

CITY OF MILLWOOD

City Council Meeting Minutes

October 8, 2024

1. Call to Order & Roll Call

Mayor Freeman called the Regular City Council meeting to order at 6:02pm.
Council Members present: Dan Sander, Shawna Beese, Kelly Stravens and Shaun Culler. Andy Van Hees was excused.

2. Pledge of Allegiance

3. Approval of Meeting Agenda

The agenda was amended to include the addition of 2 Action Items for First Presentation. Item 8.f Bid Tab City Tree Removal & Pruning and Item 8.g Change Order Diamond Construction for Asphalt Patching.

Moved by Shaun Culler; seconded by Kelly Stravens to approve the amended agenda.

Motion: 4 - 0

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

4. Agency Reports/Presentations

4.a Millwood Dedicated Deputy Update - Undersheriff Kittilstved discussed the options and the department's recommendations regarding Deputy scheduling, amount of flexibility, and the benefits for the City.

4.b SVFD – Quarterly Report & Fire Prevention Week Proclamation

5. Other Presentations

5.a Paul Dempsy from Halverson Law gave a presentation on Water Law and Municipal Water Wholesaling.

5.b Brandon Comella, Executive Director Millwood Impact, gave a presentation about the Millwood based non-profit organization and the work they are doing within the community.

5.c Comprehensive Plan Visioning Workshop – Amanda Tainio explained that the last Community visioning was done in 1993, the Planning Commission had reviewed the visioning goals and provided input and she was now asking for City Council input. The Council Members discussed several of the goals and suggested modifications.

5.d Millwood Periodic Update Checklists Presentation – Amanda Tainio presented the Department of Commerce Periodic Update and Critical Areas Checklists that outlined the areas that need to be updated to comply with current legislation.

6. Public Comments Received – No Public Comments were received.

7. Executive Session - There was no Executive Session.

8. Action Items for First Presentation

8.a Winterfest Special Event Permit – The Winterfest Special Event Permit was presented to Council for review. The Winterfest event was an annual event and there were no changes from last year's permit application.

8.b ORDINANCE # 543 - 2024 Budget Amendment – Ms. Matkin was absent and Mayor Freeman asked the Council to contact her with any budget amendment questions prior to the next meeting.

8.c ORDINANCE #544 Section 17.04, 17.040.35 Adoption by Reference – Spokane County Off-Street Parking & Loading Standards – Ms. Tainio explained that this Ordinance was intended to fill the parking and loading gaps present in Millwood's Municipal Code until those areas could be addressed in the 2026 Periodic Update.

8.d TIB – Out of Call Preservation Grant Award – Empire Chip Seal – Mr. Schiewe explained that the Transportation Improvement Board had approved the Empire Chip Seal Project in the amount of \$80,000.00. Millwood's match funds would be \$4200.00.

8.e Public Hearing – 2025 Revenue Sources

- i. RESOLUTION 2024-05 – Property Tax Increase & Levy Certification
- ii. RESOLUTION 2024-06 – Ad Valorem Tax

In Ms. Matkin's absence, Mayor Freeman presented the City's anticipated 2025 revenue sources and reviewed Spokane County levy calculations. Mayor Freeman opened the Public Hearing on the 2025 Revenue Sources at 8:10pm. There was no public comment and the Public Hearing was closed at 8:12pm.

8.f Bid Tabulation Form - City Tree Removal & Pruning

Mr. Schiewe presented the 3 bids received for the City Tree Removal & Pruning for the Council's review.

8.g Change Order Diamond Construction for Asphalt Patching

Mr. Schiewe explained that the asphalt patching costs increase in the amount of \$8,037.08 due to under estimation of traffic control requirements, one location required additional asphalt depth and additional asphalt around a valvebox.

9. Action Items for Consideration

9.a **Consent Agenda** – Consisting of City Council Regular Meeting Minutes 9.10.2024, September 2024 Treasurer's Report, September 2024 Claims, September 2024 Payroll and SVFD Fire Prevention Week Proclamation.

Moved by Dan Sander; seconded by Kelly Stravens to approve the consent agenda as presented.

Motion: 4 - 0

CITY OF MILLWOOD

City Council Meeting Minutes

October 8, 2024

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

9.b Interagency Agreement between City of Millwood and the Department of Commerce GMA Periodic Grant

Moved by Dan Sander; seconded by Shaun Culler to authorize Mayor Freeman to execute the Interagency Agreement with the Department of Commerce as presented.

Motion: 4 - 0

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

10. Reports (*no action*)

10.a Treasurer's Report - Debb Matkin

10.b Clerk/Public Records/Code Enforcement Report – Lisa Cassels

Ms. Cassels reported that there were 2 open code enforcement cases, and 2 Public Records requests, and that the website was under construction.

10.c Facilities Report - Kyle Schiewe

Mr. Schiewe reported on the last Tree Board meeting, Tree Board vacancies, final site inspection at Starbucks, dry well repair at 9016 E Frederick, clean up at new park well and start date for leaf season would be October 28th.

10.d Utilities Report - Matt Erdahl

Mr. Erdahl reported that the water samples were satisfactory, lead and copper service inventory submitted to Department of Health, lead & copper samples from 10 various houses within the City all were good, 100% compliance with backflow testing this year and City Hall generator was serviced.

10.e Planning Report - Amanda Tainio - Upward 7 Consulting

Ms. Tainio presented the September Planning Report and reported that the Community Survey was live on the website.

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

Mr. Werst reported that certain information is exempt from disclosure so when fulfilling a public records request that information must be redacted and that can be very time-consuming. He also reported on an ongoing code enforcement case.

10.g Mayor's Report - Mayor Kevin Freeman

Mayor Freeman reported that the last Argonne Congestion Relief open house meeting was held on October 19, 2024, WSDOT notified the City that the project was fully certified, and the intention was to take the project to bid by end of 2024.

11. Council Information (*no action or discussion*)

12. Public Remarks

CITY OF MILLWOOD

City Council Meeting Minutes

October 8, 2024

Todd Beese, 8610 E South Riverway, updated the Council on the Millwood Community upcoming events.

Doug Sadler, 8612 E Bridgeport, remarked on his appreciation for the Council's due diligence on wholesale water.

13. Council Remarks

Council members Culler & Stravens thanked staff for their efforts. Council member Beese asked Council members to have Kris Major from the Historic Preservation Commission speak at the next meeting. Council member Sander thanked Mr. Schiewe for his work with TIB and taking care of the weeds on Euclid.

14. Announcements

15. Set Next Meeting – November 12, 2024 at 6:00pm.

16. Adjournment

Moved by Shawna Beese; seconded by Dan Sander to adjourn the meeting at 8:53pm.

Motion: 4 - 0

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

Approved:

Attest:

Kevin Freeman, Mayor

Lisa Cassels, City Clerk