave. Said existing intertie is governed by the Parties’ Interlocal Agreement for Emergency Water Services, dated February 2, 1998.
- C.** Grantee desires to relocate the existing intertie by installing a new intertie and related utilities and appurtenances upon a portion of Grantor’s Property.
- D.** Grantor is agreeable to granting an easement to Grantee upon the terms and conditions contained herein.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

II. AGREEMENT

1. Grant of Easement. Grantor hereby grants and conveys to Grantee, its successors, assigns, licensees, and agents, a perpetual and nonexclusive easement for the right to construct, reconstruct, repair, replace, operate, and maintain an intertie and related utilities and appurtenances upon, over, under and across that portion of Grantor's Property described in the attached **Exhibit B** (the "Easement Area"). The Easement Area is a thirty-five feet (35') by forty-six feet (46') area, and is depicted / labeled as "Lease/Easement Line" in **Exhibit B**. Furthermore, Grantor grants and conveys to Grantee the perpetual nonexclusive right of ingress and egress over and across the Easement Area and across the fifty feet (50') by fifty-six feet (56') area depicted in **Exhibit B** as the "Temporary Construction Easement" for the purpose of installing and accessing the intertie and related utilities and appurtenances so that Grantee may carry out the intent of this Easement Agreement. Grantee shall not install nor place any permanent fixtures within the area identified as "Temporary Construction Easement" but may access such area and store equipment and materials for staging construction. Despite the nonexclusive nature of the easement rights granted herein, during construction Grantee may install temporary fencing to protect materials or equipment left onsite. Notwithstanding anything else herein, as for any future replacement of the waterline, the Grantee shall first propose to the Grantor written plans and specifications regarding the replacement of the intertie and related utilities and appurtenances, which the Grantor shall review and approve in a commercially reasonable manner. The parties acknowledge the purpose of Grantor's right to review and approve written plans and specifications regarding the replacement of the intertie and related utilities and appurtenances is to confirm any construction activities related thereto are conducted in a manner to minimize interference with the Grantor's above grade use of the land, while allowing Grantee to continue exercise its rights as set forth herein.

2. Maintenance and Repair Obligations of Grantee's Intertie and Related Utilities and Appurtenances. Grantee, at its sole expense, shall be responsible to maintain, repair, and replace the intertie and related utilities and appurtenances. Notwithstanding the foregoing, Grantor and its successors and assigns, shall be liable to repair any damage to the waterline and related utilities and appurtenances which is caused by Grantor or Grantor's agents and invitees. Furthermore, Grantor shall be responsible to maintain, repair, and replace its own utilities located on its side of the intertie.

3. Nonexclusive Nature of Easement; Exclusive as to Pump House. The easement rights granted to Grantee in this Easement Agreement are nonexclusive in nature. Grantor may use the land subject to this easement, so long as such use does not unreasonably interfere with such easement rights. As such, Grantor shall not: (i) build any structures (permanent or temporary) within the Easement Area; nor (ii) plant any trees within the Easement Area. In carrying out its easement rights, Grantee shall restore any disturbed land to its preexisting condition. Notwithstanding the foregoing, Grantee may lock and exclude Grantor and third parties from any pump house or related building or vault installed within the Easement Area.

4. Indemnification. In the exercise of their respective rights and duties under this Easement Agreement, each party (an “indemnifying party”) shall indemnify, defend and hold harmless the other party, its elected and appointed officials, employees, and agents from all claims, losses, demands, or suits in law or equity arising from the indemnifying party’s intentional or negligent acts or breach of any obligations under this Easement Agreement, but only in proportion to and to the extent such claims, losses, demands, or suits are caused by the negligence of intentional acts or omissions of the indemnifying party, its elected and appointed officials, employees, agents. Each party’s duty to indemnify shall survive the termination or expiration of this Easement Agreement. Each party waives, with respect to the other party only, its immunity under Chapter 51 Revised Code of Washington. The Parties have specifically negotiated this provision.

5. Ownership. Grantor represents and warrants that it is the sole owner of Grantor’s Property.

6. Binding Effect. The rights, conditions, and provisions of this Easement inure to the benefit of and are binding upon the heirs, executors, administrators, successors, and assigns of the respective Parties hereto. This Easement and the rights and obligations granted herein shall run with the land and are perpetual in duration.

7. Effect on Existing Interlocal Agreement. The Parties’ Interlocal Agreement for Emergency Water Services dated February 2, 1998 shall remain in full force and effect; unless amended by a writing signed by both Parties in accordance with the Interlocal Cooperation Act (Chapter 39.34 RCW).

8. Recording. Upon execution by all Parties, the Parties shall cause this Easement to be recorded with the Spokane County Auditor’s Recording Office.

9. Dispute Resolution. In the event that a dispute arises concerning this Easement Agreement, the Parties to the dispute shall first attempt to resolve the dispute through good faith negotiation prior to pursuing any remedies in Court. Jurisdiction and venue shall be proper in Spokane County Superior Court and the substantially prevailing party shall recover its attorney fees and litigation expenses incurred in such action, including but not limited to attorney fees and litigation expenses incurred on any appeal.

10. Freely Negotiated. In the drafting of this Easement Agreement, Grantee had legal counsel. Grantor is encouraged to seek review of this Easement Agreement by Grantor’s own independent legal counsel before signing. By signing this Agreement, Grantor acknowledges that Grantor has reviewed this Easement Agreement to Grantor’s satisfaction with legal counsel or that Grantor has knowingly decided to forego legal counsel. This agreement was freely negotiated between the Parties and the rule construing ambiguities against the drafter shall not apply.

11. Execution. This Easement Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.

GRANTOR:

Dated: _____

CITY OF MILLWOOD

By: _____
Print Name Above
Its: Authorized Agent

STATE OF WASHINGTON)
) ss.
County of Spokane)

I, the undersigned, a Notary Public in and for the State of Washington, do hereby certify that on _____ (month) ____ (day), 2025, _____ (name), the authorized agent of the CITY OF MILLWOOD, a Code City formed under Title 35A RCW, personally appeared before me, to me known to be the authorized agent of said District described in and who executed the within instrument, and acknowledged that HE/SHE signed and sealed the same as the District's voluntary deed, for the purposes therein mentioned.

Given under my hand and official seal this ____ day of _____ (month) 2025.

NOTARY PUBLIC for the State of
Washington residing at Spokane. My
commission expires: _____.

WATER INTERTIE EASEMENT
Page 5 of 8

GRANTEE

Dated:

IRVIN WATER DISTRICT NO. 6

By: _____

Print Name Above

Its: Authorized Agent

STATE OF WASHINGTON)

) ss.

County of Spokane

)

I, the undersigned, a Notary Public in and for the State of Washington, do hereby certify that on _____ (month) _____ (day), 2025, _____ (name), the authorized agent of IRVIN WATER DISTRICT NO. 6, a Water District formed under Title 57 RCW, personally appeared before me, to me known to be the individual described in and who executed the within instrument, and acknowledged that he signed and sealed the same as the company's voluntary deed, for the purposes therein mentioned and affirmed on oath that he was the authorized agent of said entity

Given under my hand and official seal this _____ day of _____ (month) 2025.

