

**ADMINISTRATION/OPERATIONS COMMITTEE MEETING
MONDAY AUGUST 22, 2016
7:00 P.M.
COUNCIL CHAMBER**

INTRODUCTORY ITEMS:

Roll Call /Pledge of Allegiance

ACTION:

1. APPROVAL OF MINUTES:

2. REVIEW OF INVOICES:

a. Lewis, Rice LLC Invoice – July 2016 Services

Discuss – Send to Council

3. REPORT OF DEPARTMENT HEADS:

a. Communications – Lisa Moffitt

b. Police/Municipal Court/Traffic Committee – Chief Menefee/Jim Armstrong

c. Finance – Mary Sprung

d. Economic Development – Darren Lamb

e. Planning – Sal Maniaci

f. Engineering – John Nilges

g. Building Inspections/Codes – John McCreery

h. Streets & Solid Waste – Tony Bonastia

i. Airport/Building & Maintenance – Brian Boehmer

j. Information Technology – Robert Douglas

k. Parks & Recreation/Urban Forestry Council – Darren Dunkle

l. Fire & Emergency Service – Bill Halmich

m. Water & Wastewater – Kevin Quaethem

n. Library – Jackie Hawes

o. H.R. & Loss Control – Mary Trentmann

p. Administration (Tourism/Front Street/Property/Senior Center) – Jim Briggs

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

8. EXECUTIVE SESSION:

a. Public vote on whether or not to hold a closed meeting to discuss personnel, legal and real estate matters pursuant to Section 610.021 RSMo (2000).

ROLL CALL VOTE

9. ADJOURNMENT:

POSTED BY MARY TRENTMANN, CITY CLERK AUGUST 18, 2016

BUDGET WORKSHOP IMMEDIATELY FOLLOWING

**MINUTES OF THE
CITY OF WASHINGTON, MISSOURI
ADMINISTRATION/OPERATIONS COMMITTEE
JULY 25, 2016**

Mayor Lucy opened the meeting with roll call and Pledge of Allegiance at 7:00 p.m.

Present: Sandy Lucy, Steve Sullentrup, Walt Meyer, Jeff Mohesky, Jeff Patke, Greg Skornia, Joe Holtmeier, Josh Brinker

Absent: Mark Hidritch

Also present: Jim Briggs, Brian Boehmer, Mary Trentmann, Lisa Moffitt, Jim Armstrong, Mary Sprung, Darren Lamb, Sal Maniaci, John Nilges, John McCreery, Robert Douglas, Darren Dunkle, Bill Halmich, Jackie Hawes

Approval of Minutes

* June 27, 2016 Administration/Field Operations Meeting

A motion to approve the minutes as presented was made by Patke, seconded by Brinker, passed without dissent.

Review of Invoices

* Lewis, Rice L.L.C. – June 2016 Services

A motion to forward to full Council for Approval was made by Brinker, seconded by Holtmeier, passed without dissent.

Review of Department Heads

Communications:

- * New UPS was installed on 07/14 with a slight hiccup. A Cisco router failed when rebooted. IT was able to fix the router with a 4.5 hour downtime rather than a 24 hour outage.
 - o CAD and all city phones were down. 911 and radios were operational
- * ITI Project- Streets are entered in to the system. The other information is being worked on (Knox box locations, officer safety/flags.) City businesses with contact information still needs to be entered.

Police/Municipal Court/Traffic Committee:

- * 3 New SUVs's are in possession of the Police Department. Already outfitted, awaiting striping. Once that is completed they will be placed into the rotation.
- * The new officer, Brian Todd, has started. Administrative week is completed and FTO has begun. His first working shift was 07/24/2016.
- * The hiring process for the vacant position has been completed. The board will be presented with the selection on August 1, 2016.
- * We are beginning our preparations for the Fair
- * Chief Menefee is doing well. Progressing well, looks stronger with each passing day. Still going to rehabilitation.

Finance:

- * Sales tax is at over 5% prior year
- * Purchasing Manual to administration for review
- * Public hearing for tax rate will be held August 15, 2016. There should not be a change in the tax rate (set at the maximum.) This will be subject to the Board of Equalization.

Economic Development:

- * Awaiting USDA Grant for expanding in to 41 acres for a 2-3 acre site for a prospect.
- * 353 Meeting to discuss real estate matter on 07/27/2016 at 8:00AM since there will not be a meeting in the first week of August.
- * Darren and Sal will be participating in the Missouri Main Street Conference.

Planning

- * Code Revisions back on the agenda
- * Some special use permits have been requested

Engineering:

- * Jefferson Street bridge opened on 7-22-2016 at 12:16 PM
- * The Jefferson Street/8th Street intersection will be a 4 way stop until striping and signaling is complete (Thurs/Fri).
- * LED Light upgrade bids. Should be complete by September
- * Pre-Com meeting Thursday- 6th Street overlay Project. Work should begin the first week of August. Should be completed by October 14.
- * Calvin Lane- Concrete apron and sidewalk repair discussion. This is a private drive (14 units inside) but the city accesses it for trash pickup. Should be the property owners responsibility to repair.
 - o Need a written request to go on to a private street to pick up trash in order to be held harmless of future damage to the area.
 - o The property owner requested documentation to show that trash service was formally requested. Nothing was located. Possibly a verbal request, but this is an older subdivided area. If the property owner is to decline service on Calvin Lane, the owner needs to show how trash service will be provided/enclosed and tenants will need to bring trash to a public city street. The refuse would need to be brought to Johnson Street if trucks are not allowed on Calvin Lane.
 - o Will meet with Mark Piontek to draft a letter for private drives

Building Inspections/Codes:

- * Busy with inspections
- * Riverbend permit not picked up yet- Waiting

Streets & Solid Waste:

- * State Right of Way weed/grass issues
 - o Post Office to JCPenney and the area of Highway 100 and Highway 47
 - o Does the council want the city to do mowing in this area?

