



City Council Regular Meeting Minutes

Tuesday, March 10, 2026 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

2026 Strategic Theme: "Our Future. Our Water."

1. CALL TO ORDER & ROLL CALL

Mayor Beese called the Regular City Council Meeting to order at 6:00 pm. A quorum was present.

PRESENT

Mayor Shawna Beese

Council Member Shaun Culler

Council Member Dan Sander

Council Member Kelly Stravens

Council Member Andy Van Hees

Council Member Tina Seifert

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Mayor Beese suggested moving the Executive Session to the end of the meeting agenda with no actions anticipated.

Motion made by Council Member Culler to approve the agenda as amended with the Executive Session moved to the end of meeting agenda, Seconded by Council Member Stravens.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

a. Spokane Conservation District - Vicki Carter and Kohl LeRoy

Vicki Carter presented the 2027 Rates and Charges Update slideshow from Spokane Conservation District.

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.

There were no comments concerning action items.

7. EXECUTIVE SESSION (if necessary)

Moved to after Council Remarks.

Mr. Werst announced that the Millwood City Council would convene to Executive session pursuant to RCW 24.30.110(1)(i)(iii)(g) for 10 minutes upon the commencement of the executive session to evaluate the qualifications of an applicant for public employment or review the performance of a public employee, as well as to discuss potential litigation, legal risks, or potential financial risk of a proposed action of the City. Mr. Werst reported no action will be asked of the council upon conclusion of the executive session.

The Executive Session began at 6:58 pm and ended at 7:08 pm. There were no extensions and no action was taken.

8. ACTION ITEMS FOR FIRST READING

There were no Action Items for first reading.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) February 2026 City Council Regular Meeting Minutes, (2) February 2026 Check Register, (3) February 2026 Treasures Report, (4) January 2026 Check Register, (5) January 2026 Treasures Report, (6) December 2025 Check Register, and (7) December 2025 Treasures Report.

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

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

b. PUBLIC HEARING - ORDINANCE #558 -2026 Comprehensive Plan Periodic Update Part 2 - Exhibit A

Mayor Beese presented Ms. Tainio's statement for council in her absence. Ms. Tainio's statement discussed Ordinance #558 the 2026 Comprehensive plan presented for final adoption with Option 3 adds the climate element and on housing paragraph, only one external request during the 60-day review to reference the 2022 climate resilience policy.

Mr. Werst opened the public hearing on Ordinance #558 at 6:23 pm at the direction of Mayor Beese. No testimony was given. Mr. Werst closed the public hearing at 6:24pm.

Mayor Beese requested clarification from Mr. Werst on Ordinance approval based on adoption of non-substantial correction. Mr. Werst clarified approval subject to any type of corrections that are non-substantially different.

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve Ordinance #558 Comprehensive Plan Periodic Update with non-substantive Scrivner changes provided by Council Member Seifert.

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

10. REPORTS (no action)

a. Treasurer - Lynn Scharff

Preliminary Treasurer's Report

Ms. Scharff reported to Council the treasurer's reports and check registers for December, January and February included in packet with updated 13th Month entries. Ms. Scharff reported bringing forward December did not include 13th Month entries adding \$200,000 into that time period, Mrs. Scharff requested council's re-approval.

Ms. Scharff reported reimbursements received the first week of March including \$150,000 from Wash DOT along with \$600,000 from TIB, allowing to start paying off the interfund loan. Ms. Scharff reported outstanding reimbursement of \$1 million from Wash DOT, with hopes of receiving by the end of March.

Ms. Scharff reported working on fund balances to ensure correct categorization, new expenditure and check procedure developed with Mayor Beese for double approval to ensure spending is reasonable.

Ms. Scharff reported her last day with the City will be March 19th, 2026, thanking Council and wished all the best for the City of Millwood.

b. Clerk/Public Records and Code Enforcement – Bridget Gill

Ms. Gill reported maintaining daily office operations, preparing agenda, packets and minutes with assistance of clerk advisor Ms. Roderick. Ms. Gill reported hiring temporary 90-day admin assistant Sophie to provide immediate relief for front end operations and Full-time admin assistant Josh starting March 16th, 2026.

Ms. Gill reported upcoming meeting with Necia, with Welsh Comer, to update water sewer rates for March Bills to be issued April 5, 2026. Ms. Gill reported Casey Parr with SVFD is investigating a Code enforcement violation with the railings installed at Safeway, the city requires no action due to contract with Spokane Valley for permits and inspections.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported contract with Vertical Options finalized after approval last month, preparing new bid tab for City Hall HVAC systems for services and maintenance.

