



City Council Regular Meeting Minutes

Tuesday, April 08, 2025 at 6:00 PM

9103 E Frederick Ave.

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1. CALL TO ORDER & ROLL CALL

Mayor Pro Tem Culler called the Regular City Council Meeting to order at 6:03 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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

The City Council Regular Meeting Agenda was amended as follows: Add item 4a. SVFD Quarterly Presentation to Local Agency Reports/Presentations, Move Item 7 Executive Session to Item 15a., Add item 9e. Approval of budgeted Springbrook Invoice in the amount of \$21,022.87.

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve the amended City Council Regular Meeting Agenda.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

4a. SVFD Quarterly Report - Chief Frank Soto

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 - Moved to Item 15a.

8. ACTION ITEMS FOR FIRST READING

- a. Professional Services Agreement - WSDOT Local Agency A&E Professional Services Consultant Agreement - Welch-Comer Bid & Construction Services, Argonne Project (Consideration Requested)

Matt Gillis - Welch Comer Engineers - Mr. Gillis went over the Professional Services Consultant Agreement and described the scope and services that Welch Comer would be providing throughout the Argonne Congestion Relief Project.

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to approve the Welch Comer Professional Services Consultant Agreement as presented.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

b. Special Event Permit Application - West Valley Education Foundation

Council Member Sander asked if a permit was needed for the raffle that was planned at the event and asked if public works had any concerns. Mr. Schiewe said he had no concerns and Ms. Cassels stated she would research whether a permit was needed for a raffle.

c. RESOLUTION 2025-03 Aquifer Protection Area -2025 Ballot Measure (Consideration Requested)

Mr. Werst explained that Resolution 2025-03 would approve the inclusion of the City's municipal boundaries within the proposed reauthorized Spokane Aquifer Protection Area. The Spokane Aquifer Protection Area would be included as a 2025 Ballot Measure.

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve Resolution 2025-03 to authorize inclusion of the City of Millwood in the Aquifer Protection Area.

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

d. RESOLUTION 2025-04 Historic Preservation Commission Meeting Schedule

Mr. Werst explained that the Historic Preservation Commission would like to change their regular meetings from the third Thursday of each month at 6:00 pm to the second Monday of each month at 2:00 pm. Council Member Sander identified a typo in the Resolution; the correction will be made for Council's second touch review in May.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) March 11, 2025 City Council Regular Meeting Minutes, (2) March 18, 2025 City Council Special Meeting Minutes, (3) March 26, 2025 City Council Special Meeting Minutes, (4) March 2025 Treasurer's Report, (5) March 2025 Claims, (6) March 2025 Payroll and (7) Historic Preservation Commission Chair Kris Major submits Colleen Kirsten and Alex Brannin for reappointment to the Historic Preservation Commission.

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

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

b. Special Event Permit Application - Millwood Farmers Market 2025

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve the Farmers Market Special Event permit as presented.

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

c. Empire Traffic Calming

Mr. Schiewe presented the bid tabulation for the speed hump traffic calming measure on Empire. He stated that Diamond Asphalt & Paving was the low bidder and they had done work for the City before with good results.

Motion made by Council Member Van Hees, Seconded by Council Member Beese to award the Empire Ave. speed hump traffic calming project to Diamond Asphalt & Paving in the amount of \$16,737.93.

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

- d. **ORDINANCE #544 Section 17.04/17.040.35 (Adoption by Reference) Spokane Co. Off-Street Parking & Loading Standards**

The Council decided to table Ordinance #544 Section 17.04/17.040.35 (Adoption by Reference) Spokane Co. Off-Street Parking & Loading Standards until the next meeting.

Item 9e. Authorize payment of Springbrook Invoice BOO1948 for \$21, 022.87.

Motion made by Council Member Beese, Seconded by Council Member Stravens to authorize payment of Springbrook Invoice BOO1948 in the amount of \$21,022.87.

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's report was included in the packet.

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

Ms. Cassels' report was included in the packet.

- c. Public Works - Kyle Schiewe

Mr. Schiewe's report was included in the packet. He asked if a Council Member would volunteer to attend the Arbor Day Celebration on April 25, 2025 at 2:00 pm. Council Member Beese volunteered to be at the Celebration and read the Arbor Day Proclamation.