- No, ask the property owners. MoDOT has no issue with property owners cutting this grass

Airport/Building & Maintenance:

- * Airport metal roof painting-Bids are open
 - 3 oldest buildings are in dire need of new coat of paint
- * Carpet will be cleaned at the Library the weekend of the Fair
- * Sign at the airport will be lit
- * Water at Airport. Need to get in while its dry to make arrangements to keep the area drained.

Information Technology:

- * Updating servers
- * Outage was due to equipment failure
- * Spare equipment is now on hand in case this happens again

Parks & Recreation:

- * Youth and Legion Baseball seasons have ended
- * This is the last week for Camp Washington this summer
- * Banners for the fair have been being placed around the city
- * Arts Council Policy
- * The pool will close August 14
- * Need Fans for bleachers for Ronsick Field (Legion Baseball)
 - The Legion had been looking at raising funds in the past for these fans. It has been a discussion for several years. They are now asking the city to help.

A motion to have the Parks Director do some research and get bids for fans for the bleacher area at Ronsick Field (Legion Ball) was made by Skornia, seconded by Patke and passed without dissent.

- *America in Bloom judges were impressed. Awards are presented at the annual meeting in October
- *Will check on the pool leak issues once the pool is closed for the season. No leaks located in the pool shell. Leaks have been in lines outside of the pool.
- *Dog park fence will be installed after the fair is over

Fire & Emergency Service:

- * Door to door campaign for Rural Fire Tax
 - Chief Halmich discussed where each portion of the tax would be applied to.
- * Fair Preparation
- * Mud Run- YMCA (mid August)

Water & Wastewater:

- * No Report

Library:

- * Summer Reading Program is coming to a close
 - 1200 kids 18 and under

- * There will be an adult finisher reading party (trivia night)
- * The Library will be closed August 5-7 for carpet cleaning
- * There will be a professional development training held on August 5
- * State funding for libraries is being withheld. This funding could be released at a later time.

H.R. & Loss Control:

- * No Report

Administration (Tourism/Front Street/Property/Senior Center):

- * A bridge meeting was held with the contractor
 - o Looking for office space/property for trailers. The property needs to have full utilities/access. There is no access from Lafayette Street. Can be accessed from the east.
 - o Work will begin 8/18
 - o Ground breaking ceremony will be held 8/12 at 10:00 AM
 - o Budget work
- * Lucy Gallery has installed a “parklet” in front of their business on West Main Street. It will be there for a week.

Public Discussion

- * None

Unfinished Business

- * None

Executive Session

- * None

Adjournment

With no further business to discuss, a motion to adjourn was made at 7:50 p.m. by Patke, seconded by Holtmeier, passed without dissent.

CITY OF

WASHINGTON

MISSOURI

MONTHLY ACTIVITIES REPORT
JULY 2016

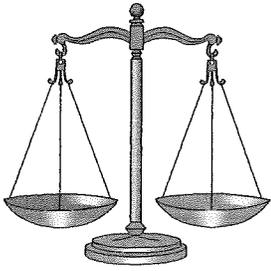
POLICE

INCIDENT REPORTS	278
CITATIONS ISSUED	44
NO-REPORT	639
UNFOUNDED	35
WRITTEN/VERBAL WARNING	307
GONE ON ARRIVAL	33
END CALL	1392
TOTAL	2728

FIRE

FIRES, EXPLOSIONS:	3
RESCUE:	20
HAZARDOUS CONDITIONS:	3
SERVICE CALLS:	7
GOOD INTENT CALLS:	5
FALSE CALLS:	11
OTHER:	1
TOTAL # FIRE CALLS	50

911 TRANSFERS	123
OPEN LINE 911 CALLS	98
911 HANG UPS	40
911 CALLS RECEIVED	669
TOTAL 9*1*1 CALLS HANDLED:	930



WASHINGTON MUNICIPAL COURT

TO: Mayor Sandy Lucy
and City Council

FROM: Craig E. Hellmann; Municipal Judge

DATE: July 27, 2016

SUBJECT: Municipal Judge's Report for Month of May, June and July 2016

May 31, 2016

TOTAL \$ 4,561.00

June 14, 2016

TOTAL \$ 9,618.00

July 12, 2016

TOTAL 47,945.50

Respectfully,

A handwritten signature in black ink that reads "Craig E. Hellmann". The signature is written in a cursive style with a long horizontal flourish at the end.

Craig E. Hellmann
Municipal Judge

Administration/Operations Committee Report
FINANCE DEPARTMENT – End of Month Report

July 2016

Monthly operations for the Finance Department include:

COLLECTOR'S OFFICE:

- * In this month; 6,877 collection transactions totaling \$1,680,208.47 were processed through accounting system.
- * 698 customers paid using Credit Cards (149 utility-in person, 510 utility-online, 31 court- online & 8 court-in person) totaling \$50,771.57.
- * 763 utility customers paid via Check Free (ACH), totaling \$45,350.58.
- * 126 utility customers paid via iPay Solutions (ACH), totaling \$8,387.22.
- * 153 Big Driver receipts totaling \$1,414.92. 42 Pool receipts totaling \$11,956.75.
- * 56 utility customers have paid deposits for new or transferred accounts totaling \$5,800.00.
- * 149 business licenses were issued/renewed totaling \$9,715.00. 0 liquor licenses was issued/renewed totaling \$0.00.
- * Construction escrow deposits collected \$0.00 *Street excavation deposits collected \$0.00 *Landlord Security deposits collected \$0.00. *Cigarette tax collected totaled \$5,733.70.
- * Franklin County tax collections totaled \$7,509.77. *Delinquent Taxes City - RE: \$34,975.85 PP: \$12,680.48
- *Delinquent Taxes Library - RE: \$4,261.59 PP: \$1,376.49. * Motor fuel tax revenues totaled \$45,779.97.
- *Federal Grants (4) totaling; \$16,258.62. *State Grants (0) totaling; \$0.00. *FEMA Grants (0) totaling; \$0.00.

