

1. **CALL TO ORDER:** The Regular Meeting of the Millwood City Council was called to order by Mayor Kevin Freeman at 7:00 pm, February 9, 2016 at the Millwood City Hall. Council members present: Dan Sander, Richard Schoen, and Andy Van Hees. Brian Ellingson and Shaun Culler were excused. Also present: Brian Werst, City Attorney, Paul Allen, Public Works Director, and Tom Richardson, City Clerk/Planner. Mayor Freeman announced a quorum was present.

2. **PLEDGE OF ALLEGIANCE:** Emma Porter led the Pledge of Allegiance.

3. **CONSENT AGENDA:** Minutes of Special Meeting of January 9, 2016 and Regular Meeting of January 12, 2016; January Payroll of \$49,395.64, January Claims of \$66,167.11, and Claims for the 13<sup>th</sup> Month of 2015 of \$17,471.55. The Treasurer's Report for January, 2016 was not available and was removed from the consent agenda. Council received the January Claims and Payroll Registers and the Claims Register for the 13<sup>th</sup> Month of 2015, and a list of Claims to be paid February 9, 2016. Mr. Schoen moved to approve the Consent Agenda. Seconded by Mr. Van Hees. The motion carried unanimously.

4. **PUBLIC COMMENTS:** Emma Porter, a senior at West Valley High School, gave a presentation on her Girl Scout Gold Award project, the Millwood Entrance Sign. She explained the design competition being conducted by the Millwood Community Association, and the effort to sell personalized tiles to help pay for the project. Shirene Young said the MCA would select the preferred sign design in time for the next council meeting.

Shirene Young also said that the MCA is putting together a Welcome Packet for the residents at the new apartment complex on the Argonne hill, and said the city would be able to include items if desired.

5. **FIRE DEPARTMENT REPORT:** Chief Andy Hail said the district has hired a new fire marshal; he will be introduced at the next meeting. He said Chief Collins is nearly complete with his department reorganization. One position remains to be filled, the Community Risk Reduction Specialist, to be supervised by the Fire Marshal, who would work on strategies to reduce the occurrences of medical events and fires, in order to lower the number of responses they make into the community.

6. **CONSULTANT SELECTION FOR GRACE AVENUE SIDEWALK PROJECT:** Mr. Allen said that the city sent out a request for statements of qualifications for engineering services for the Grace Avenue Sidewalk Project funded by TIB. Two SOQs were received. The staff is recommending that Welch Comer Engineers be selected for the project. They were the firm that worked on the sidewalks on Buckeye on the other side of the school last year. Mr. Van Hees moved to approve the selection of Welch Comer Engineers for the Grace Avenue Sidewalk Project. Seconded by Mr. Sander. Motion carried unanimously.

7. **TASK ORDER FOR GRACE AVENUE SIDEWALK PROJECT:** The mayor said this item was not ready and would be deferred to the next meeting.

8. **STATUS REPORT: MILLWOOD TRAIL PLANNING AND DESIGN:** Matt Gillis of Welch Comer gave a report on the open house held last week on the Millwood Trail. He said the meeting was very well attended and produced a lot of good comments. He said his firm would finish the planning phase of the project this month and have concepts developed for presentation at the next council meeting.

Mr. Freeman said the comments in Mr. Gillis' handout show some confusion among property owners about the right of access from the right of way. Mr. Werst said he was told by the County's right of way manager that the County had never granted access rights to these properties.

9. **TASK ORDER FOR ENTRANCE SIGN:** Mr. Gillis reviewed the work to be included in the task order for the Entrance Sign, which would include the site survey and development of bid documents. The City would be expected to do the call for bids, bid award and construction inspections. Mr. Allen said it would be good to include a survey of the northwest corner of Argonne as well. Mr. Gillis said the cost of the task order would be \$9,500. Mr. Sander moved to approve the conceptual task order for the site survey and bid documents based on the MCA's final sign design to be approved by council. Seconded by Mr. Van Hees. Motion carried unanimously. The mayor asked Mr. Richardson to confirm Emma Porter's deadline for her Girl Scout award project.

10. **TASK ORDER FOR WATER RIGHTS CONSOLIDATION PROJECT:** Mr. Gillis presented Welch Comer's task order for preparing the application to Department of Ecology for water rights consolidation as called for in our Water System Plan. Mr. Sander said DOE has been pushing this for many years. Mr. Van Hees moved to approve the task order in the amount of \$2,500 as presented. Seconded by Mr. Sander. Motion carried unanimously.

11. **UTILITY SERVICE POLICIES – RESOLUTION 2016-03:** Mr. Richardson said the proposed resolution would amend the city's utility service policies to include a charge for sending duplicate utility bills. Mr. Werst said the resolution also clears up the procedure for amending these charges, which will now be set by resolution instead of ordinance. Mr. Schoen moved to approve Resolution 2016-03 as presented. Seconded by Mr. Sander. Motion carried unanimously.

12. **TRAVEL REIMBURSEMENT POLICIES – RESOLUTION 2016-04:** Mr. Richardson said the proposed resolution would change the mileage reimbursement rate from that of AWC to that of the IRS. Mr. Werst said the resolution also cleans up the language regarding agents and appointed officials. Mr. Van Hees moved to approve Resolution 2016-04 as presented. Seconded by Mr. Schoen. Motion carried unanimously.

13. STAFF REPORT: Mr. Allen said all bacteria tests came back satisfactory. They pressure washed the water tower in several locations to check the adhesion of the existing coating to the primer. The results were sent to the paint rep for recommendations on a new coating. NW Hydrotech rebuilt and serviced our control valves. In Sewer, he updated our annual records for the lift stations. In Street, they had a meeting with TIB and West Valley to discuss the Grace Sidewalk project. They sent out the call for SOQ's for the Grace project. He has ordered the remaining street signs needed to complete our change out project. He sent in our latest traffic numbers for the HPMS report. He said he will be attending a Joint Utilities Coordinating meeting which consists of all the local cities to discuss projects in the one-five year range. The object of the meeting is to reduce the number of asphalt cuts in new pavement projects. In Buildings, the fire extinguishers have all been serviced for the year. He is getting quotes to replace the windows in the entryway, replace the fire escape door and enclose the garage door in the public works office. The city is now registered for the National Joint Powers Authority. We can now start looking for pricing on a new leaf vac, mini excavator and a backup generator for the city hall. All of these items are listed on the NJPA web site. Training for First Aid/CPR was held here with the people from Pasadena Park Irrigation District. The maintenance staff attended a training class put on by 811 (call before you dig). He said there is funding available from SRTC for shovel-ready projects, and he will ask to amend the Six Year Transportation Improvement Program at the next council meeting to potential projects.

Tom Richardson described the training at the WCIA full board meeting on best practices for communicating with the community in crisis situations and high profile incidents.

13. LEGAL REPORT: None.

14. COUNCIL COMMENTS: None.

15. ANNOUNCEMENTS: Mayor Freeman pointed out the letters from GSI, the reminder of the River Forum on March 23-24, the FEMA training announced for May 12 and the Council of Governments meeting coming up on April 22.

16. PUBLIC COMMENTS: None.

17. EXECUTIVE SESSION: None.

18. ADJOURNMENT: Mr. Van Hees moved to adjourn. Seconded by Mr. Sander. Motion carried. The mayor adjourned the meeting at 8:31 p.m.

Approved:

Attest:

\_\_\_\_\_  
Kevin Freeman, Mayor

\_\_\_\_\_  
Thomas Richardson, City Clerk