



## City Council Regular Meeting Minutes

Tuesday, July 08, 2025 at 6:00 PM

9103 E Frederick Ave.

[www.youtube.com/@cityofmillwood](https://www.youtube.com/@cityofmillwood)

---

### 1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Regular City Council Meeting to order at 6:00 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

Motion made by Council Member Beese, Seconded by Council Member Van Hees 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 Sander, Council Member Stravens, Council Member Van Hees

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

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

### 4. LOCAL AGENCY REPORTS/PRESENTATIONS

#### a. SVFD - Quarterly Report - Chief Frank Soto

Chief Soto presented the second quarter Spokane Valley Fire Department Report and distributed copies of the annual report to the Mayor and Council Members.

### 5. OTHER PRESENTATIONS

### 6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no public comments concerning action items received prior to the meeting and there were no comments from those in attendance.

### 7. EXECUTIVE SESSION (if necessary)

### 8. ACTION ITEMS FOR FIRST READING

#### a. PUBLIC HEARING - Amend Six-Year Transportation Plan RESOLUTION 2025-10 Amend Six-Year TIP

Resolution 2025 - 10 will amend the Six-Year Transportation Improvement Plan adopted at the June 10, 2025 meeting. Mayor Freeman opened the public hearing at 6:29 pm asking for public comment.

Greg Mott, 3301 N Argonne, asked if the Empire Chip seal project had been completed or had it been rescheduled for 2026.

Mayor Freeman closed the public hearing at 6:30 pm.

Motion made by Council Member Beese, Seconded by Council Member Van Hees to strike the 2026 Empire Chip Seal Argonne to Butler project from the Six - Year Transportation Improvement Plan.

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

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

Mayor Freeman explained that the Amendment to the Spokane County Steering Committee of Elected Officials Interlocal Agreement as adopted by the Board of County Commissioners addressed the request from the State Legislature to have greater participation by increasing Tribal membership. To allow for consistency among all jurisdictions Millwood will need to adopt the amended ILA.

- c. Empire Traffic Calming - Speed Hump Bid Tabulation

Mr. Schiewe presented the bid tabulation for 2 sets of speed humps on Empire with the lowest bid coming from Inland Asphalt. Council Member Culler commented that the bid had a 15-day expiration date and asked if the Council wanted to bypass the second touch and vote on this matter.

Motion made by Council Member Culler, Seconded by Council Member Stravens to award the Empire Ave Traffic Calming Speed Humps bid to Inland Asphalt Paving in the amount of \$24,562.39.

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

## **9. ACTION ITEMS FOR CONSIDERATION**

- a. Consent Agenda

(1) June 2025 City Council Regular Meeting Minutes (2) June 2025 Treasurer's Report (3) June 2025 Claims (4) June 2025 Payroll (5) ARCR Project Change Order #1 (6) ARCR Partial Payment Phase One (7) Water System Maintenance Projects

Motion made by Council Member Culler, Seconded by Council Member Van Hees 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

## **10. REPORTS (no action)**

- a. Treasurer - Interim Treasurer

Dave Armstrong, Financial Consultant, explained that he would be assisting the City in understanding the reports Springbrook software provided and work on presenting those reports to Council in the form that they have asked for.

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

Ms. Cassels reported that she had been working on 2 new public records requests, compiling appeal hearing materials, completed the quarterly newsletter, assisted with monthly billing, training for the new administrative assistant that started on June 24th, coordinating the repair

of City Hall air conditioning issues, and coordinating with Larry Garvin on code enforcement open cases.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported that he and staff had been working on replacing the merry-go-round in the park, the splash pad was open, marked the travel lanes for the County Chip seal project, (scheduled for Wednesday), the Argonne Project was roughly 1/3 complete, installed temporary speed bumps at intersections and met with Jim Flott regarding the Christmas Tree.

d. Utilities - Matt Erdahl

Mr. Erdahl was on vacation. Mr. Schiewe gave the Utilities report in his absence. He reported that all water samples were satisfactory, the consumer confidence report was sent to the Department of Health, additional required water testing will be done next month, lift station water pump repair, and working on scheduling large meter testing, interior tank inspection and leak detection.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio presented her June Planning Report.

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

Mr. Werst reminded Council that they were the hearing body for the Administrative Appeal Hearing and final written decision would come to them at the August meeting.

g. Mayor - Mayor Kevin Freeman

Mayor Freeman reported on staff coverage, staff training, cross training, procurement policies and procedures and temporary speed bumps.

**11. COUNCIL INFORMATION (no action or discussion)**

**12. PUBLIC REMARKS**

Bobbie Beese, 3301 N Argonne, commented on the height of the banners on the new Argonne streetlights and asked if the IEP flagpole would remain in place after the Argonne Congestion Relief Project.

Greg Mott, 3301 N Argonne, shared the history of the 100 ft IEP flagpole and its importance to the community.

LaDonna Dement, 10306 E Empire, commented on the Empire speed humps and asked for speed bumps at the stop signs at Fowler.

**13. COUNCIL REMARKS**

Council Members thanked staff for their efforts and Ms. Tainio for her Periodic Update Presentation. Council Member Beese commented that she had completed the required courses to be a Certified Municipal Leader.

**14. ANNOUNCEMENTS**

**14 b. 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 upon commencement of the executive session and unless otherwise extended by further announcement to discuss with legal counsel legal and financial risk of a proposed action of the City. Mr. Werst stated that the City Council would not be asked to take action upon conclusion of the executive session.

Council Members, Mr. Werst, Mayor Freeman and Mr. Armstrong were asked to attend the executive session.

There were three 5-minute extensions, and the executive session concluded at 8:17 pm. No action was taken.

**15. SET NEXT MEETING - City Council Regular Meeting - August 12, 2025 at 6:00 pm.**

**16. ADJOURNMENT**

Motion made by Council Member Van Hees, Seconded by Council Member Sander to adjourn the City Council meeting at 8:18 pm.

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

Approved:

Attest:

---

Kevin Freeman, Mayor

---

Lisa Cassels, City Clerk