NOTARY PUBLIC for the State of
Washington residing at Spokane. My
commission expires: _____.

WATER INTERTIE EASEMENT

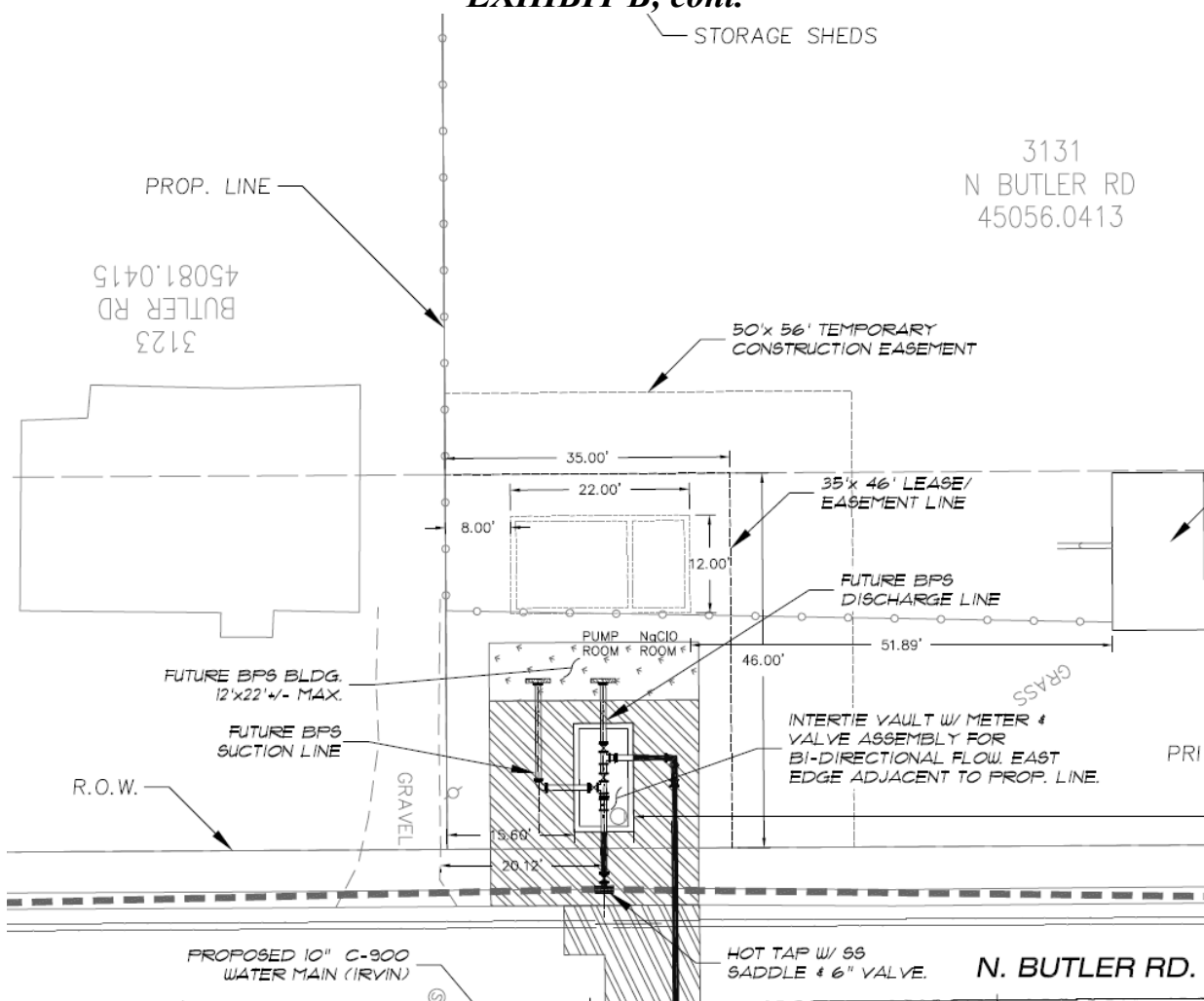
Page 6 of 8

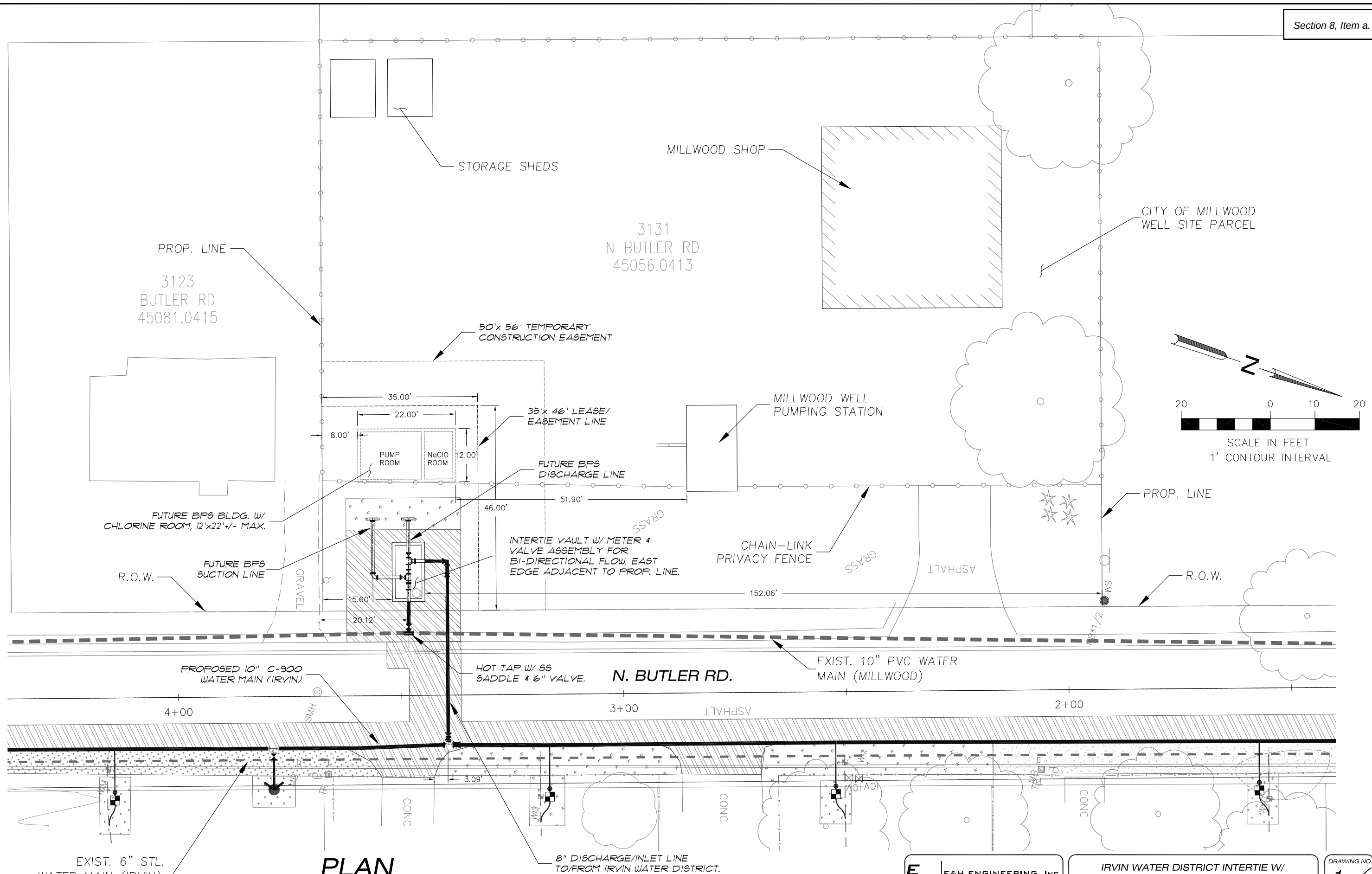
EXHIBIT A**Legal Description of Grantor's Property**

