



## **City Council Regular Meeting Minutes**

**Tuesday, November 12, 2024 at 6:00 PM**

**9103 E Frederick Ave.**

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

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

Mayor Freeman called the Regular City Council meeting to order at 6:00 pm.

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 to approve the agenda as presented, Seconded by Council Member Stravens.

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. Historic Preservation Commission - Status of Activities - K. Major

Historic Preservation Commission Meetings to begin in January 2025; City Attorney Brian Werst will attend the meetings as the City Liaison.

- b. Welch-Comer - Water and Wastewater 2025 Budget Recommendations (N. Maiani)

N. Maiani discussed potential Water and Wastewater Budget Recommendations for 2025 which included replacement of remaining Cast Iron Water Mains, Water & Sewer Master Plans and GIS mapping.

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

Two Public Comments were received after the meeting packet was distributed regarding Ordinance #545 Wholesale Water Services and #544 (Adoption by Reference) Spokane County - Off Street Parking. The comments were distributed to the Council Members for their consideration and were made available to the public in attendance.

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

There was no Executive Session.

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

a. ORDINANCE # 546 - 2025 Preliminary Budget [PUBLIC HEARING]

Ms. Matkin presented the Budget Survey results; 56 surveys were submitted. Ms. Matkin presented the 2025 preliminary budget discussing the General fund balance, Utility fund balances, contingency reserves and capital expenditures. Mayor Freeman discussed the need for capital reserves, inflation and operational expense increases.

Mayor Freeman opened the public hearing on the 2025 Preliminary Budget at 7:06 pm calling for public testimony on ORDINANCE # 546 - 2025 Preliminary Budget. There were no public comments and the Public Hearing was closed at 7:07 pm.

**9. ACTION ITEMS FOR CONSIDERATION**

a. Consent Agenda -

(1) October 2024 City Council Regular Meeting Minutes, (2) October 2024 Treasurer's Report, and (3) October 2024 Payroll & Claims.

The October 2024 City Council Meeting Minutes were removed from the consent agenda for separate consideration.

Motion made by Council Member Van Hees to approve the Consent Agenda with the removal of the October 2024 City Council Meeting Minutes, Seconded by Council Member Culler.  
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

Motion made by Council Member Culler to approve the amended October 2024 City Council Meeting Minutes correcting the Scribner's error on item #13 council remarks, Seconded by Council Member Stravens.

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

b. Special Event Permit - 2024 Winterfest Christmas Market

Motion made by Council Member Beese to approve the 2024 Special Event Christmas Market Permit as presented, Seconded by Council Member Stravens.

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

c. Change Order - Diamond Construction, Asphalt Patching Project

Motion made by Council Member Beese to approve the Diamond Construction Asphalt Patching Project change order for \$8,037.08, Seconded by Council Member Sander.

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

d. Bid Presentation - Tree Removal & Pruning

Motion made by Council Member Beese to award the Tree Removal & Pruning bid to ABC Consulting Arborists for \$54,177.75, Seconded by Council Member Stravens.

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

e. Grant Award – Empire Chip Seal Preservation Project, Transportation Improvement Board (TIB)

Motion made by Council Member Van Hees to approve the Transportation Improvement Board Grant for the Empire Chip Seal Preservation Project in the amount of \$80,000.00 with a \$4,211.00 match to be paid by the City of Millwood, Seconded by Council Member Sander.

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

f. RESOLUTION 2024-05 – 2025 Property Tax Levy Certification

Motion made by Council Member Van Hees to approve Resolution 2024-05 - 2025 Property Tax Levy Certification as presented, Seconded by Council Member Stravens.

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

g. RESOLUTION 2024-06 – 2025 Ad Valorem Tax

Motion made by Council Member Sander to approve Resolution 2024-06 - 2025 Ad Valorem Tax as presented, Seconded by Council Member Van Hees.

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

h. ORDINANCE # 543 - 2024 Budget Amendment; Ms. Matkin explained that there had been a change in the budget amendment presented at the last meeting in the amount of \$40,000.00 in professional water services.