Franchise Fees:

- * Ameren \$153,129.61. * AT&T (SWB) franchise fee \$27,778.59. *New Cingular Wireless \$12,017.34 *Laclede Gas \$8,121.30 *Charter Communications (quarterly) \$0.00.* 1% City Sales Tax totaled \$410,214.11. *Local Use tax totaled \$38,065.71.* Transportation Sales tax totaled \$205,105.94. *Capital Improvement Sales Tax totaled \$205,107.07.

TREASURER RESPONSIBILITIES:

FINANCIAL OPERATIONS:

* ACCOUNTS PAYABLE –

- Invoice items processed: 663.
- Checks issued –323 (this includes (13) check runs) for the amount of \$1,585,318.68.
- Credit Card Fees (ETS) paid totaled \$1,120.17 (\$75.91 for court and \$1,044.26 for Utilities).
- Postage used this month totaled \$1,166.33.

* GENERAL DUTIES –

- Postings of journals to the General Ledger which were created during transaction processing of utility billing, cash receipts/revenue transactions, accounts receivable, accounts payable and payroll.
- Distribution of approved purchase orders.
- Adjusting entries to correct transaction errors and record monthly allocations.

* PAYROLL-

- Payrolls (2) totaling \$450,776.00. This includes (0) checks and (372) direct deposits and related benefit costs.
- Taxes Paid: Federal \$44,905.31; State \$14,774.00; FICA \$26,395.65; Medicare \$6,173.15.

* ACCOUNTS RECEIVABLE -

Utilities (Water - Sewer -Trash):

- Billing totals: \$467,733.24; Number of invoices (6,408) number of gallons billed: 60,487,939.
- Final billings sent (0) totaling \$0.00. (85 on the shutoff list, (this involves amounts over \$50) with (59) actual shutoffs done.
- Refunds (80) totaling \$2,583.71. (4) Returned checks (NSF), fee collected: \$75.00.
- Bank auto draft collections (808) totaled \$53,225.29. Credit Card draft collections (101) totaled \$5,350.23. (0) Returned Bank auto draft, fees collected: \$0.00.

Landfill and Miscellaneous:

- Landfill invoices (84) sent totaling \$94,185.04 including (4) leachate invoices totaling \$6,800.00. Miscellaneous invoices (23) (rent/lease, dispatch services, etc.) totaling \$6,856.39. Public Works invoices (28) totaling \$7,011.84; Return Checks (0) totaling \$0.00, fee collected: \$0.00.

MANAGEMENT:

- Supervise and assist staff in resolution of problems.
- Monitor cash flow and investments.
- Monitor budget appropriations and authorizations for processing expenditures.
- Make appropriate wire transfers for debt service, payroll and Phoenix Center II CID.
- Monitor all financial accounting processes.
- Monitor utility billing process to insure utility bills are accurate and mailed timely.

MISCELLANEOUS:

- Process cash receipts for utilities, landfill, permits, various departments and miscellaneous receipts.
- Calculate interest and mail monthly statements for account receivable.
- Prepare various reports on sales tax, franchise fees, and major revenue sources.
- Prepare P.O.'s, process invoices for payment and timely mail checks to vendors.
- Calculate payroll and prepare payroll checks/direct deposits and applicable benefits and deduction reports.
- Working on 10-year 2017-2026 budget.

WASHINGTON 1% SALES TAX

Previous Years 1970 -1990 Total:		\$ 15,522,628.91			
1990-1991	1,548,211.84	2000-2001	2,614,947.25	2010-2011	3,613,372.27
1991-1992	1,672,769.14	2001-2002	2,665,810.02	2011-2012	3,698,652.72
1992-1993	1,784,767.71	2002-2003	2,875,714.84	2012-2013	3,760,065.80
1993-1994	1,963,897.71	2003-2004	3,155,590.86	2013-2014	3,912,118.45
1994-1995	2,099,507.07	2004-2005	3,187,693.12	2014-2015	4,204,694.99
1995-1996	2,109,380.53	2005-2006	3,345,292.87	2015-Present	3,664,612.87
1996-1997	2,169,892.95	2006-2007	3,445,234.45		
1997-1998	2,267,995.17	2007-2008	3,773,268.98		
1998-1999	2,412,223.65	2008-2009	3,556,222.39		
1999-2000	2,570,088.01	2009-2010	3,497,829.39		
COLLECTION TO DATE:		\$ 91,092,483.96			