That part of Lot Ten (10) in Block Nine (9) of GRANDVIEW ACRES, as per map thereof recorded in Book "K" of Plats, page 12, in the office of the County Auditor of said County, described as follows: Beginning at the most southerly corner of said Lot Ten (10); thence northwesterly one hundred seventy-five (175) feet on the southwesterly line of said lot; thence northeasterly to a point on the northeasterly line of said lot, one hundred seventy-five (175) feet northwesterly of the most easterly corner; thence southeasterly one hundred seventy-five (175) feet to the most easterly corner; thence southwesterly to the point of beginning.

Situate in Spokane County, State of Washington

EXHIBIT B
EXHIBIT B, cont.





PLAN

1"=20'

E & H
ENGR.

E&H ENGINEERING, INC.
12611 W. Sunset Hwy., Suite B
Airway Heights, WA. 99001
(509) 744-0245
FAX: (509) 744-0062

**IRVIN WATER DISTRICT INTERTIE W/
THE CITY OF MILLWOOD**

**IRVIN WATER DISTRICT
TRENT & BUTLER WATER MAIN REPLACEMENT 2025**

DRAWING NO.
1

17

File Attachments for Item:

a. Consent Agenda

(1) August 2025 City Council Regular Meeting Minutes, (2) August 2025 Treasurer's Report, (3) August 2025 Claims (4) August 2025 Payroll, and (5) 2025 Good Neighbor Day Proclamation.



City Council Regular Meeting Minutes

Tuesday, August 12, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Pro Tem Shawna Beese called the Regular City Council Meeting to order at 6:00PM. A quorum was present.

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Kelly Stravens

Council Member Andy Van Hees

ABSENT

Council Member Dan Sander

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to amend the agenda moving agenda item 7 Executive Session to agenda item 14.5.

Voting Yea: Council Member Beese, Council Member Culler, 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 received prior to the meeting.

7. EXECUTIVE SESSION (if necessary)

The Executive Session was moved to agenda item 14.5

8. ACTION ITEMS FOR FIRST READING

a. Ordinance #547 Amend Ch. 12.05.070 Permit Fees

Brian West explained that Ordinance #547 was an amendment to chapter 12.05.070 revising Right of Way permit fees by removing "of thirty-five dollars (\$35.00)" and replacing it with "pursuant to the fee schedule adopted by the City Council".

b. Ordinance #548 Amend Ch. 2.04 Finance Committee

Brian Werst explained that Ordinance #548 would create a new section in the Millwood Municipal Code (2.04.020) which would codify the Finance Committee in the code. It would set the process as to what the authorities, the obligations and the actions of the finance committee would be.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) July 2025 City Council Regular Meeting Minutes, (2) July 2025 Joint City Council - Planning Commission Special Meeting Minutes (3) Administrative Appeal Hearing Minutes 6.30.25, (4) July 2025 Treasurer's Report, (5) July 2025 Claims, and (6) July 2025 Payroll

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

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

b. Resolution 2025-10 Amend Six-Year Transportation Improvement Plan

Mr. Schiewe stated that the amendments to Resolution 2025-10 included the removal of the Empire Chip seal project, specifying that the Argonne grind and overlay between Frederick and Liberty and Liberty to South Riverway was unfunded and scheduled for 2026, and the Argonne full depth reclamation Frederick to Trent was funded and scheduled to go out to bid in 2025.

Motion made by Council Member Stravens, Seconded by Council Member Van Hees to approve Resolution 2025-10 Amended Six-Year Transportation Plan as presented.

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

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

Mr. Werst explained that this was an amendment to the Spokane County Steering Committee of Elected Officials Interlocal Agreement to include greater tribal participation in the joint planning process.

Motion made by Council Member Culler, Seconded by Council Member Stravens to approve the amended Spokane County Steering Committee of Elected Officials Interlocal Agreement to add the Spokane and Kalispel tribes to the Board.

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

d. Administrative Appeal Hearing Findings 9011 E South Riverway Fence Appeal

Mr. Werst explained that an Administrative Appeal Hearing for a fence exceeding the maximum fence height of 42" installed at 9011 E South Riverway was heard by the City Council on June 30, 2025 wherein the Council rendered a decision upholding the Administrative Decision by Amanda Tainio, City of Millwood Contract planner. Mr. Werst stated that adopting the findings and conclusions memorialized in writing the City Council's decision and was necessary should the appellant appeal the Council's decision.

Motion made by Council Member Culler, Seconded by Council Member Van Hees to adopt the Administrative Appeal Hearing findings and conclusions as presented.

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

10. REPORTS (no action)

a. Treasurer - Dave Armstrong - Consultant - DTA Diversified

Mr. Armstrong reported that he had been working on reconciling the main checking account, WSDOT reimbursements, Liberty Concrete partial payments, gearing up for the budget process starting in September and preparing for the upcoming audit.

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

Ms. Cassels reported that she had been working on research, scheduling, invoicing, planning requests and Millwood Daze as a part of the Periodic Update with Ms. Tainio, sent the edited Historic Preservation Resource Guide to Mayor Freeman for review as well as to Mr. Werst for legal review. Worked with Administrative Assistant Mackenzi Roderick, to prepare the Agendas, Packets & Minutes for City Council and Planning Commission. Ms. Roderick prepared the historic preservation minutes, assisted in sending out 80 second notice backflow letters and 8 letters to home businesses that did not have a home business application completed. Ms. Cassels has also been working on two new public records requests, the Administrative Appeal Hearing, attended a site meeting regarding another issue at 9011 E South Riverway, working on a noise complaint and beginning the abatement process with Larry Garvin on 9614 E Frederick.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported on the work that had been completed on Empire which included the fog seal, bike lane striping on the south side of the street and 2 additional sets of speed humps. He also reported that Euclid was scheduled to reopen around September 10th, two of the lifeguards for the wading pool had to resign leaving the pool open limited hours, a vendor at the Farmer's Market struck a light pole on the trail, and he was working on getting the pole replaced. He also provided an update on the Argonne Congestion Relief Project.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the routine water samples were satisfactory, waiting on New Park PFAS and radium sample test results as well as nitrate samples at all wells, next month IOC's, VOC's, herbicides and pesticides samples at Old Park and Butler will be completed, large meter testing was completed and once results are received defective meters will be changed out, American Leak Detection tested all old cast iron mains but didn't detect any major leaks, scheduled an inspection by drone of the tank interior, and a leaky water pump at the lift station generator was replaced.

e. Planning - Amanda Tainio - Upward 7 Consulting

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

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

Mr. Werst reported he was working on updating the purchasing policies to consolidate them into one document.

g. Mayor - Mayor Kevin Freeman

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

Todd Beese, 8610 E South Riverway commented on the sprinklers on Dalton need to be turned off the morning of Millwood Daze, gave Council Members the summer Millwood Neighborhood Advocates flier.

a. Public Remarks

Todd Beese, 8610 E South Riverway, reminded all in attendance about Millwood Daze on August 23, 2025 and handed out Millwood Advocates Flyer.

