

1. CALL TO ORDER: The Regular Meeting of the Millwood City Council was called to order by Mayor Kevin Freeman at 7:00 p.m., Tuesday, May 13, 2014 at the Millwood City Hall. Council members present were: Shaun Culler, Dan Sander, and Richard Schoen. Glenn Bailey and Brian Ellingson were excused. Also present: Attorney Brian Werst, Public Works Director Paul Allen, Treasurer Debbie Matkin and City Clerk/City Planner Tom Richardson. The mayor announced that a quorum was present.

2. PLEDGE OF ALLEGIANCE: Necia Maiani led the Flag Salute.

3. CONSENT AGENDA: Approval of Minutes of the Regular Meeting of April 8, 2014 and the Special Meeting of April 22, 2014; April Payroll of \$37,509.42; March Claims of \$97,164.33; Treasurer's Report for April, 2014 and first quarter of 2014. Council members received the April Claims Register and April Payroll Register, and a list of Claims to be paid May 13, 2014. Mr. Schoen moved to approve the Consent Agenda as presented. Seconded by Mr. Sander. Motion carried unanimously.

4. PUBLIC COMMENTS: Vikkie Naccarato, 3318 N. Marguerite, reviewed Millwood's historical resources and presented a petition signed by citizens requesting the city to create an historic preservation commission so that the city can be designated a certified local government by the Department of Archaeology and Historic Preservation. She said there is a lot of support from residents and businesses. Mr. Richardson said the state usually gives small grants to cover city's expenses, and our local match can be met by volunteer hours. Council indicated its desire to have an ordinance presented for review at the next meeting.

June King, West Valley SCOPE, said the parade and carnival on June 7 would mark the 25th anniversary of both SCOPE and the parade.

5. PRESENTATION: SPOKANE COUNTY EMERGENCY MANAGEMENT Ed Lewis, deputy director of Spokane County Department of Emergency Management, gave an update on DEM's activities, the USGA LIDAR earthquake study, and said there would be FEMA training for elected officials coming soon.

6. BUCKEYE SIDEWALK PROJECT Necia Maiani, Welch Comer Engineers, presented the bid results for the Buckeye Sidewalk Project funded by TIB. She recommended acceptance of the bid of Cameron-Reilly in the amount of \$201,995.60, which was less than the engineer's estimate of \$239,488. The city's match would be \$13,994. Mr. Culler moved to award the bid to Cameron-Reilly contingent on TIB's approval. Seconded by Mr. Schoen. Motion carried unanimously.

7. BUCKEYE WATER LINE PROJECT Ms. Maiani presented the bid results for the Buckeye Water Line Project funded by the DWSRF loan. She recommended acceptance of the bid of Buddy's Backhoe in the amount of \$290,518, which was less than the engineer's estimate of \$337,960. Mr. Schoen moved to award the bid to Buddy's

Backhoe Service contingent on Dept. of Health's section 106 approval. Seconded by Mr. Culler. Motion carried unanimously.

She reviewed the status of the finances for the project, noting that there is \$29,000 remaining of the approved loan amount, even after including a 10% contingency. Ms. Maiani said cultural resource monitoring would be required for the water line project Spokane Tribe has offered to perform the monitoring at a cost of \$6,200. This will be needed before the next regular council meeting. She said the Tribe's price would probably be the best we could get. Mr. Culler moved to authorize the mayor to execute the cultural resources contract with the Spokane Tribe of Indians not to exceed \$6,200. Seconded by Mr. Sander. Motion carried unanimously.

8. ZAYO GROUP FRANCHISE Mr. Werst presented the franchise ordinance for its second reading for Zayo Group for its fiber optic facility in Millwood. The term would be 21 years to make it align with the city's other franchises. Section 14 provides for a \$3,000 one-time administrative fee which Zayo has agreed to. This would replace the original franchise granted to Avista Fiber. Mr. Schoen moved to approve Ordinance No. 459. Seconded by Mr. Culler. Motion carried unanimously.

9. PUBLIC HEARING: SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM Mr. Allen explained the projects contained in the 2015-2020 TIP. The mayor asked for public comments. There were none. Mr. Allen said the TIP would be presented for approval at the June meeting.

10. SEWAGE PRETREATMENT AMENDMENTS Mr. Richardson explained the changes required by Spokane County Utilities in the city's sewage pretreatment ordinance relating to maximum local limits. Mr. Culler moved to approve Ordinance No. 460. Seconded by Mr. Sander. Motion carried unanimously.