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 292,032.88	\$ 289,981.69	\$ 299,811.29	\$ 258,132.97	\$ 322,215.68	\$ 340,999.80	5.83%
NOVEMBER	178,913.24	221,470.74	245,399.60	267,546.13	285,712.19	294,009.02	2.90%
DECEMBER	355,374.13	397,861.68	351,227.53	330,994.19	362,186.60	393,531.59	8.65%
JANUARY	291,252.48	335,676.69	300,296.02	316,472.49	397,583.68	386,222.81	-2.86%
FEBRUARY	314,343.36	232,947.48	316,239.76	339,049.11	315,611.21	346,227.45	9.70%
MARCH	272,083.55	388,615.40	368,351.05	305,321.16	368,572.00	447,528.01	21.42%
APRIL	336,871.23	342,585.73	297,520.96	304,712.85	350,563.22	357,396.57	1.95%
MAY	228,551.10	192,428.66	205,586.29	357,248.60	277,962.54	261,754.61	-5.83%
JUNE	353,408.74	381,146.39	387,501.72	310,068.05	406,902.66	426,728.90	4.87%
JULY	368,038.19	327,575.87	346,906.10	464,401.53	396,330.13	410,214.11	3.50%
AUGUST	206,758.22	202,883.60	239,933.34	269,841.78	254,968.15		
SEPTEMBER	415,745.15	385,478.79	401,292.14	388,329.59	466,086.93		
TOTALS	\$ 3,613,372.27	\$ 3,698,652.72	\$ 3,760,065.80	\$ 3,912,118.45	\$ 4,204,694.99	\$ 3,664,612.87	

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO
PRESENT:

5.19%

FISCAL YEAR END PERCENTAGE (POS-
OCTOBER TO SEPTEMBER) Shown Once A Year
on November Report.

1/2 % CAPITAL IMPROVEMENT SALES TAX

EFFECTIVE: 07-01-89

EFFECTIVE: 07-01-89

EXPIRED: 06-30-94	1989-1994	4,111,148.43
EXPIRED: 06-30-02	1994-2002	9,410,782.24
EXPIRED: 06-30-10	2002-2010	13,334,617.88
EXPIRES: 06-30-18	2010-2018	\$ 11,717,188.11

TOTAL COLLECTIONS TO CURRENT DATE \$ 38,573,736.66

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 146,016.47	\$ 144,990.96	\$ 149,905.59	\$ 129,282.62	\$ 161,107.69	\$ 170,499.84	5.83%
NOVEMBER	89,456.54	110,735.31	122,665.68	133,773.33	142,855.95	147,004.44	2.90%
DECEMBER	177,687.13	198,930.58	175,545.43	165,263.46	181,093.25	196,765.87	8.65%
JANUARY	145,626.26	167,838.53	150,186.08	158,247.98	198,791.64	193,111.70	-2.86%
FEBRUARY	157,171.78	116,473.63	158,119.77	169,520.15	157,805.66	173,113.68	9.70%
MARCH	136,041.63	194,307.70	184,175.14	152,653.02	184,286.03	223,763.88	21.42%
APRIL	168,435.36	171,293.05	148,760.62	152,356.74	175,281.51	178,698.24	1.95%
MAY	114,275.46	96,214.34	102,793.25	178,624.09	138,981.32	130,877.37	-5.83%
JUNE	176,704.60	190,573.08	193,750.98	155,034.08	203,451.34	213,364.43	4.87%
JULY	184,019.06	163,787.92	173,453.00	232,200.60	198,165.05	205,107.07	3.50%
AUGUST	103,379.13	101,441.79	119,966.76	134,920.80	127,484.01		
SEPTEMBER	207,872.40	192,739.31	200,646.15	194,164.66	233,043.27		
TOTALS	\$ 1,806,685.82	\$ 1,849,326.20	\$ 1,879,968.45	\$ 1,956,041.53	\$ 2,102,346.72	\$ 1,832,306.52	

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO PRESENT: 5.19%

FISCAL YEAR END PERCENTAGE
(POS- OCTOBER TO SEPTEMBER)
Shown Once A Year on November
Report.

LOCAL USE TAX

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 30,917.10	\$ 27,488.48	\$ 32,909.43	\$ 33,312.19	\$ 31,939.99	\$ 41,107.57	28.70%
NOVEMBER	37,911.52	35,347.95	33,530.80	57,041.89	39,689.38	38,629.86	-2.67%
DECEMBER	38,115.09	36,708.77	39,878.28	27,444.57	19,842.68	35,667.91	79.75%
JANUARY	31,685.09	25,681.62	35,302.29	39,436.96	18,771.89	73,750.32	292.88%
FEBRUARY	42,783.37	45,250.63	49,145.13	60,108.24	56,934.67	49,544.55	-12.98%
MARCH	29,232.08	37,589.12	34,500.54	31,924.09	52,588.73	43,602.83	-17.09%
APRIL	35,470.32	36,410.33	21,162.71	29,274.06	39,895.13	28,592.66	-28.33%
MAY	35,942.86	33,100.23	40,030.79	39,309.81	51,160.61	42,539.86	-16.85%
JUNE	30,361.97	38,389.90	37,828.09	34,549.14	23,755.92	30,670.13	29.11%
JULY	41,160.59	38,296.32	32,573.48	42,923.16	36,718.28	38,065.71	3.67%
AUGUST	27,057.25	35,508.90	34,466.35	39,379.07	40,034.72		
SEPTEMBER	67,630.99	52,859.41	36,514.38	36,183.10	38,837.45		
TOTAL	\$448,268.23	\$442,631.66	\$427,842.27	\$470,886.28	\$450,169.45	\$422,171.40	