13. COUNCIL REMARKS

Council Member Stravens & Culler thanked staff for their work.

Council Member Beese thanked staff for their efforts and commented on information that will be in the September Newsletter.

Council Member Van Hees thanked staff for the speed hump placement, updated Council on the Solid Waste Advisory Committee meeting and tour of the Transfer Station he attended.

14. ANNOUNCEMENTS

14.5 Executive Session

Mr. Werst announced that the Millwood City Council would convene to executive session pursuant to RCW 42.30.110(1)(i) for 20 minutes unless otherwise extended to discuss legal implications, financial implications of a proposed action or two of the City. It is anticipated the City Council will be asked to take action upon conclusion in the executive session.

The executive session began at 6:45 pm and ended at 7:05 pm.

Mr. Werst explained that the City was requesting authorization to engage in code enforcement proceedings for the business located at 3215 N Argonne, known as Argonne Cycle for a nuisance issue.

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to authorize the City to proceed with code enforcement action at 3215 N Argonne.

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

15. SET NEXT MEETING

City Council Regular Meeting - September 9th, 2025 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Stravens, Seconded by Council Member Van Hees to adjourn the City Council Meeting at 7:08 pm.

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

Approved:

Attest:

Kevin Freeman, Mayor

Lisa Cassels, City Clerk

TREASURER'S REPORT

Fund Totals

City Of Millwood

08/01/2025 To: 08/31/2025

Time: 10:00:57 Date: 09/05/2025
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	1,829,368.35	377,308.76	976,259.61	1,230,417.50	215,957.13	28,928.55	-160.95	1,475,142.23
002 Restricted Uses Fund - Managerial	38,099.75	11,300.43		49,400.18	0.00	0.00	0.00	49,400.18
099 Unemployment Compensation	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
Fund - Managerial								
301 Capital Projects Fund	422,583.76	6,545.12		429,128.88	0.00	0.00	0.00	429,128.88
302 Special Capital Projects Fund	427,172.25	6,545.11		433,717.36	0.00	0.00	0.00	433,717.36
401 Utility Operating Fund	367,881.12	67,128.95	78,639.18	356,370.89	42,791.05	25,457.93	-21,104.70	403,515.17
402 Water Capital Fund Managerial	364,686.39	5,203.38	590.00	369,299.77	590.03	0.00	-1,867.46	368,022.34
403 Sewer Capital Fund - Managerial	14,892.93	21,611.53		36,504.46	0.00	0.00	-7,855.12	28,649.34
	3,515,866.55	495,643.28	1,055,488.79	2,956,021.04	259,338.21	54,386.48	-30,988.23	3,238,757.50

Section 9, Item a.

TREASURER'S REPORT

Account Totals

City Of Millwood

Time: 10:00:57 Date: 09/05/2025
Page: 2

08/01/2025 To: 08/31/2025

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5 2064-Banner Checking	227,536.27	1,188,374.39	1,356,255.00	59,655.66	-30,988.23	313,724.69	342,392.12
6 1726-Banner Money Market	56,418.57	2,025,597.53	1,717,875.85	364,140.25	0.00	0.00	364,140.25
8 3411-Banner Dedicated	23,000.00	0.00	0.00	23,000.00	0.00	0.00	23,000.00
10 1753 - US Bank Safekeeping	7,749.33	0.00	0.00	7,749.33	0.00	0.00	7,749.33
11 1323 - Banner CD	1,023,686.58	1,194.77	1,024,881.35	0.00	0.00	0.00	0.00
12 8016-Banner Investment	2,177,475.80	1,024,000.00	700,000.00	2,501,475.80	0.00	0.00	2,501,475.80
Total Cash:	3,515,866.55	4,239,166.69	4,799,012.20	2,956,021.04	-30,988.23	313,724.69	3,238,757.50
	3,515,866.55	4,239,166.69	4,799,012.20	2,956,021.04	-30,988.23	313,724.69	3,238,757.50

Section 9, Item a.