Motion made by Council Member Culler to approve Ordinance #543 - 2024 Final Budget Amendment as presented, Seconded by Council Member Van Hees.

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

i. ORDINANCE #544 MMC Section 17.04 / 17.040.35 (Adoption by Reference). Spokane County Off-Street Parking & Loading Standards

Council members discussed Ordinance #544; deciding to table the Ordinance to allow for further review and consideration at a future date.

Motion made by Council Member Culler to table Ordinance #544 to allow for further review and consideration at a future date, Seconded by Council Member Beese.

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

j. ORDINANCE #545 - Wholesale Water Service

Mayor Freeman explained that Ordinance #545 was on the agenda to continue the conversation regarding Wholesale Water Service. The Council Members discussed potential buyers, how rates would be calculated, City of Millwood service area, Rate Resolution, communicating wholesale water service information to the public, and other matters.

Motion made by Council Member Culler to table Ordinance #545 Wholesale Water Service for consideration at a future date, Seconded by Council Member Beese.

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

**10. REPORTS (no action)**

- a. Debb Matkin reported on the 2025 budget and audit process.
- b. Clerk/Public Records and Code Enforcement – Lisa Cassels reported no outstanding public records requests and seven open code enforcement cases.
- c. Facilities - Kyle Schiewe reported that the Park had been winterized, sprinkler blowouts completed and leaf season began October 28, 2024 with the last day being November 25, 2024.
- d. Utilities - Matt Erdahl reported the water samples were satisfactory, Old Park generator had been filled with fuel, the pump houses were winterized, and a bad stop flow had been replaced at Lift station 3.
- e. Planning - Amanda Tainio (Upward 7 Consulting) was not in attendance; a written report was submitted.
- f. Legal - Brian Werst (Witherspoon Brajcich McPhee, PLLC) had nothing additional to report.

- g. Mayor - Mayor Kevin Freeman reported that the Spokane County Assessor had contacted the City informing them that Inland Empire Paper Company asked for a property reevaluation changing the taxable value of the property resulting in a tax shift. Argonne Congestion Relief Project hopefully out to bid in the December/January timeframe and working with Spokane County Sheriff's Office regarding the Millwood Deputy.

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

- a. SCSO - Intelligence Report - September 2024
- b. Welch-Comer - Argonne Congestion Relief Project, Final Design Sheets
- c. Welch-Comer - Summary of Public Comments from Argonne Congestion Relief Project Open Houses

**12. PUBLIC REMARKS**

- a. There was one public remark received by email that was included in the packet.  
  
Joe Ward, 15102 N Tormey, expressed concerns regarding homeless individuals and criminal activity on and near his rental property, multiple shootings at Safeway on Trent, and a current code violation on his property.  
  
Bobbie Beese, 3303 N Argonne, expressed concerns regarding the Argonne Congestion Relief Project, appreciation for the wider sidewalks that have been included in the project, asked for communication/notification regarding construction during the project to minimize impact on businesses/residents and would like Historic Preservation Commission to provide the data they collected from the public on decorative streetlights for the Central Business District.  
  
Todd Beese, 8610 E South Riverway, reminded attendees of the November/December events happening throughout the Millwood area.  
  
John Sweitzer, 4503 E North Glenngrae Ln, expressed concern regarding zoning code regulations, and questions regarding the City's process for variances and exemptions.

**13. COUNCIL REMARKS**

**14. ANNOUNCEMENTS**

Mayor Freeman reminded everyone about the Winterfest Christmas Market and Tree Lighting Event on December 6, 2024 from 4:00 - 7:00 pm.

**15. SET NEXT MEETING - City Council Special Meeting November 19, 2024 at 6:00 PM. Joint City Council Planning Commission Special Meeting December 10, 2024 at 5:00 PM.**

**16. ADJOURNMENT**

Motion made by Council Member Van Hees to adjourn the City Council Regular Meeting at 8:30 pm, Seconded by Council Member Stravens.  
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