COLLECTIONS 1998 TO PRESENT: **\$ 6,628,420.55**

OVERALL PERCENTAGE
GROWTH/(REDUCTION) FOR OCTOBER
TO PRESENT: **13.70%**

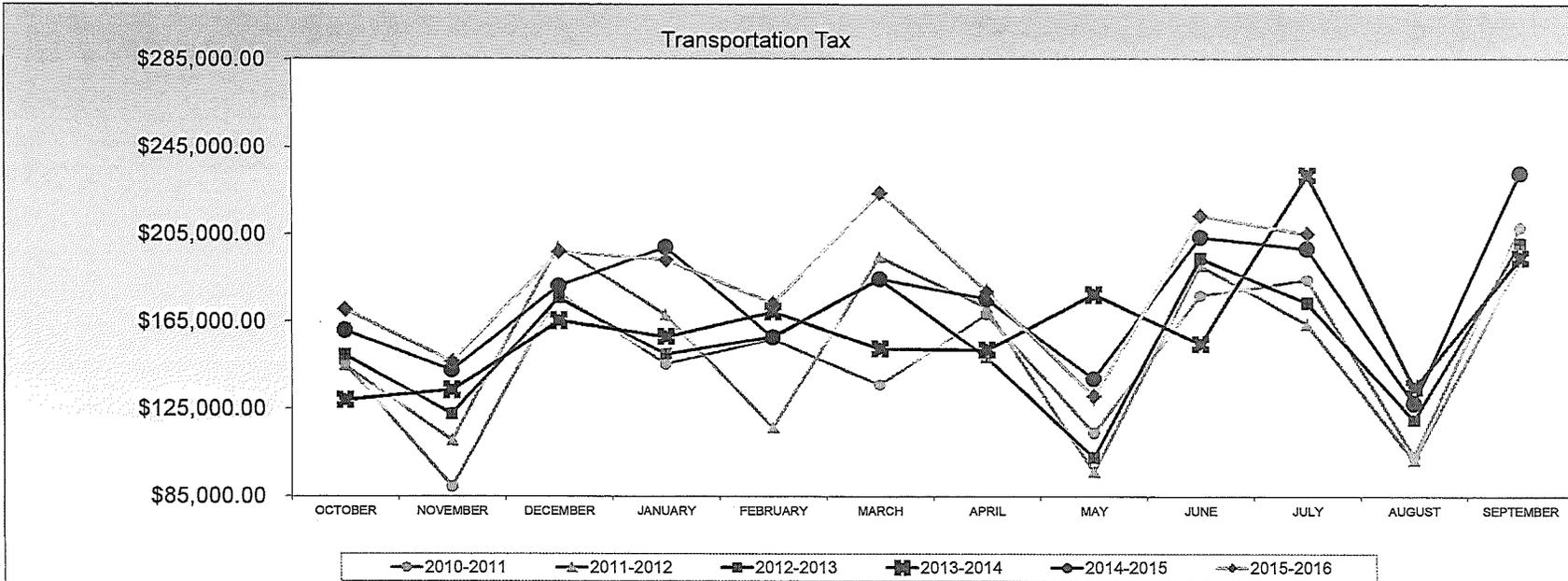
1/2 % TRANSPORTATION SALES TAX

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 145,972.89	\$ 145,120.16	\$ 149,905.71	\$ 129,066.45	\$ 161,107.79	\$ 170,499.34	5.83%
NOVEMBER	89,437.31	110,735.46	122,694.65	133,772.74	142,855.97	147,004.51	2.90%
DECEMBER	177,667.55	198,930.26	175,547.03	165,496.84	181,093.25	196,765.76	8.65%
JANUARY	145,626.04	167,838.37	150,186.07	158,236.29	198,791.80	193,113.86	-2.86%
FEBRUARY	157,114.39	116,473.64	158,119.78	169,500.34	157,805.36	173,113.49	9.70%
MARCH	136,023.70	194,287.93	184,174.85	152,660.68	184,286.08	223,763.91	21.42%
APRIL	168,494.40	171,293.01	148,760.60	152,351.79	175,281.35	178,698.08	1.95%
MAY	114,202.21	96,166.41	102,792.97	177,386.86	138,981.19	130,877.30	-5.83%
JUNE	176,701.87	190,573.43	193,751.29	155,033.96	203,451.14	213,364.42	4.87%
JULY	184,019.15	163,768.67	173,452.98	232,200.78	198,165.06	205,105.94	3.50%
AUGUST	103,378.29	101,423.54	119,966.65	134,920.91	127,483.86		
SEPTEMBER	207,872.41	192,739.16	200,646.25	194,164.70	233,043.30		
TOTALS	\$ 1,806,510.21	\$ 1,849,350.04	\$ 1,879,998.83	\$ 1,954,792.34	\$ 2,102,346.15	\$ 1,832,306.61	

COLLECTIONS 2005 TO PRESENT: \$19,933,486.92

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO
PRESENT: 5.20%

FISCAL YEAR END PERCENTAGE
(POS- OCTOBER TO SEPTEMBER) Shown
Once A Year on November Report.