TREASURER'S REPORT
Outstanding Vouchers

08/01/2025 To: 08/31/2025

As Of: 08/31/2025 Date: 09/05/2025
Time: 10:00:57 Page: 3

City Of Millwood

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2610	12/13/2020	Util Pay	5		Xpress Billpay	48.40	Xpress Import - CC - 12-13-2020_daily_batch.csv
2025	1708	08/17/2025	Util Pay	5		Xpress Billpay	96.51	Xpress Import - EFT - 08-17-2025_daily_batch.csv
2025	1718	08/18/2025	Util Pay	5		Xpress Billpay	105.00	Xpress Import - Metavante - 08-18-2025_daily_batch.csv
2025	1719	08/18/2025	Util Pay	5		Xpress Billpay	435.26	Xpress Import - iPay - 08-18-2025_daily_batch.csv
2025	1720	08/18/2025	Util Pay	5		Xpress Billpay	80.36	Xpress Import - CheckFree - 08-18-2025_daily_batch.csv
2025	1722	08/19/2025	Util Pay	5		Xpress Billpay	1,500.06	Xpress Import - EFT - 08-19-2025_daily_batch.csv
2025	1723	08/19/2025	Util Pay	5		Xpress Billpay	156.91	Xpress Import - Metavante - 08-19-2025_daily_batch.csv
2025	1724	08/19/2025	Util Pay	5		Xpress Billpay	467.93	Xpress Import - iPay - 08-19-2025_daily_batch.csv
2025	1725	08/19/2025	Util Pay	5		Xpress Billpay	168.83	Xpress Import - CheckFree - 08-19-2025_daily_batch.csv
2025	1727	08/20/2025	Util Pay	5		Xpress Billpay	316.03	Xpress Import - EFT - 08-20-2025_daily_batch.csv
2025	1728	08/20/2025	Util Pay	5		Xpress Billpay	105.00	Xpress Import - iPay - 08-20-2025_daily_batch.csv
2025	1729	08/20/2025	Util Pay	5		Xpress Billpay	93.01	Xpress Import - CheckFree - 08-20-2025_daily_batch.csv
2025	1731	08/21/2025	Util Pay	5		Xpress Billpay	117.01	Xpress Import - EFT - 08-21-2025_daily_batch.csv
2025	1732	08/21/2025	Util Pay	5		Xpress Billpay	92.51	Xpress Import - Metavante - 08-21-2025_daily_batch.csv
2025	1733	08/21/2025	Util Pay	5		Xpress Billpay	275.02	Xpress Import - iPay - 08-21-2025_daily_batch.csv
2025	1734	08/21/2025	Util Pay	5		Xpress Billpay	119.01	Xpress Import - OnlineResources - 08-21-2025_daily_batch.csv
2025	1735	08/21/2025	Util Pay	5		Xpress Billpay	305.53	Xpress Import - CheckFree - 08-21-2025_daily_batch.csv
2025	1745	08/22/2025	Util Pay	5		Xpress Billpay	541.25	Xpress Import - CC - 08-22-2025_daily_batch.csv
2025	1746	08/22/2025	Util Pay	5		Xpress Billpay	145.92	Xpress Import - EFT - 08-22-2025_daily_batch.csv
2025	1747	08/22/2025	Util Pay	5		Xpress Billpay	217.52	Xpress Import - Metavante - 08-22-2025_daily_batch.csv
2025	1748	08/22/2025	Util Pay	5		Xpress Billpay	91.16	Xpress Import - iPay - 08-22-2025_daily_batch.csv
2025	1749	08/22/2025	Util Pay	5		Xpress Billpay	180.07	Xpress Import - CheckFree - 08-22-2025_daily_batch.csv
2025	1751	08/23/2025	Util Pay	5		Xpress Billpay	2,525.19	Xpress Import - EFT - 08-23-2025_daily_batch.csv
2025	1753	08/24/2025	Util Pay	5		Xpress Billpay	283.85	Xpress Import - EFT - 08-24-2025_daily_batch.csv
2025	1755	08/25/2025	Util Pay	5		Xpress Billpay	732.58	Xpress Import - EFT - 08-25-2025_daily_batch.csv
2025	1756	08/25/2025	Util Pay	5		Xpress Billpay	3.00	Xpress Import - Metavante - 08-25-2025_daily_batch.csv
2025	1757	08/25/2025	Util Pay	5		Xpress Billpay	164.77	Xpress Import - iPay - 08-25-2025_daily_batch.csv
2025	1758	08/25/2025	Util Pay	5		Xpress Billpay	133.52	Xpress Import - CheckFree - 08-25-2025_daily_batch.csv
2025	1759	08/26/2025	Tr Rec	5		Permitting Customer	150.00	
2025	1769	08/26/2025	Util Pay	5		Xpress Billpay	1,326.27	Xpress Import - EFT - 08-26-2025_daily_batch.csv
2025	1770	08/26/2025	Util Pay	5		Xpress Billpay	148.42	Xpress Import - Metavante - 08-26-2025_daily_batch.csv
2025	1771	08/26/2025	Util Pay	5		Xpress Billpay	631.35	Xpress Import - iPay - 08-26-2025_daily_batch.csv
2025	1772	08/26/2025	Util Pay	5		Xpress Billpay	200.00	Xpress Import - CheckFree - 08-26-2025_daily_batch.csv
2025	1762	08/27/2025	Util Pay	5		Utility Batch	1,112.12	
2025	1774	08/27/2025	Util Pay	5		Xpress Billpay	834.38	Xpress Import - EFT - 08-27-2025_daily_batch.csv
2025	1775	08/27/2025	Util Pay	5		Xpress Billpay	402.09	Xpress Import - Metavante - 08-27-2025_daily_batch.csv
2025	1776	08/27/2025	Util Pay	5		Xpress Billpay	345.53	Xpress Import - iPay - 08-27-2025_daily_batch.csv
2025	1777	08/27/2025	Util Pay	5		Xpress Billpay	114.01	Xpress Import - CheckFree - 08-27-2025_daily_batch.csv
2025	1764	08/28/2025	Util Pay	5		Utility Batch	1,190.53	

Section 9, Item a.

08/01/2025 To: 08/31/2025

08/01/2025 To: 08/31/2025

08/01/2025 To: 08/31/2025

Section 9, Item a.

TREASURER'S REPORT

Outstanding Vouchers

08/01/2025 To: 08/31/2025

As Of: 08/31/2025 Date: 09/05/2025
Time: 10:00:57 Page: 5

City Of Millwood

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1818	08/31/2025	Payroll	5	EFT		68.82	August 2025
2025	1821	08/31/2025	Payroll	5	EFT		713.56	August 2025
2022	152	01/31/2022	Payroll	5	10574		35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639		35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697		35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760		108.91	April 2022
2022	987	05/05/2022	Claims	5	10809	Gregory & Celestine Kuntz	88.03	00760100 - 8928 E SOUTH RIVERWAY
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895		48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018		11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025
2025	1515	07/31/2025	Payroll	5	12938		22.94	July 2025
2025	1523	07/31/2025	Payroll	5	12940		22.94	July 2025
2025	1538	07/31/2025	Payroll	5	12949		110.12	July 2025
2025	1534	07/31/2025	Payroll	5	13018		95.48	July 2025
2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1763	08/27/2025	Claims	5	13020	O'Sullivan Legal, PLLC	50.00	Mark Christman, return of Special Events Permit Fee
2025	1813	08/31/2025	Payroll	5	13021		36.71	August 2025
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	1820	08/31/2025	Payroll	5	13024		446.87	August 2025
2025	1825	08/31/2025	Payroll	5	13025		36.71	August 2025
2025	1829	08/31/2025	Payroll	5	13026		317.96	August 2025
2025	1830	08/31/2025	Payroll	5	13027		596.70	August 2025
2025	1837	08/31/2025	Payroll	5	13028	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 08/31/2025 To 08/31/2025 - VEBA
2025	1856	08/31/2025	Claims	5	13029	A1 Tree Service	1,252.35	
2025	1857	08/31/2025	Claims	5	13030	Access Information Management	152.10	Two Invoices that were not paid for 01/31/25 & 03/31/25
	1858	08/31/2025	Claims	5	13031	Anatek Labs, Inc.	575.00	

Section 9, Item a.

