



## **City Council Regular Meeting Minutes**

**Tuesday, May 13, 2025 at 6:00 PM**

**9103 E Frederick Ave.**

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### **1. CALL TO ORDER & ROLL CALL**

Mayor Freeman called the Regular City Council Meeting to order at 6:05 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 Van Hees, Seconded by Council Member Beese to approve the agenda as presented.

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

### **4. LOCAL AGENCY REPORTS/PRESENTATIONS**

There were no Local Agency Reports.

### **5. OTHER PRESENTATIONS**

- a. Management Team Introductions, Argonne Project – Welch-Comer Engineers and Liberty Concrete

Matt Gillis, Project Manager - Welch Comer Engineers, & Brittney Vian, Project Manager - Liberty Concrete announced their respective teams for the Argonne Congestion Relief Project and their contact information. Mr. Gillis stated that the project would not start prior to June 9, 2025 and for now the 9th was the projected start date. He discussed supply chain issues, creating the schedule, managing traffic, City wide mailing of a project newsletter, team walk through to meet with the business owners in the construction area, working with Union Pacific Railroad and the City's goal to have weekly project updates on the City website.

### **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 concerning action items.

### **7. EXECUTIVE SESSION (if necessary)**

Mr. Werst announced executive session was called pursuant to RCW 42.30.110(1)(i) and (g) for 30 minutes upon the commencement of the executive session, unless otherwise extended by further announcement, for the following purposes: to review the performance of a public employee and to discuss with legal counsel the litigation or legal risk of a proposed action or current practice of the City. Mr. Werst advised that the City Council may be asked to take action upon conclusion of the executive session.

The executive session began at 6:30 pm and ended at 7:02 pm. There were no extensions and no action was taken.

The City Council Regular Meeting reconvened at 7:05 pm.

## **8. ACTION ITEMS FOR FIRST READING**

### **a. SPECIAL EVENT PERMIT APPLICATION - Millwood Daze 2025**

Motion made by Council Member Van Hees, Seconded by Council Member Culler to approve the 2025 Millwood Daze Special Event Permit.

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

### **b. RESOLUTION 2025-06 Six-Year Transportation Improvement Plan**

Mr. Schiewe discussed the projects on the Six-Year Transportation Improvement Plan. The public hearing on Resolution 2025-06 Six-Year TIP will be at the June 10, 2025 meeting.

### **c. RESOLUTION 2025-07 Water & Sewer System Charges (Revisions to Resolution 2025-02)**

Mayor Freeman stated that Resolution 2025-07 Water System Charges was revising Resolution 2025-02. He explained that the non-residential sewer ERU calculations were not captured correctly in Resolution 2025-02 after review of the Final Spokane County Wastewater contract and there was a Scrivner's error in the commercial irrigation section that was corrected.

### **d. RESOLUTION 2025-08 Amend Credit Card Policies (Consideration Requested)**

Mr. Werst explained that the Council had been working on the credit card policy revisions for over a month. Resolution 2025-08 will amend the City's credit card policy to increase oversight, limit availability and will require weekly expense reports by employees as well as weekly reconciliations by the credit card administrator. Ms. Matkin reported that there were now only three City credit cards and all fuel was being purchased on fuel cards.

Motion made by Council Member Culler, Seconded by Council Member Stravens to approve Resolution 2025-08 amending the City of Millwood credit card policies.

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) March 27, 2025 City Council Special Meeting Minutes, (2) April 1, 2025 City Council Special Meeting Minutes, (3) April 8, 2025 City Council Regular Meeting Minutes, (4) April 10, 2025 City Council Special Meeting Minutes, (5) April 29, 2025 Cancelled City Council Special Meeting Minutes, (6) April 2025 Treasurer's Report, (7) April 2025 Claims, (8) April 2025 Payroll, (9) April 25, 2025 Arbor Day Proclamation, (10) Beautification & Tree Board Appointments of Nick Berger and Cody Rollins (11) Resolution 2025-05 Surplus Property.

Motion made by Council Member Sander, Seconded by Council Member Stravens 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 - West Valley Education Foundation, Cornhole Tournament

Motion made by Council Member Sander, Seconded by Council Member Beese to approve the West Valley Education Foundation Special Event Permit as presented.

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

- c. RESOLUTION 2025-04 Historic Preservation Commission Meeting Schedule

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve Resolution 2025-04 Historic Preservation Commission Meeting Schedule.

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

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to approve Ordinance 544 Section 17.04-17.040.35 (Adoption by Reference) Spokane County Off-Street Parking and Loading Standards.

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 presented a one-page summary financial report per Council's Request.

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

Ms. Cassels' report was included in the packet.

- c. Facilities - Kyle Schiewe

Mr. Schiewe reported on traffic calming on Empire, the chip seal project on Empire, street sweeping was completed, removed and replaced a trip hazard sidewalk section, the Arbor Day tree planting celebration, the restrooms are now open in the park, the replacement merry-go-round arrived damaged, a bench and dog waste station were installed in the arboretum, and the maintenance crew completed first aid recertification.

- d. Utilities - Matt Erdahl

Mr. Erdahl reported that the water samples came back satisfactory, the first Pfas samples came back good, met with a potential buyer of the Bank of America building, City backflow tests were completed, inspected a grease trap at Whistle Punk Brewery, and completed inspection of abandoned water & sewer lines at property on Empire.

- 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 thanked the Council for their work on the credit card policy.

- g. Mayor - Kevin Freeman

Mayor Freeman reported that he had been working on the water-sewer resolution, staffing issues, and the Argonne Congestion Relief Project.

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

- a. Deputy Ball Report - March & April

- b. Council Member Culler Appointment to Spokane County Housing & Community Development Advisory Committee

## **12. PUBLIC REMARKS**

- a. Kaye Boone - Remarks made at 4.8.25 meeting - emailed 4.11.25

Bobbie Beese (Resident and Millwood Planning Commissioner), 3303 N Argonne, expressed concern regarding the Argonne Congestion Relief Project, asked if an arborist would be on site for consultation regarding the Christmas tree and if the streetlights had been selected.

Greg Mott, 3301 N Argonne, thanked the City for the street cleaning efforts and expressed concern regarding the Argonne Congestion Relief Project start date, not enough information about construction plans and lack of information on the website.

LaDonna Dement, 1306 E Empire, would like to have more double humps farther east on Empire and concerns regarding the Argonne Congestion Relief Project and the IEP tax devaluation impact on citizens.

## **13. COUNCIL REMARKS**

Council Member Stravens and Council Member Sander thanked staff for their efforts.

Council Member Van Hees thanked staff for their efforts and stated the more traffic calming the better.

Council Member Culler stated he would like more double speed humps.

Council Member Beese thanked staff for their efforts, discussed including a health neighboring paragraph and a Council information paragraph on how the Council was addressing the SOA in the quarterly City newsletter. She stated that the Council completed the investigation, they are doing the forensic investigation and have addressed some of the findings with the new credit card policy. Council Member Beese explained that September 28th was a national holiday called Good Neighborhood Day, Mayor Freeman will sign a Good Neighborhood proclamation, and she will be putting together activities to celebrate the holiday.

## **14. ANNOUNCEMENTS**

## **15. SET NEXT MEETING - City Council Regular Meeting - June 10, 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:

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Kevin Freeman, Mayor

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Lisa Cassels, City Clerk