AMEREN U E FRANCHISE FEE REPORT

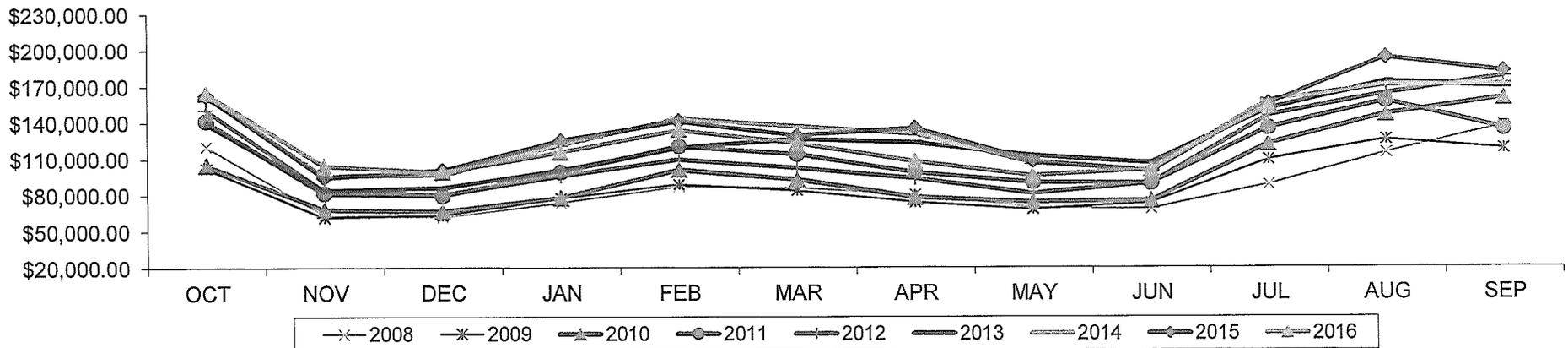
MONTH	2008	2009	2010	2011	2012	2013	2014	2015	2016	Increase/ Decrease
OCT	\$120,610.00	\$102,485.59	\$105,124.18	\$141,772.88	\$150,832.45	\$139,853.11	\$161,967.65	\$162,777.06	\$164,412.59	1.00%
NOV	63,606.01	61,461.75	68,099.12	81,521.88	83,813.07	83,664.43	96,626.77	94,748.58	104,441.67	10.23%
DEC	61,923.91	63,450.46	66,720.46	79,622.52	80,297.08	86,085.23	97,081.51	100,789.73	99,254.66	-1.52%
JAN	73,807.80	77,513.17	77,697.31	99,051.77	96,116.53	100,829.33	122,046.71	125,423.36	115,792.75	-7.68%
FEB	87,244.33	88,914.17	101,103.43	120,737.15	109,768.12	119,435.62	143,573.59	141,256.13	133,962.63	-5.16%
MAR	85,912.23	83,720.55	93,004.35	114,035.49	102,725.79	126,557.75	137,069.04	129,381.65	123,212.06	-4.77%
APR	80,266.50	74,092.92	77,963.05	98,742.13	93,960.78	123,507.13	130,783.22	135,281.52	108,011.34	-20.16%
MAY	69,419.96	68,136.59	73,810.83	90,234.96	80,909.43	112,412.77	106,620.25	108,246.36	95,798.37	-11.50%
JUN	68,322.83	73,246.19	74,807.15	89,594.24	89,399.83	106,609.87	99,944.03	99,528.70	100,889.44	1.37%
JUL	88,380.71	109,112.06	121,965.39	135,102.51	145,252.08	150,598.14	157,653.27	155,164.70	153,129.61	-1.31%
AUG	114,710.39	125,584.43	146,100.14	157,273.41	163,516.90	173,075.38	170,137.38	193,194.92		0
SEP	137,110.04	118,050.37	159,661.51	134,516.80	177,192.06	168,964.30	170,627.43	181,662.41		0

TOTAL \$1,051,314.71 \$1,045,768.25 \$1,166,056.92 \$1,342,205.74 \$1,373,784.12 \$1,491,593.06 \$1,594,130.85 \$1,627,455.12 \$1,198,905.12