TREASURER'S REPORT

Outstanding Vouchers

08/01/2025 To: 08/31/2025

As Of: 08/31/2025 Date: 09/05/2025
Time: 10:00:57 Page: 6

City Of Millwood

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1859	08/31/2025	Claims	5	13032	Bigfoot Technical Services, LLC	2,906.32	
2025	1860	08/31/2025	Claims	5	13033	Canon Financial Services, Inc.	185.13	
2025	1861	08/31/2025	Claims	5	13034	CenturyLink	148.06	
2025	1862	08/31/2025	Claims	5	13035	CivicPlus LLC	7,289.86	Muni Code Software
2025	1863	08/31/2025	Claims	5	13036	Cline's Air Conditioning	551.03	
2025	1864	08/31/2025	Claims	5	13037	Comcast - 7594	235.47	
2025	1865	08/31/2025	Claims	5	13038	Comcast	535.07	
2025	1866	08/31/2025	Claims	5	13039	Community Forestry Consultants	544.50	
2025	1867	08/31/2025	Claims	5	13040	Complete Office	535.58	
2025	1868	08/31/2025	Claims	5	13041	DTA Diversified	18,335.00	
2025	1869	08/31/2025	Claims	5	13042	Daedalus Drafting Services LLC	525.00	
2025	1870	08/31/2025	Claims	5	13043	DataPro Solutions, Inc.	1,093.54	
2025	1871	08/31/2025	Claims	5	13044	Door Specialties, Inc.	1,127.12	
2025	1872	08/31/2025	Claims	5	13045	ESRI, Inc.	1,934.06	Renewal
2025	1873	08/31/2025	Claims	5	13046	Fuel Man	370.73	
2025	1874	08/31/2025	Claims	5	13047	Greenway Landscape Maintenance, LLC	82.76	
2025	1875	08/31/2025	Claims	5	13048	H&H Document Management Solutions	301.18	
2025	1876	08/31/2025	Claims	5	13049	H.D. Fowler	3,272.83	
2025	1877	08/31/2025	Claims	5	13050	Menke Jackson Beyer, LLP	7,122.60	
2025	1878	08/31/2025	Claims	5	13051	Montgomery Hardware	20.04	
2025	1879	08/31/2025	Claims	5	13052	NAPA Auto Parts	38.10	
2025	1880	08/31/2025	Claims	5	13053	North 40 Outfitters	21.22	
2025	1881	08/31/2025	Claims	5	13054	Northwest Spa & Pool	233.26	
2025	1882	08/31/2025	Claims	5	13055	O'Sullivan Legal, PLLC	2,502.50	O'Sullivan Legal, 50% of invoice 390 dated 6/2/2025
2025	1883	08/31/2025	Claims	5	13056	Pacific Power Group, LLC	212.36	
2025	1884	08/31/2025	Claims	5	13057	Prestige Worldwide Technologies, LLC	6,900.94	
2025	1885	08/31/2025	Claims	5	13058	Quadient Finance USA, Inc.	2,567.71	
2025	1886	08/31/2025	Claims	5	13059	Quadient Leasing USA, Inc.	1,459.63	
2025	1887	08/31/2025	Claims	5	13060	Spokane County District Court	11,392.48	
2025	1888	08/31/2025	Claims	5	13061	Spokane County Public Defender	8,441.68	
2025	1889	08/31/2025	Claims	5	13062	Spokane County Treasurer - PW	1,871.36	
2025	1890	08/31/2025	Claims	5	13063	Spokane County Treasurer - Pretrial	1,648.02	
2025	1891	08/31/2025	Claims	5	13064	Spokane County Treasurer - SCRAPs	608.28	
2025	1892	08/31/2025	Claims	5	13065	Spokane County Treasurer - Sheriff's	26,522.50	
2025	1893	08/31/2025	Claims	5	13066	Springbrook Holding Company LLC	2,400.00	Training
2025	1894	08/31/2025	Claims	5	13067	Legal Posting The Spokesman-Review	504.28	

Section 9, Item a.

TREASURER'S REPORT

Outstanding Vouchers

08/01/2025 To: 08/31/2025

As Of: 08/31/2025 Date: 09/05/2025
Time: 10:00:57 Page: 7

City Of Millwood

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1895	08/31/2025	Claims	5	13068	Subscription The Spokesman-Review	104.00	13 week
2025	1896	08/31/2025	Claims	5	13069	Union Pacific Railroad Company	10,587.00	
2025	1897	08/31/2025	Claims	5	13070	Upward 7 Consulting	6,187.50	
2025	1898	08/31/2025	Claims	5	13071	Vanguard Cleaning Systems	300.00	
2025	1899	08/31/2025	Claims	5	13072	Verizon Wireless	389.92	
2025	1904	08/31/2025	Claims	5	13076	WA State Department of Health	21,231.54	10/1/2025 Payment
2025	1905	08/31/2025	Claims	5	13077	Welch-Comer	87,389.41	
2025	1906	08/31/2025	Claims	5	13078	Witherspoon Brajcich McPhee, PLLC	10,931.18	
							313,724.69	

Fund	Claims	Payroll	Total
001 General Fund	215,957.13	28,928.55	244,885.68
401 Utility Operating Fund	42,791.05	25,457.93	68,248.98
402 Water Capital Fund Managerial	590.03	0.00	590.03
	259,338.21	54,386.48	313,724.69

TREASURER'S REPORT
Signature Page

City Of Millwood

08/01/2025 To: 08/31/2025

Time: 10:00:57 Date: 09/05/2025
Page: 8

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

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

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

CHECK REGISTER

Section 9, Item a.

City Of Millwood

Time: 10:02:22 Date: 09/05/2025

08/01/2025 To: 08/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1678	08/25/2025	Claims	5	EFT	Department of Revenue	2,621.80	07-2025 Excise Tax Return
1810	08/31/2025	Claims	5	EFT	Banner Bank	3.78	Posted to incorrect bank account. S/B 1726
1840	08/31/2025	Claims	5	EFT	Banner Bank - 1470	1,169.59	
1841	08/31/2025	Claims	5	EFT	Banner Bank - 4120	455.19	
1842	08/31/2025	Claims	5	EFT	Banner Bank - 7779	17.90	
1843	08/05/2025	Claims	5	EFT	Paymentech, LLC	457.44	08-05-25 CCD Fees
1844	08/07/2025	Claims	5	EFT	Xpress Billpay	411.46	08-07-2025 Fees
1710	08/20/2025	Claims	5	13017	Liberty Concrete, LLC	693,875.85	Pay Request #2, Argonne Road Project
1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
1763	08/27/2025	Claims	5	13020	O'Sullivan Legal, PLLC	50.00	Mark Christman, return of Special Events Permit Fee
1856	08/31/2025	Claims	5	13029	A1 Tree Service	1,252.35	
1857	08/31/2025	Claims	5	13030	Access Information Management	152.10	Two Invoices that were not paid for 01/31/25 & 03/31/25
1858	08/31/2025	Claims	5	13031	Anatek Labs, Inc.	575.00	
1859	08/31/2025	Claims	5	13032	Bigfoot Technical Services, LLC	2,906.32	
1860	08/31/2025	Claims	5	13033	Canon Financial Services, Inc.	185.13	
1861	08/31/2025	Claims	5	13034	CenturyLink	148.06	
1862	08/31/2025	Claims	5	13035	CivicPlus LLC	7,289.86	Muni Code Software
1863	08/31/2025	Claims	5	13036	Cline's Air Conditioning	551.03	
1864	08/31/2025	Claims	5	13037	Comcast - 7594	235.47	
1865	08/31/2025	Claims	5	13038	Comcast	535.07	
1866	08/31/2025	Claims	5	13039	Community Forestry Consultants	544.50	
1867	08/31/2025	Claims	5	13040	Complete Office	535.58	
1868	08/31/2025	Claims	5	13041	DTA Diversified	18,335.00	
1869	08/31/2025	Claims	5	13042	Daedalus Drafting Services LLC	525.00	
1870	08/31/2025	Claims	5	13043	DataPro Solutions, Inc.	1,093.54	
1871	08/31/2025	Claims	5	13044	Door Specialties, Inc.	1,127.12	
1872	08/31/2025	Claims	5	13045	ESRI, Inc.	1,934.06	Renewal
1873	08/31/2025	Claims	5	13046	Fuel Man	370.73	
1874	08/31/2025	Claims	5	13047	Greenway Landscape Maintenance, LLC	82.76	
1875	08/31/2025	Claims	5	13048	H&H Document Management Solutions	301.18	
1876	08/31/2025	Claims	5	13049	H.D. Fowler	3,272.83	
1877	08/31/2025	Claims	5	13050	Menke Jackson Beyer, LLP	7,122.60	
1878	08/31/2025	Claims	5	13051	Montgomery Hardware	20.04	
1879	08/31/2025	Claims	5	13052	NAPA Auto Parts	38.10	
1880	08/31/2025	Claims	5	13053	North 40 Outfitters	21.22	
1881	08/31/2025	Claims	5	13054	Northwest Spa & Pool	233.26	
1882	08/31/2025	Claims	5	13055	O'Sullivan Legal, PLLC	2,502.50	O'Sullivan Legal, 50% of invoice 390 dated 6/2/2025
1883	08/31/2025	Claims	5	13056	Pacific Power Group, LLC	212.36	
1884	08/31/2025	Claims	5	13057	Prestige Worldwide Technologies, LLC	6,900.94	
1885	08/31/2025	Claims	5	13058	Quadient Finance USA, Inc.	2,567.71	
1886	08/31/2025	Claims	5	13059	Quadient Leasing USA, Inc.	1,459.63	
1887	08/31/2025	Claims	5	13060	Spokane County District Court	11,392.48	
1888	08/31/2025	Claims	5	13061	Spokane County Public Defender	8,441.68	
1889	08/31/2025	Claims	5	13062	Spokane County Treasurer - PW	1,871.36	
1890	08/31/2025	Claims	5	13063	Spokane County Treasurer - Pretrial	1,648.02	

