



City Council Regular Meeting Minutes

Tuesday, March 11, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Regular City Council meeting to order at 6:03 pm.

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Kelly Stravens

Council Member Andy Van Hees

ABSENT

Council Member Dan Sander

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to excuse Council Member Sander from the March 11, 2025 meeting.

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Stravens, Seconded by Council Member Van Hees to amend the consent agenda to include the reappointment of Annie Oakes to the Historic Preservation Commission.

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

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

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

- a. Spokane County Assessor's Office Presentation - 2025 Property Tax Allocation - Joe Hollenbeck

Joe Hollenbeck explained the valuation & assessment process and how the revaluation of Inland Empire Paper will impact the City of Millwood taxes.

5. OTHER PRESENTATIONS

- a. Jeremy Clark - Millwood Impact - Community Gardening

Mr. Clark, Director of Operations Millwood Impact, explained that Millwood Impact served the community in many ways with after school programs, meal deliveries to the community, and now would be providing a new community garden on Dalton Ave that will provide space to garden as well as education on how to garden. Mr. Clark announced that Inland Empire Paper owned the land east of the Pumpkin Patch and had agreed to allow the community garden to expand their operations utilizing those vacant lots; Many improvements are planned for the Pumpkin Patch in the future.

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There was an emailed comment regarding Ordinance # 544 from 11.12.2024 included in the packet that was previously viewed by Council at the 11.12.2024 Council meeting. No other comments were submitted.

7. EXECUTIVE SESSION (if necessary)

Mr. Werst asked to move the Executive Session to the end of the Council meeting. No action will be taken in the Executive Session.

8. ACTION ITEMS FOR FIRST READING

a. Special Event Permit - Farmers Market 2025

Ms. Cassels explained that the 2025 Special Event Application for the Farmers Market had no changes from the 2024 application. Mr. Werst explained that the code required 90 days' notice for a fee waiver to be considered and the application was submitted 4 days late. Mr. Werst suggested that a finding regarding waiving the Special Event fee accompany the Farmers Market Application for consideration at the next meeting. Additionally, Council may want to consider the 90-day notice for fee waiver requirements at a future time.

b. Special Event Permit - Spokane Canoe & Kayak Club

Ms. Cassels explained that the Spokane Canoe & Kayak Club Special Event Application was for a "swap meet" type of event. They would be selling used equipment in the Park. It was the first year this group had applied for a special event permit. Mr. Schiewe had reviewed the permit and had no concerns.

c. Argonne Congestion Relief Project Bids (May request consideration)

Matt Gillis, Welch Comer Engineers, explained that the City had received 6 responsive bids for the Argonne Congestion Relief Project. Liberty Concrete LLC was the low bidder in the amount of \$2,388,557.00. Mayor Freeman stated that the City was required by law to accept the lowest bid; subject to WSDOT approval. Mayor Freeman asked the Council to forego a second touch on this item and to move to consideration for acceptance of Liberty Concrete LLC for the construction of the Argonne Congestion Relief Project.

Motion made by Council Member Van Hees, Seconded by Council Member Culler to accept the Liberty Concrete LLC bid in the amount of \$ 2,388,557.00 for the construction of the Argonne Road Empire to Liberty Congestion Relief Project otherwise known as the Argonne Congestion Relief Project subject to WSDOT final approval.

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

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) February 2025 City Council Regular Meeting Minutes, (2) February 2025 Treasurer's Report, (3) February 2025 Claims, (4) February 2025 Payroll, and (5) Barbara St. Clair reappointment to the Historic Preservation Commission.

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve the amended consent agenda which included the addition of the reappointment of Annie Oakes to the Historic Preservation Commission.

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

- b. ORDINANCE #544 MMC Section 17.04 / 17.040.35 (Adoption by Reference). Spokane County Off-Street Parking & Loading Standards (voted to table ORD #544 - November 12, 2024 Council Meeting)

Ms. Tainio discussed the sections of the Spokane County Off-Street Parking and Loading Standards that would be utilized if Ordinance #544 was adopted. Ordinance #544 would serve as a way to fill some of the gaps in the code until the Millwood Municipal Code could be updated which would not be until 2026 or 2027.

