



## **City Council Regular Meeting Minutes**

**Tuesday, August 12, 2025 at 6:00 PM**

**9103 E Frederick Ave.**

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

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

Mayor Pro Tem Shawna Beese called the Regular City Council Meeting to order at 6:00PM. A quorum was present.

#### **PRESENT**

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Kelly Stravens

Council Member Andy Van Hees

#### **ABSENT**

Council Member Dan Sander

### **2. PLEDGE OF ALLEGIANCE**

### **3. APPROVAL OF MEETING AGENDA**

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

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

### **5. OTHER PRESENTATIONS**

### **6. PUBLIC COMMENTS CONCERNING ACTION ITEMS**

There were no public comments concerning action items received prior to the meeting.

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

The Executive Session was moved to agenda item 14.5

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

#### **a. Ordinance #547 Amend Ch. 12.05.070 Permit Fees**

Brian West explained that Ordinance #547 was an amendment to chapter 12.05.070 revising Right of Way permit fees by removing "of thirty-five dollars (\$35.00)" and replacing it with "pursuant to the fee schedule adopted by the City Council".

#### **b. Ordinance #548 Amend Ch. 2.04 Finance Committee**

Brian Werst explained that Ordinance #548 would create a new section in the Millwood Municipal Code (2.04.020) which would codify the Finance Committee in the code. It would set the process as to what the authorities, the obligations and the actions of the finance committee would be.

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

### **a. Consent Agenda**

(1) July 2025 City Council Regular Meeting Minutes, (2) July 2025 Joint City Council - Planning Commission Special Meeting Minutes (3) Administrative Appeal Hearing Minutes 6.30.25, (4) July 2025 Treasurer's Report, (5) July 2025 Claims, and (6) July 2025 Payroll

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

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

### **b. Resolution 2025-10 Amend Six-Year Transportation Improvement Plan**

Mr. Schiewe stated that the amendments to Resolution 2025-10 included the removal of the Empire Chip seal project, specifying that the Argonne grind and overlay between Frederick and Liberty and Liberty to South Riverway was unfunded and scheduled for 2026, and the Argonne full depth reclamation Frederick to Trent was funded and scheduled to go out to bid in 2025.

Motion made by Council Member Stravens, Seconded by Council Member Van Hees to approve Resolution 2025-10 Amended Six-Year Transportation Plan as presented.

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

### **c. Amendment to Spokane County SCEO ILA as adopted by BoCC R 25-0166**

Mr. Werst explained that this was an amendment to the Spokane County Steering Committee of Elected Officials Interlocal Agreement to include greater tribal participation in the joint planning process.

Motion made by Council Member Culler, Seconded by Council Member Stravens to approve the amended Spokane County Steering Committee of Elected Officials Interlocal Agreement to add the Spokane and Kalispel tribes to the Board.

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

### **d. Administrative Appeal Hearing Findings 9011 E South Riverway Fence Appeal**

Mr. Werst explained that an Administrative Appeal Hearing for a fence exceeding the maximum fence height of 42" installed at 9011 E South Riverway was heard by the City Council on June 30, 2025 wherein the Council rendered a decision upholding the Administrative Decision by Amanda Tainio, City of Millwood Contract planner. Mr. Werst stated that adopting the findings and conclusions memorialized in writing the City Council's decision and was necessary should the appellant appeal the Council's decision.

Motion made by Council Member Culler, Seconded by Council Member Van Hees to adopt the Administrative Appeal Hearing findings and conclusions as presented.

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

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

### **a. Treasurer - Dave Armstrong - Consultant - DTA Diversified**

Mr. Armstrong reported that he had been working on reconciling the main checking account, WSDOT reimbursements, Liberty Concrete partial payments, gearing up for the budget process starting in September and preparing for the upcoming audit.

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

Ms. Cassels reported that she had been working on research, scheduling, invoicing, planning requests and Millwood Daze as a part of the Periodic Update with Ms. Tainio, sent the edited Historic Preservation Resource Guide to Mayor Freeman for review as well as to Mr. Werst for legal review. Worked with Administrative Assistant Mackenzi Roderick, to prepare the Agendas, Packets & Minutes for City Council and Planning Commission. Ms. Roderick prepared the historic preservation minutes, assisted in sending out 80 second notice backflow letters and 8 letters to home businesses that did not have a home business application completed. Ms. Cassels has also been working on two new public records requests, the Administrative Appeal Hearing, attended a site meeting regarding another issue at 9011 E South Riverway, working on a noise complaint and beginning the abatement process with Larry Garvin on 9614 E Frederick.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported on the work that had been completed on Empire which included the fog seal, bike lane striping on the south side of the street and 2 additional sets of speed humps. He also reported that Euclid was scheduled to reopen around September 10th, two of the lifeguards for the wading pool had to resign leaving the pool open limited hours, a vendor at the Farmer's Market struck a light pole on the trail, and he was working on getting the pole replaced. He also provided an update on the Argonne Congestion Relief Project.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the routine water samples were satisfactory, waiting on New Park PFAS and radium sample test results as well as nitrate samples at all wells, next month IOC's, VOC's, herbicides and pesticides samples at Old Park and Butler will be completed, large meter testing was completed and once results are received defective meters will be changed out, American Leak Detection tested all old cast iron mains but didn't detect any major leaks, scheduled an inspection by drone of the tank interior, and a leaky water pump at the lift station generator was replaced.

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 reported he was working on updating the purchasing policies to consolidate them into one document.

g. Mayor - Mayor Kevin Freeman

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

**12. PUBLIC REMARKS**

Todd Beese, 8610 E South Riverway commented on the sprinklers on Dalton need to be turned off the morning of Millwood Daze, gave Council Members the summer Millwood Neighborhood Advocates flier.

**a. Public Remarks**

Todd Beese, 8610 E South Riverway, reminded all in attendance about Millwood Daze on August 23, 2025 and handed out Millwood Advocates Flyer.

**13. COUNCIL REMARKS**

Council Member Stravens & Culler thanked staff for their work.

Council Member Beese thanked staff for their efforts and commented on information that will be in the September Newsletter.

Council Member Van Hees thanked staff for the speed hump placement, updated Council on the Solid Waste Advisory Committee meeting and tour of the Transfer Station he attended.

#### **14. ANNOUNCEMENTS**

##### **14.5 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 unless otherwise extended to discuss legal implications, financial implications of a proposed action or two of the City. It is anticipated the City Council will be asked to take action upon conclusion in the executive session.

The executive session began at 6:45 pm and ended at 7:05 pm.

Mr. Werst explained that the City was requesting authorization to engage in code enforcement proceedings for the business located at 3215 N Argonne, known as Argonne Cycle for a nuisance issue.

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to authorize the City to proceed with code enforcement action at 3215 N Argonne.

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

#### **15. SET NEXT MEETING**

City Council Regular Meeting - September 9th, 2025 at 6:00 pm.

#### **16. ADJOURNMENT**

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

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

Approved:

Attest:

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Kevin Freeman, Mayor

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Lisa Cassels, City Clerk