11. AMENDMENT OF SALARY ORDINANCE The mayor presented the changes in the salary ordinance to create two new job titles in the Public Works Department. The changes would create a series of positions based on qualifications. The Maintenance Work 1 and Utility Operator 2 positions would be vacant at this time. Mr. Sander moved to approve Ordinance No. 461. The ordinance would also reduce the Code Enforcement Officer rate and increase the Administrative Assistant rate. Motion seconded by Mr. Culler. Motion carried unanimously.

12. STAFF REPORT Mr. Allen reported that water samples for the month came back good. The Millwood Presbyterian Church water service is in and the building is going up. The fire department is testing fire hydrants in our system. The Buckeye water project is out to bid; a notice will be in the newsletter informing residents of the construction slated for June through August. All lift stations are working properly. A sewer inspection was conducted at the Millwood Presbyterian church. We did a sidewalk survey and listed the raised portions to be repaired from trees lifting the sidewalk. The city received a

mitigation grant through WCIA for \$2,500 to purchase a concrete scarifier to maintain our sidewalks and reduce liabilities. We have been getting estimates for the scarifier and will be ordering it soon. We have been working on the six year street plan for 2015-2020. The Buckeye sidewalk project bids are in and came in under the engineers estimate. The park is open and we have tested and repaired sprinklers and other devices in our green areas. The park and green areas have been fertilized, and the mowers and park equipment have been tuned up and ready for the summer. The restroom had an electrical issue with the exterior lights which were repaired by B&E electric. We have been repainting the restroom building interior and exterior. We have also purchased paint to recoat the pool before it opens in June. The HVAC duct joints on the city hall roof have been coated to reduce leaking when it rains. Matt and Kyle have been doing spring cleanup in the park and other green areas especially along the UPRR right of way on Empire and behind the fence of the park.

Mr. Allen asked council's approval for the \$6,785.65 quote by Washington Fence for the Old Park well fence. He described the three written quotes he received. Mr. Culler moved to authorize the mayor to sign a contract with Washington Fence in the amount of \$6,785.65, contingent on the bidder meeting all the responsiveness criteria. Seconded by Mr. Schoen. Motion carried unanimously.

Debbie Matkin reported on the progress of setting up the BIAS on-line payment system including e-statements and credit card payment. The annual report is on schedule for completion by the end of the month. She said she and Paul Allen had been working on inputting the GPS coordinates for the water services. She explained the need for the cash management policy which was included in the council agenda packet, to bring us closer to the State Auditor's and GFOA standards, and said that she would request council action on it in July.

Tom Richardson said he planned to attend the Spokane County Weed Board hearing next week on the proposed assessments for cities. He said Avista would turn the power off at city hall for maintenance work on the afternoon of Thursday the 15th. He asked council members that if they have any problems with their new email accounts to let him know. Mr. Werst said council members should not use personal email accounts for city business due to public records regulations.

Chief Andy Hail said the table top derailment exercise would be held next week. He offered to make a presentation on rail transportation emergencies if desired. He reported call activity was 20% lower than 2013.

13. LEGAL REPORT Mr. Werst said the legislature passed a law requiring open meetings and public records training for elected officials. He noted that Dan Mork had deferred presenting the historic preservation ordinance until the new mayor took office so the new administration could take up the issue. He has been working with Debbie Matkin on tax collection. He noted that the Shoreline Management Plan had been

approved by Department of Ecology on April 30; Millwood was the 100th plan approved by Ecology. He discussed issues related to the lottery for recreational marijuana retail businesses. He said the RFP for solid waste disposal had been extended due to inconsistencies noted by one of the vendors. He said the county has still not defined what the solid waste costs will be. The mayor suggested that staff work up the revisions that we want to propose to the county and bring them back to council for consideration.

The mayor said he would call a special meeting on May 20th at 6:00 p.m. to discuss the RFP and the county's solid waste interlocal agreement. Mr. Sander said he would participate in the meeting by telephone.

14. COUNCIL COMMENTS None.

15. ANNOUNCEMENTS None.

16. PUBLIC COMMENTS Shirene Young mentioned the West Valley High School Block Party on May 15.

17. EXECUTIVE SESSION None.

18. ADJOURNMENT Mr. Culler moved to adjourn. Seconded by Mr. Sander. Motion carried unanimously. The meeting was adjourned at 8:41 p.m.


Kevin Freeman, Mayor

Attest:


Thomas G. Richardson, City Clerk