- d. Utilities - Matt Erdahl

Mr. Erdahl's report was included in the packet.

- e. Planning - Amanda Tainio - Upward 7 Consulting

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

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

Mr. Werst explained that Ms. Tainio was also very helpful in assisting the City with Code Enforcement issues.

- g. Mayor - Kevin Freeman

Council Member Culler read a statement submitted by Mayor Freeman. Mayor Freeman stated that he had met with City Council regarding the recent audit findings concerning credit card usage and credit card policies. He stated that he initiated actions necessary to address the outstanding issues. The City immediately implemented several changes to strengthen control of credit card expenditures. Mayor Freeman stated that he looked forward to working with the Council regarding these changes, addressing the current circumstances and the prior unresolved audit concerns.

He also reported that he had submitted the City logo to the Sheriff's office, met with Argonne Congestion Relief Project contractor and engineers, was working with Welch Comer to evaluate funding sources for cast iron waterline replacement and reminded those running for office of filing week May 5-9. Additionally, as stated before, Mayor Freeman will not be seeking reelection.

11. COUNCIL INFORMATION (no action or discussion)

- a. SCSO - Intelligence Report - February 2025
- b. Deputy Ball Report - Jan/Feb 2025

12. PUBLIC REMARKS

Kaye Boone, 2609 E Bessie, Ms. Boone was disappointed by Mayor Freeman's personal use of the City credit card, how long the personal use of the credit card lasted, the purchases that remain unsupported and unpaid and the lack of oversight and accountability. She acknowledged and appreciated the internal credit card controls described in the treasurer's report that had been put in place as well as Mayor Freeman's statement and repayment of credit card purchases but more needed to be done.

Todd Beese, 8610 E South Riverway, distributed flyers for upcoming events from the Millwood Community Association and the Masonic Lodge.

LaDonna Dement, 10306 E Empire, expressed concern that the Millwood Deputy needed to spend more time at the end of Empire Ave. Ms. Dement submitted written remarks regarding the personal use of the City credit card and her email was provided to Council Members and those in attendance at the meeting.

13. COUNCIL REMARKS

Council Member Stravens remarked that he was frustrated and extremely disappointed by the audit findings, there were policies in place but they were not followed and he noted that all funds would be accounted for.

Council Member Sander thanked staff for the written reports, appreciated Deputy Ball's report, and that Orchard Avenue water district would be starting a water main replacement project on Grace west of Vista.

Council Member Van Hees thanked City staff, City Attorney and Council Members for their work. He stated that it was unfortunate that it took this audit finding to spur on action, the Council was a great team and would work together and forge ahead.

Council Member Beese thanked staff. She remarked that she was disappointed with the lack of transparency, confident that Council was devoted as a team to remedy the issues and work to maintain the public trust. She also asked her fellow Council Members to consider having 2 meetings per month and would like to write small paragraphs on the benefits of neighborhoods to be included in each newsletter. Additionally, she would like to have small paragraphs in each newsletter updating the community on the steps the Council had taken towards addressing the audit findings.

Council Member Culler thanked staff for the written reports. He remarked that he was also very disappointed by the audit findings and lack of policy enforcement, the City had engaged an independent investigator to review the findings, the auditors will be conducting an audit this year, the Council will be taking action to implement policy changes to resolve any lingering issues, and be transparent on all matters.

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 unless otherwise extended by further announcement to discuss with legal counsel potential litigation and legal risks of a proposed action of the City.

The Executive session began at 7:45 pm. Extension announced for 10 minutes at 8:05 pm.

Extension announced for 5 minutes at 8:15 pm. Extension announced for 5 minutes at 8:20 pm

Council came out of executive session at 8:25 pm. No action was taken.

15. SET NEXT MEETING - City Council Regular Meeting - May 13, 2025 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Van Hees, Seconded by Council Member Beese to adjourn the City Council Regular Meeting at 8:25 pm.

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

Approved:

Attest:

Shaun Culler, Mayor Pro Tem

Lisa Cassels, City Clerk

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