CHECK REGISTER

Section 9, Item a.

City Of Millwood

Time: 10:02:22 Date: 09/03/2025

08/01/2025 To: 08/31/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1891	08/31/2025	Claims	5	13064	Spokane County Treasurer - SCRAPS	608.28	
1892	08/31/2025	Claims	5	13065	Spokane County Treasurer - Sheriff's	26,522.50	
1893	08/31/2025	Claims	5	13066	Springbrook Holding Company LLC	2,400.00	Training
1894	08/31/2025	Claims	5	13067	Legal Posting The Spokesman-Review	504.28	
1895	08/31/2025	Claims	5	13068	Subscription The Spokesman-Review	104.00	13 week
1896	08/31/2025	Claims	5	13069	Union Pacific Railroad Company	10,587.00	
1897	08/31/2025	Claims	5	13070	Upward 7 Consulting	6,187.50	
1898	08/31/2025	Claims	5	13071	Vanguard Cleaning Systems	300.00	
1899	08/31/2025	Claims	5	13072	Verizon Wireless	389.92	
1900	08/31/2025	Claims	5	13073	WA State Department of Health		Printer Miss Print
1901	08/31/2025	Claims	5	13074	Welch-Comer		Printer Miss Print
1902	08/31/2025	Claims	5	13075	Witherspoon Brajcich McPhee, PLLC		Printer Miss Print
1904	08/31/2025	Claims	5	13076	WA State Department of Health	21,231.54	10/1/2025 Payment
1905	08/31/2025	Claims	5	13077	Welch-Comer	87,389.41	
1906	08/31/2025	Claims	5	13078	Witherspoon Brajcich McPhee, PLLC	10,931.18	
001 General Fund						906,809.11	
401 Utility Operating Fund						45,204.10	
402 Water Capital Fund Managerial						590.03	
						<u>952,603.24</u>	Claims: 952,603.24
* Transaction Has Mixed Revenue And Expense Accounts						952,603.24	

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

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

CHECK REGISTER

Section 9, Item a.

City Of Millwood

Time: 10:02:52 Date: 09/05/2025

08/01/2025 To: 08/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1541	08/06/2025	Payroll	5	EFT	EFTPS	15,566.63	941 Deposit for Pay Cycle(s) 07/31/2025 - 07/31/2025
1543	08/06/2025	Payroll	5	EFT	AWC Employee Benefits Trust	16,799.74	Pay Cycle(s) 07/31/2025 To 07/31/2025 - Asuris; Pay Cycle(s) 07/31/2025 To 07/31/2025 - Kaiser; Pay Cycle(s) 07/31/2025 To 07/31/2025 - Dental; Pay Cycle(s) 07/31/2025 To 07/31/2025 - Vision; Pay Cycl
1545	08/05/2025	Payroll	5	EFT	Department of Retirement	5,756.59	Pay Cycle(s) 07/31/2025 To 07/31/2025 - PERS 2
1699	08/18/2025	Payroll	5	EFT	Department of Retirement	10,357.00	Pay Cycle(s) 07/31/2025 To 07/31/2025 - Deferred Comp
1814	08/31/2025	Payroll	5	EFT		3,164.16	August 2025
1817	08/31/2025	Payroll	5	EFT		3,669.68	August 2025
1818	08/31/2025	Payroll	5	EFT		68.82	August 2025
1819	08/31/2025	Payroll	5	EFT		4,404.00	August 2025
1821	08/31/2025	Payroll	5	EFT		713.56	August 2025
1822	08/31/2025	Payroll	5	EFT		4,125.83	August 2025
1823	08/31/2025	Payroll	5	EFT		1,786.07	August 2025
1824	08/31/2025	Payroll	5	EFT		6,079.05	August 2025
1826	08/31/2025	Payroll	5	EFT		4,037.39	August 2025
1827	08/31/2025	Payroll	5	EFT		3,245.24	August 2025
1828	08/31/2025	Payroll	5	EFT		5,847.54	August 2025
1831	08/31/2025	Payroll	5	EFT		68.82	August 2025
1832	08/31/2025	Payroll	5	EFT		68.82	August 2025
1838	08/31/2025	Payroll	5	EFT	AWC Employee Benefits Trust	14,164.94	Pay Cycle(s) 08/31/2025 To 08/31/2025 - Asuris; Pay Cycle(s) 08/31/2025 To 08/31/2025 - Kaiser; Pay Cycle(s) 08/31/2025 To 08/31/2025 - Dental; Pay Cycle(s) 08/31/2025 To 08/31/2025 - Vision; Pay Cycl
1544	08/05/2025	Payroll	5	12950	HRA VEBA Trust Contributions	800.00	Pay Cycle(s) 07/31/2025 To 07/31/2025 - VEBA
1813	08/31/2025	Payroll	5	13021		36.71	August 2025
1815	08/31/2025	Payroll	5	13022		11.71	August 2025
1816	08/31/2025	Payroll	5	13023		68.82	August 2025
1820	08/31/2025	Payroll	5	13024		446.87	August 2025
1825	08/31/2025	Payroll	5	13025		36.71	August 2025
1829	08/31/2025	Payroll	5	13026		317.96	August 2025
1830	08/31/2025	Payroll	5	13027		596.70	August 2025
1837	08/31/2025	Payroll	5	13028	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 08/31/2025 To 08/31/2025 - VEBA

001 General Fund
401 Utility Operating Fund

69,504.28
33,435.08

102,939.36 Payroll: 102,939.36

CHECK REGISTER

Section 9, Item a.