1995-Present \$22,823,905.05

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -4.29%

AMEREN FRANCHISE FEE COMPARISON

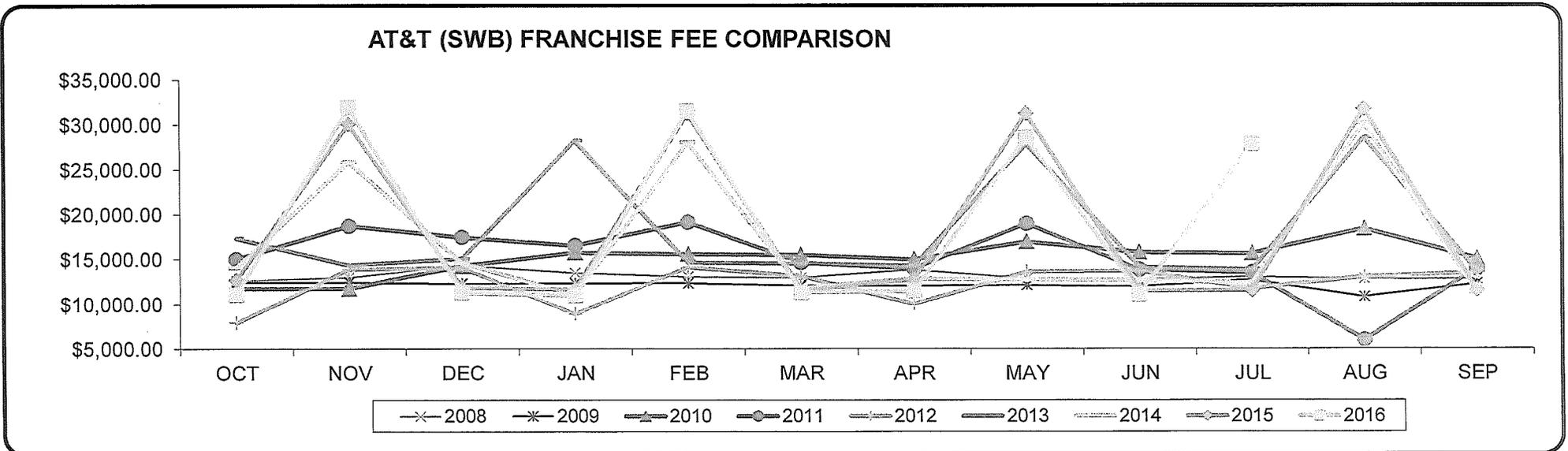


AT +T (SWB) FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Increase/ Decrease</u>
OCT	\$12,610.85	\$12,444.10	\$11,755.89	\$14,992.32	\$7,945.64	\$17,317.49	\$14,031.72	\$12,688.30	\$11,065.92	-12.8%
NOV	12,966.03	12,434.07	11,749.30	18,713.04	13,844.27	14,307.02	25,878.27	30,100.56	31,985.29	6.3%
DEC	14,329.74	12,283.48	14,233.63	17,444.68	14,046.08	15,033.53	14,581.17	11,873.92	11,318.83	-4.7%
JAN	13,497.72	12,321.03	15,729.82	16,530.57	8,936.99	28,235.50	11,018.44	11,684.09	10,993.60	-5.9%
FEB	13,048.16	12,328.77	15,561.00	19,120.02	14,092.11	14,627.59	28,038.99	31,292.91	31,538.80	0.8%
MAR	12,889.09	12,089.23	15,450.81	14,585.83	13,093.01	14,522.40	11,795.51	11,522.69	11,282.48	-2.1%
APR	13,786.37	12,048.17	14,935.67	13,935.70	10,030.23	14,228.95	12,779.58	12,690.53	11,452.15	-9.8%
MAY	12,778.74	12,103.48	16,878.98	18,925.37	13,537.38	27,796.37	12,694.67	31,239.15	28,570.11	-8.5%
JUN	12,680.34	11,958.89	15,714.77	13,800.22	13,624.66	14,055.41	12,583.04	11,443.33	11,046.80	-3.5%
JUL	12,963.86	12,634.01	15,585.10	13,441.52	11,693.95	13,764.01	12,308.03	11,499.93	27,778.59	141.6%
AUG	12,764.59	10,795.61	18,325.68	5,992.93	12,955.62	28,529.60	30,099.57	31,710.18		0
SEP	12,697.16	12,200.64	15,009.66	13,899.07	13,404.09	13,585.78	11,264.73	11,532.25		0
TOTAL	\$157,012.65	\$145,641.48	\$180,930.31	\$181,381.27	\$147,204.03	\$216,003.65	\$197,073.72	\$219,277.84	\$187,032.57	

1995-Present **\$3,530,397.62**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: 6.25%