Mr. Schiewe reported a vehicle drove through Ballard at the end of Frederic trailhead proceeding to the Trent Overpass and destroyed the gate fencing, Idaho Fence quote was obtained and repairs completed, the Ballard the City was able to repair with no additional costs.

Mr. Schiewe reported the South end FDR project is in progress with plans returned with notes by TIV, a bid is expected by end of month, with no groundbreaking until after school summer break. Mr. Schiewe plans public outreach will be implemented for the South end project, including liaison for communication with the community.

d. Utilities - Matt Erdahl

Mr. Erdahl reported all routine water samples came back good this month. Mr. Erdahl reported attending the truck rodeo last month with Mr. Noack, they will be attending the SRC 4 conference at Whitworth this month.

Mr. Erdahl reported one pump at Lift Station 3 has been tripping the breaker a few times, possible replacement needed if continued, an extra pump is available in the shop.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio was absent.

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

Mr. Werst reported himself and Ms. Kotkin working on assisting Ms. Gill with ongoing public records matters. Mr. Werst reported bringing an Open Government meeting next month to Council.

g. Mayor - Shawna Beese

Mayor Beese reported staffing improvements focusing on stabilizing within the City, with a permanent full-time administrative assistant starting on March 16th, and additionally a temporary admin assistant brought on to relieve immediate workload pressures. Mayor Beese

reported interviewing treasurer candidates with Council Member Seifert and Ms. Gill, producing a successful candidate pending background check.

Mayor Beese reported Planning Commission and Historic Preservation Commission vacancies, with plans on meeting individually with Chairman Ankney and Commissioner Major. Mayor Beese discussed Barba St. Clair resignation, thanking Ms. St. Clair for her long-standing commitment and significant contribution to the City's Historic preservation efforts.

Mayor Beese discussed upcoming Special Meetings including Open Government Training April 14th at 5:00pm, inviting Council, Planning Commission and Historic Preservation Commission. Mayor Beese announced a joint meeting on June 19th, 2026, for Council and Planning Commission with Ms. Tainio to present key components on the Comprehensive Plan.

Mayor Beese reported potential installation of a Flock Camera by Spokane County Sheriff's Department, Mayor Beese emphasized the importance of community input before council with possibility of future public hearings.

Mayor Beese reported first Public Works Committee meeting with discussions regarding the Water Capital Improvement Plan along with Water and Sewer 2026 rates.

11. COUNCIL INFORMATION (no action or discussion)

Council Member Sander requested clarification from Mayor Beese regarding the Flock camera.

Mayor Beese explained the Flock camera functions as a law-enforcement tool and once permitted for installation it cannot be easily removed. Council Member Culler explained the Flock camera is an automated license plate reader that records every license plate that passes through.

Mayor Beese discussed requesting a presentation to Council with recommendation of public comments.

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.

Kay Boone, 2609 N Bessie Rd, spoke in support of public discussions regarding potential installation of a flock camera emphasizing the need for community transparency.

Todd Beese, E 86th South Riverway, stated support in Kay Boone's remark, provided announcements about local events including a St. Patrick's themed activity called "Shamrocks and Seedlings" at the Lodge. Mr. Beese mentioned Stockwell's will be expanding hours and introducing new specials.

John Reidburn, 3208 North Sargent, raised concerns about motorcycles and minibikes causing disturbances and safety issues in residential areas. Mr. Reidburn expressed frustration with the lack of action from law enforcement regarding incidents and stressed the need for the City to address public safety.

13. COUNCIL REMARKS

Council Member Seifert thanked staff and involvement with interview process for a new treasurer, commented on community discussion on temporary speed bumps asking council on future installation plans.

Council Member Culler discussed updates from the last Finance Committee meeting with Matt Gillis, from Welch Comer, commenting on a new policy being developed in streamlining the reimbursement process for the City.

Council Member Van Hees thanked council, commented on attending the SWAC meeting with Mayor Beese, moving forward with the Solid Waste Advisory Committee, and updated that next Council Meeting he will be attending remotely due to work travel.

Council Member Sander thanked Ms. Scharff for her time with the City, commented on the speed bumps solving the issue of speeding vehicles.

Council Member Stravens thanked staff.

14. ANNOUNCEMENTS

No announcements were made.

15. SET NEXT MEETING - April 14th, 2026 @6:00 PM

April 14th, 2026 at 6:00pm

a. Special Meeting Open Government Training April 14th, 2026 at 5:00 pm

16. ADJOURNMENT

Mayor Beese gave an update on Coffee with the Mayor held March 11, 2026 at 8:00am and 10:30am.

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

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