The Council discussed front yard parking, backing onto the right of way, RV parking, and if the document was adopted by reference how the City would selectively enforce the document.

The Council asked to have Ordinance #544 prepared to reflect the adoption by Reference of Spokane County Chapter 14.802 Off-Street Parking and Loading Standards excluding 14.802.060 subsection 9 and including the specific highlighted sections for consideration at the next meeting.

10. REPORTS (no action)

- a. Treasurer - Debb Matkin

Ms. Matkin had nothing further to report.

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

Ms. Cassels reported that five public records requests had been submitted and fulfilled. Several code enforcement cases were ongoing, a barking dog complaint that was affecting an entire neighborhood and was not being addressed by SCRAPS had finally been resolved, and one case that had been issued a notice and order without compliance that needed to move to legal action.

Motion made by Council Member Culler, Seconded by Council Member Van Hees to authorize the City the authority to initiate a code enforcement abatement action at 9614 E Frederick Ave. Voting Yea: Council Member Beese, Council Member Culler, Council Member Stravens, Council Member Van Hees

- c. Facilities - Kyle Schiewe

Mr. Schiewe reported on snow removal, pothole repairs, storm drain cleanouts, submittal of invoices for reimbursement for tree removal per grant guidelines and stated that he would have bids for the Empire speed hump project at the next Council meeting.

He also reported that the Beautification and Tree Board met on February 24, 2025 and Chairperson Charlie Peterson resigned from the board at that meeting. Vickki Naccarato and Debbie Lehinger also announced that they would like to step down as soon as replacement members could be found. The City has had one person interested in joining the board.

- d. Utilities - Matt Erdahl

Mr. Erdahl reported that the water samples were satisfactory, several frozen meters replaced, staff attended Truck Rodeo classes and will be attending a water conference in March, meeting with Ashley at Welch Comer on the Water System Plan and Lift station 1 lost power but was back up and running.

- 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 reported that the code enforcement action at 10423 E Trent had been paused again. The Federal prosecution of the property owners had resumed and was going to trial in early April. He commented that some City employees and former employees may be subpoenaed as witnesses in that matter, and he was currently working on a request for documents from the US Attorney's Office.

- g. Mayor - Mayor Kevin Freeman

Mayor Freeman reported that preliminary meetings for the Argonne Congestion Relief Project were being scheduled, working on policies and procedures manual, the auditor had identified some management recommendations and a finding.

11. COUNCIL INFORMATION (no action or discussion)

- a. SCSO - Intelligence Report - January 2025

12. PUBLIC REMARKS

Shirene Young, 8903 E Liberty, asked if the Argonne Congestion Relief Project would be completed in time for Millwood Daze which was scheduled for August 23, 2025.

13. COUNCIL REMARKS

Council Member Beese asked for clarification on Council Member absences.

Council Member Culler thanked Ms. Tainio for her work on Ordinance #544 and staff for the SCRAPS code enforcement progress.

Council Member Van Hees commented on the positive presence of Deputy Ball in the area.

Council Member Stravens thanked staff.

14. EXECUTIVE SESSION

Mr. Werst announced that City Council would convene to executive session pursuant to RCW 42.30.110 (1)(i) for 20 minutes upon commencement of the executive session and unless otherwise extended by further announcement to discuss with legal counsel legal risks or potential litigation of the City. The City Council will not take action upon conclusion of the executive session. Those attending the Executive Session were Council Members, Mayor Freeman and Debb Matkin. The Executive session began at 8.15 PM, the session was extended multiple times for a total of 45 additional minutes and ended at 9:00 PM.

15. SET NEXT MEETING - City Council Regular Meeting - April 8, 2025 at 6:00 pm.

16. ADJOURNMENT

The City Council meeting was adjourned after the Executive Session at 9:00 pm.

Approved:

Attest:

Kevin Freeman, Mayor

Lisa Cassels, City Clerk