

1. CALL TO ORDER: The Regular Meeting of the Millwood City Council was called to order by Mayor Dan Mork at 7:00 p.m., June 11, 2013 at the Millwood City Hall. Council members present were: Glenn Bailey, Shaun Culler, Brian Ellingson, Kevin Freeman and Richard Schoen. Also present: Attorney Brian Werst, Treasurer Debbie Matkin, Public Works Superintendent Cleve McCoul, and City Clerk/Planner Tom Richardson. The mayor confirmed that a quorum was present.

2. FLAG SALUTE: Kelsey Hudson of Spokane County Library District led the Pledge of Allegiance.

3. CONSENT AGENDA: Approval of Minutes of the Regular Meeting held May 14, 2013. May Claims Register of \$79,152.70. May Payroll Register of \$39,722.46. Treasurer's report for May, 2013. Council members received a list of Claims to be paid June 11, 2013. Mr. Schoen moved to approve the Consent Agenda as presented. The motion was seconded by Mr. Ellingson. The motion carried unanimously.

4. PUBLIC COMMENTS: Corey Thompson, 3003 N. Locust Rd, said he is coaching a U-12 girls softball team and would like to use the ball field in the park on Tuesdays and Thursdays from 6:00 p.m. to 8:00 p.m. for practices. He said the team would like to be allowed to work on the field to improve it, and needs access to water for dust control. Council indicated their approval and authorized Cleve McCoul to work with Mr. Thompson on the improvements. The mayor said he would send a letter to Mr. Thompson showing that his use of the ball field at those times was approved by city council.

June King thanked everyone for their help and support for the West Valley SCOPE parade and carnival on June 1.

5. PRESENTATION: SPOKANE COUNTY LIBRARY DISTRICT:

Mary Kay Anderson, supervisor of the Argonne branch, introduced Kelsey Hudson and Nancy Ledeboer, the new district manager, and presented a report on the district's plans for the coming years. The district last year held community forums, and has prepared a Community Impact Plan which includes goals for priority service areas.

6. RELEASE OF LIABILITY – MILLWOOD PRESBYTERIAN WATER MAIN PROJECT: Mr. Richardson said the church's design team has asked the city to provide a release of liability for the water main under the proposed multipurpose building. He said he sent the architect's request to the WCIA insurance pool, and received a letter from its attorney, Mike Connelly, copies of which were handed out. Mr. Werst said the WCIA letter says that WCIA does not recommend approving the release of liability. The letter also raises other legal and public policy issues. He said the architect's request also makes it necessary to withdraw the hold harmless agreement signed by the church and the city which was a condition of the alley vacation. He cannot recommend that the city approve the release of liability agreement.

Mr. McLean clarified that it is not unusual to have a water line under a building, but what is unique in this case is that the main is owned by the city, nor the building owner. The building would not allow the city to have access to the water main, which contradicts the purpose of the easement.

Pastor Craig Goodwin of the Millwood Presbyterian Church said the best alternative would be to move the main to the east so that it is not under the building but only under the walkway which could be bridged. He said they would like to get the building out to bid as soon as possible.

Kevin Freeman said the city should do the engineering on our own design. Should get Welch Comer involved and work with Mr. McCoul and the church's engineer.

Mr. Goodwin asked if we could take another look at abandoning the main. Mr. McCoul said we would have to run this through the water system model.

Mr. Simpson said he would revise the drawings to show the new alignment and then meet with Mr. McCoul and the city's engineer. He asked if the water main could be owned and maintained by the property owner, as is done in the City of Spokane.

7. SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM – RESOLUTION #2013-03: Mr. Richardson noted the changes made in the resolution following the hearing at the previous meeting. Mr. Freeman moved to approve Resolution 2013-03 as presented. The motion was seconded by Mr. Bailey. Motion carried unanimously.

8. 2013 BUDGET AMENDMENT – ORDINANCE 444: Ms. Matkin presented the proposed budget amendment which would adjust beginning fund balances and provide for expenditures for the automatic transfer switch, sewer lift station pump replacement and Buckeye Avenue Sidewalk project. Mr. Schoen said the wage for park worker needs to be raised due to the change in the minimum wage. There was no action.

9. EMPLOYEE HANDBOOK – RESOLUTION #2013-04: Mr. Richardson said the Employee Handbook has been revised recently to include the IT policy and to update other language. Mr. Werst said while the mayor has the authority over personnel matters, it is best that handbooks such as this are approved by the legislative body to make it clear that they are the city's official policy. Mr. Bailey said that we should be aware that shared leave policies can cause staff morale problems. Mr. Werst clarified that it is voluntary, and up to each employee to decide. Mr. Culler moved to approve Resolution 2013-04. Motion seconded by Mr. Bailey. Motion carried unanimously.