City Of Millwood

Time: 10:02:52 Date: 09/05/2025

08/01/2025 To: 08/31/2025

Page: 2

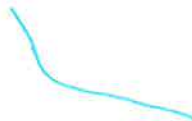
Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is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

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____





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

PROCLAMATION

WHERE AS Mister Rogers once said, “Imagine what our real neighborhoods would be like if each of us offered, as a matter of course, just one kind word to another person.”;

WHERE AS in 1978, U.S. President Jimmy Carter proclaimed September 24, 1978, as National Good Neighbor Day, establishing this annual observance, now held on September 28th, to encourage people to foster community by showing concern for others and building stronger, safer neighborhoods;

WHERE AS the City of Millwood has always been known for its strong sense of community, where residents look out for one another;

WHERE AS research demonstrates that positive neighbor relationships lead to a safer, more vibrant community with reduced crime, increased well-being, and a stronger sense of belonging;

NOW, THEREFORE, I, Kevin Freeman, Mayor of the City of Millwood, do hereby proclaim Sunday, September 28, 2025, as Good Neighbor Day

In the City of Millwood, I urge all citizens to celebrate Good Neighbor Day and to support efforts to foster neighborhood development and;

FURTHER, Let's shine a light on kindness and strengthen the bonds that make Millwood a truly exceptional community.

DATED THIS 28th Day of September, 2025

Kevin Freeman, Mayor

File Attachments for Item:

b. Ordinance #547 Amend Ch. 12.05.070 Permit Fees

ORDINANCE #547

SEPTEMBER 9, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING CHAPTER 12.05.070, PARAGRAPH A. APPLICATION FEE; 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 "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 Council adopted Ordinance #373 in 2009 regarding permit fees and charges; and

WHEREAS, paragraph A, Application fee, of Chapter 12.05.070 specifies a nonrefundable application fee of thirty-five dollars (\$35.00) to be charged for each right-of-way use permit application.

WHEREAS, the thirty-five dollar (\$35.00) fee stated in Chapter 12.05.070 is incorrect and reference instead should be made to the fee schedule adopted by the city council; and

WHEREAS, the fees for each permit are set forth in a fee schedule adopted by the city council, and may be increased or decreased by the city council on recommendation of the director or designee's recommendation.

WHEREAS, the Council finds it is in the best interests of the City to amend and update such regulations;

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

Section 1. Amendment to Section 12.05.070 MMC – Permit fees and charges. Section 12.05.070, paragraph A, of MMC is hereby amended as follows (deleted language ~~stricken~~, added language double-underlined):

A. Application fee. A nonrefundable application fee ~~of thirty-five dollars (\$35.00)~~ shall be charged for each right-of-way use permit application that is accepted for processing pursuant to the fee schedule adopted by the city council. This fee covers the costs of initial processing, counter service and record keeping. The application fee shall be the same for all types of right-of-way use permits.

Section 2. Repeal. All ordinances, resolutions, laws, and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

ORDINANCE #547

SEPTEMBER 9, 2025

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

Section 4. Effect: This Ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this Ordinance in the official newspaper of the City.

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

CITY OF MILLWOOD,
Spokane County, Washington

Kevin Freeman, Mayor

ATTEST:

City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

_____, 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, SPOKANE COUNTY, WASHINGTON, AMENDING CHAPTER 12.05.070, PARAGRAPH A. APPLICATION FEE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO" is the true and correct copy of the City of Millwood's Ordinance numbered #547 and that the same was posted and published according to law.

Lisa Cassels, City Clerk

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

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

File Attachments for Item:

c. Ordinance #548 Amend Ch. 2.04 Finance Committee

ORDINANCE #548

SEPTEMBER 9, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING CHAPTER 2.04 FINANCE COMMITTEE; 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 "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 Council desires to amend Chapter 2.04 of the Millwood Municipal Code (the "MMC") in order to establish a finance committee of the Council consisting of the Mayor, Treasurer, and two (2) Councilmembers; and

WHEREAS, the Council finds it is in the best interests of the City to amend and update Chapter 2.04 MMC as set forth in this Ordinance;

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

Section 1. New Section 2.04.020 MMC – Purpose. A new Section 2.04.020 MMC is hereby created as follows:

2.04.020 Finance Committee of the City Council

There is hereby created a finance committee of the city council. The purpose of the finance committee is to provide an advisory body to the city council on matters concerning the general fiscal policy and financial operations of the city. The members of the finance committee shall consist of the mayor, treasurer, and two (2) members of the city council, who shall be appointed by the city council. The finance committee shall consist of one (1) chairperson, who shall be one (1) of the members of the city council and shall be determined by the finance committee. The finance committee shall meet as needed, but no less than monthly, in order to perform the following duties:

- A. To review, analyze, and recommend financial policy to the city;
- B. To review financial statements and reports of the financial operations of the city;
- C. To assist with the preparation and development of any audit of the city;
- D. To assist with the preparation and development of the city's annual budget prior to presentation to the city council;

ORDINANCE #548

SEPTEMBER 9, 2025

E. To examine and review all city claims for payment, payroll, bills, invoices, vouchers or statements for payment, and recommend to the city council payment of all or any portion thereof prior to payment by the city.

F. To perform any tasks or request of the city council pertaining to the general fiscal policy and financial operations of the city.

G. To adopt, maintain and revise, as needed, policies and procedures to guide the finance committee in the performance of its duties.

Section 2. Repeal. 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: 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. Effect: This Ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this Ordinance in the official newspaper of the City.

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

CITY OF MILLWOOD,
Spokane County, Washington

Kevin Freeman, Mayor

ATTEST:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

_____, 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, SPOKANE COUNTY,

ORDINANCE #548

SEPTEMBER 9, 2025

WASHINGTON, AMENDING CHAPTER 2.04 FINANCE COMMITTEE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.” is the true and correct copy of the City of Millwood’s Ordinance numbered #548 and that the same was posted and published according to law.

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

Notary Public in and for the State of
Washington

My Commission expires _____

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

September 2 2025

Memo To: Millwood City Council

RE: August 2025 Planning Report

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

- Permit/license/land use application review and processing:
 - 9011 E. South Riverway – Fence appeal decision issuance & assistance with retaining wall code enforcement / submittal response
 - 9204 E. Grace - Accessory Dwelling Unit (ADU) updated site plan approval & address assignment
 - 3014 N. Sargent - Shed review / approval
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- Planning Commission - see 2026 Comprehensive Plan Periodic Update
- 2026 Comprehensive Plan Periodic Update
 - Community / agency engagement
 - SEPA Checklist and Non-Project DNS preparation and issuance w/ Notice of Planning Commission Public Hearings and comment presentation for Planning Commission
 - 8/6/25 Planning Technical Advisory Committee (PTAC) Meeting
 - Spokane County Climate Survey coordination
 - Millwood Daze booth coordination w/ City Staff and Planning Commission presentation
 - Draft Comprehensive Plan modifications
 - Planning Commission meeting on August 27th at 6:00pm (Periodic Update - Public Hearing on Draft Comprehensive Plan w/ Chapter 10 Millwood Park Master Plan featured)
 - Community / agency engagement & webpage updates
 - GMA 60 day review preparation and issuance of Draft Comprehensive Plan

With best regards,

Amanda Tainio

Millwood Contract City Planner

planner@millwoodwa.us