10. BIDDING PROCEDURES – RESOLUTION #2013-05: Mr. Richardson said that after the previous council meeting, the staff suggested changing the bidding policy to streamline approval for small projects. The resolution would allow the mayor to approve

small public works contracts up to a threshold, with the council ratifying the contract at the subsequent meeting. Mr. Freeman said he would recuse himself from the discussion since he has filed as a candidate for mayor. Mr. Schoen moved to approve the resolution. Mr. Ellingson seconded. Motion carried with Mr. Freeman abstaining.

11. ACCEPTANCE OF SIDEWALK EASEMENT FROM WEST VALLEY SCHOOL DISTRICT: Mr. Richardson said the school district is willing to give the city an easement for the new sidewalk and storm water swale on Buckeye by Millwood School in order to retain the angled parking by the soccer field. Mr. Freeman moved to accept the easement. Motion seconded by Mr. Bailey

12. AWARD OF BID FOR CURB REPLACEMENT: Mr. Culler moved to award the bid for curb replacement at the corner of Argonne and Buckeye to Bacon Construction in the amount of \$2,280 plus sales tax. Motion seconded by Mr. Schoen. Motion carried unanimously.

13. AWARD OF BID FOR STREET MARKING CONTRACT: Mr. Freeman moved to award the bid for street markings to Sharp-Line Industries in the amount of \$1,045. Motion seconded by Mr. Ellingson. Motion carried unanimously.

14. DESIGNATION OF MAYOR PRO TEM: Mayor Mork said he would designate Mr. Bailey as Mayor Pro Tem for the period from July 1 to December 31. Mr. Schoen moved to approve the mayor's appointment. Seconded by Mr. Ellingson. Motion carried unanimously.

15. DESIGNATION OF AWC VOTING DELEGATE: Mr. Culler moved to designate Mayor Mork as the city's voting delegate to the AWC annual conference. Motion seconded by Mr. Ellingson. Motion carried unanimously.

16. FIRE DEPARTMENT REPORT: Chief Andy Hail said calls are down compared to last year. He said the active shooter exercise on June 2 went very well. The district is installing a new radio system.

17. STAFF REPORTS: Debbie Matkin said the 2012 annual report has been submitted to the State Auditor.

Mr. McCoul reported that water samples for the month were good. They have been working on the service connection for the new irrigation system on Dalton Ave. The contractor started work yesterday. Avista Utilities removed the dead trees under the power line on Empire Ave. Paul Allen attended the State Transportation Improvement Plan training class. They are working on the Water Utilization Efficiency report and the Consumer Confidence Report. The wading pool is set to open on Monday, June 17. They did crack sealing on the splash pad. The county crew painted lines on Argonne. We are on their list for stop bars etc.

Mr. Richardson said McKinstry Co. has done a preliminary analysis that shows the potential for energy savings in the city hall and maintenance building heating and air conditioning systems. They will make a presentation at the July 9<sup>th</sup> meeting. He said we have received speed complaints for traffic on Empire. Mr. Ellingson asked about the city's radar speed sign; he said it is very effective in slowing traffic. Mr. Freeman said we could get another one. Mr. Richardson said the railroad has installed "no motor vehicles" signs on the county right of way which parallels the railroad track. He said a WCIA representative will be here on Monday, June 17 to conduct the required annual audit.

18. LEGAL REPORT: Mr. Werst said he has been working on code enforcement issues, particularly businesses who have not signed up for garbage service. He gave an update on the Liquor Control Board's draft rules for marijuana licensing. He would have a more complete report at the next meeting on regulations pertaining to the look-design-feel of these businesses under the new law.

19. CORRESPONDENCE: The mayor said he had received an acknowledgement from the Red Cross about the city's notice terminating the lease agreement for the emergency truck. The mayor said he has put up a board in the lobby for veterans to post letters and other information about their service.

20. ANNOUNCEMENTS: None.

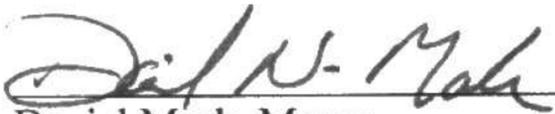
21. COUNCIL COMMENTS: None.

22. PUBLIC COMMENTS: None.

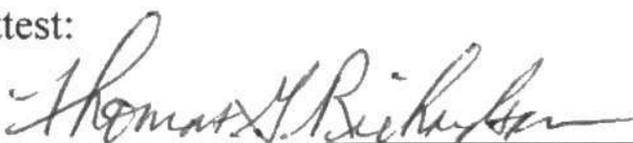
23. EXECUTIVE SESSION: None.

24. ADJOURNMENT: Mr. Freeman moved to adjourn. The motion was seconded by Mr. Culler. Motion carried unanimously.

Mayor Mork adjourned the meeting at 8:44 p.m.

  
Daniel Mork, Mayor

Attest:

  
Thomas G. Richardson, City Clerk