**started keeping track of Southwestern Bell Telephone Company Video Service Franchise Fees for Fiscal Year 2012/2013

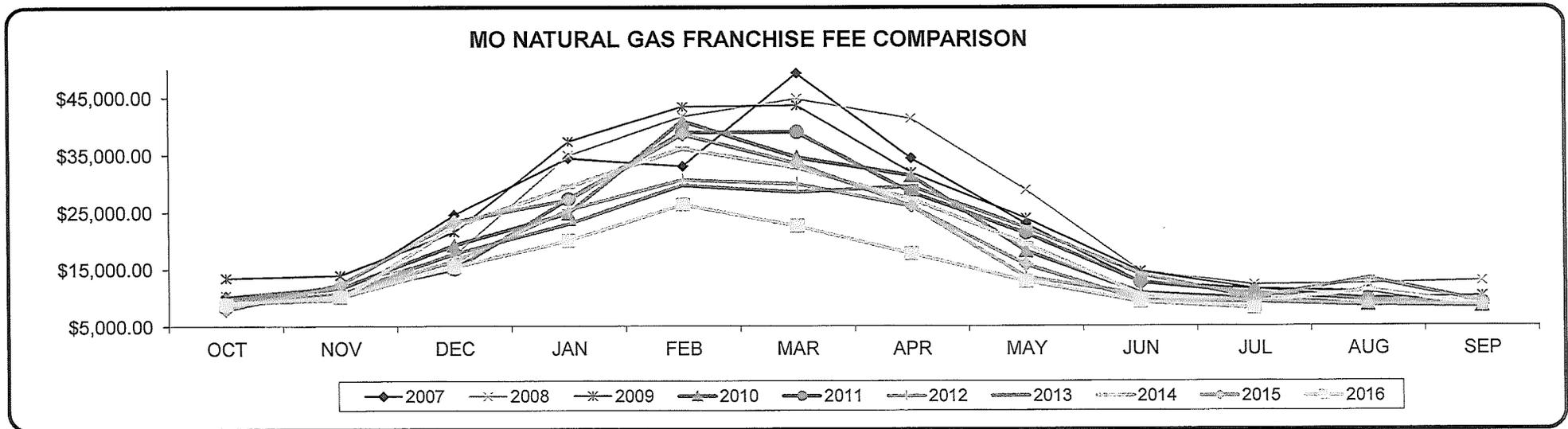
LACLEDE GAS FRANCHISE FEE REPORT

MONTH	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Increase/ Decrease
OCT	\$10,295.08	\$10,425.11	\$13,408.57	\$9,827.42	\$9,012.87	\$9,259.90	\$9,448.88	\$9,062.72	\$7,912.15	\$8,827.09	11.6%
NOV	12,045.39	12,018.04	13,882.53	11,637.29	10,780.86	10,710.02	10,569.18	9,671.87	12,271.78	10,132.09	-17.4%
DEC	24,526.50	17,508.94	21,528.39	19,214.08	15,018.83	16,406.66	17,697.98	22,483.85	23,357.46	15,391.95	-34.1%
JAN	34,439.05	34,889.07	37,321.05	24,863.26	27,290.28	25,436.86	22,953.48	29,473.09	27,155.50	20,054.25	-26.2%
FEB	33,041.41	41,668.83	43,376.64	40,913.41	38,896.44	30,690.36	29,713.54	36,106.37	38,594.62	26,364.24	-31.7%
MAR	49,233.15	44,802.90	43,588.99	34,553.25	38,984.77	29,962.03	28,525.13	32,770.66	33,524.99	22,631.68	-32.5%
APR	34,437.30	41,319.98	31,897.91	31,384.49	28,427.51	26,053.64	29,490.00	27,285.52	26,053.11	17,745.49	-31.9%
MAY	22,919.98	28,861.09	23,844.64	18,109.86	21,261.06	13,515.35	22,237.77	19,399.81	15,707.15	12,789.92	-18.6%
JUN	12,604.58	14,575.82	14,502.36	10,709.45	12,617.26	10,538.59	14,008.46	10,421.45	9,473.56	9,208.08	-2.8%
JUL	11,467.13	12,140.74	11,457.96	9,750.32	10,805.39	9,227.31	9,825.41	9,135.48	9,266.94	8,121.30	-12.4%
AUG	10,969.57	12,359.98	9,852.66	8,735.80	9,553.18	8,590.31	13,243.73	11,236.67	8,831.94		0
SEP	8,148.81	12,826.07	10,154.87	8,469.55	9,034.32	8,759.74	9,205.41	8,679.59	8,594.33		0

TOTAL \$264,127.95 \$283,396.57 \$274,816.57 \$228,168.18 \$231,682.77 \$199,150.77 \$216,918.97 \$225,727.08 \$220,743.53 \$151,266.09

1995-Present \$3,719,463.94

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -25.60%

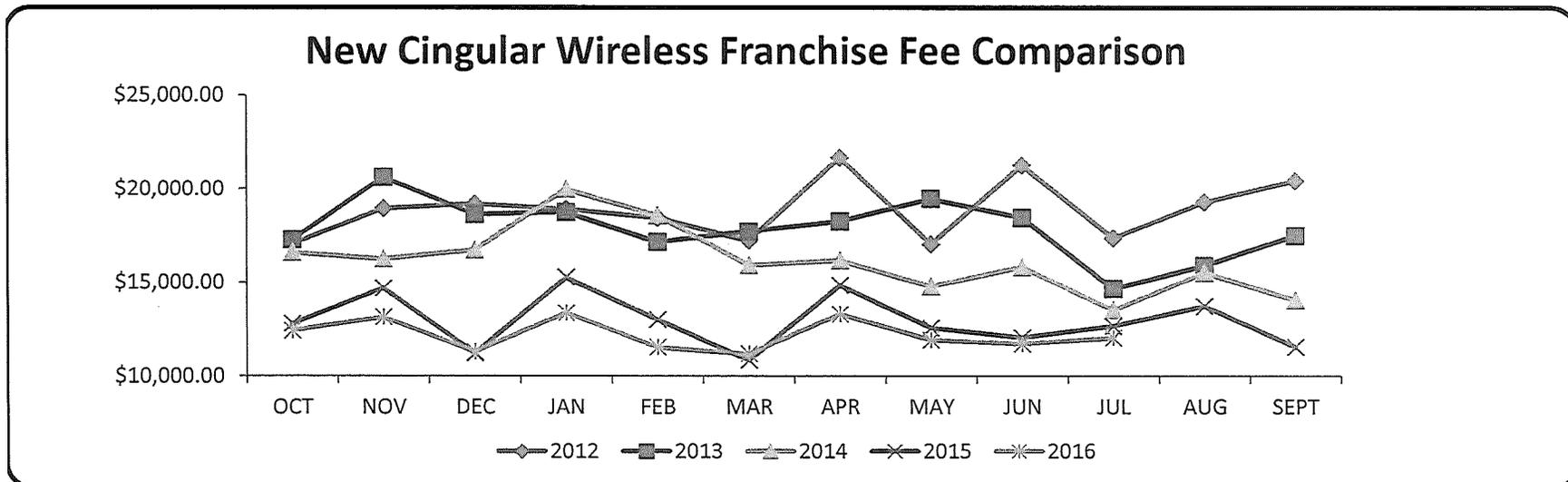


NEW CINGULAR WIRELESS FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	Increase/ Decrease
OCT	\$17,046.41	\$17,257.00	\$16,581.28	\$12,781.29	\$12,423.99	-2.8%
NOV	18,928.26	20,599.82	16,240.07	14,677.75	13,136.75	-10.5%
DEC	19,181.77	18,625.83	16,717.33	11,217.67	11,300.89	0.7%
JAN	18,912.84	18,740.96	19,970.37	15,254.34	13,376.41	-12.3%
FEB	18,447.14	17,141.00	18,569.60	13,009.82	11,543.01	-11.3%
MAR	17,221.07	17,708.96	15,903.27	10,838.40	11,185.38	3.2%
APR	21,663.67	18,245.17	16,154.02	14,841.57	13,294.77	-10.4%
MAY	17,033.61	19,454.59	14,774.95	12,562.86	11,918.78	-5.1%
JUN	21,252.55	18,445.10	15,804.53	12,039.27	11,714.56	-2.7%
JUL	17,356.37	14,644.81	13,495.54	12,657.00	12,017.34	-5.1%
AUG	19,263.90	15,863.44	15,495.35	13,712.15		0
SEPT	20,408.73	17,477.95	14,037.11	11,537.42		0
TOTAL	\$209,669.91	\$214,204.63	\$193,743.42	\$155,129.54	\$121,911.88	

2012-PRESENT \$894,659.38

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -6.13%

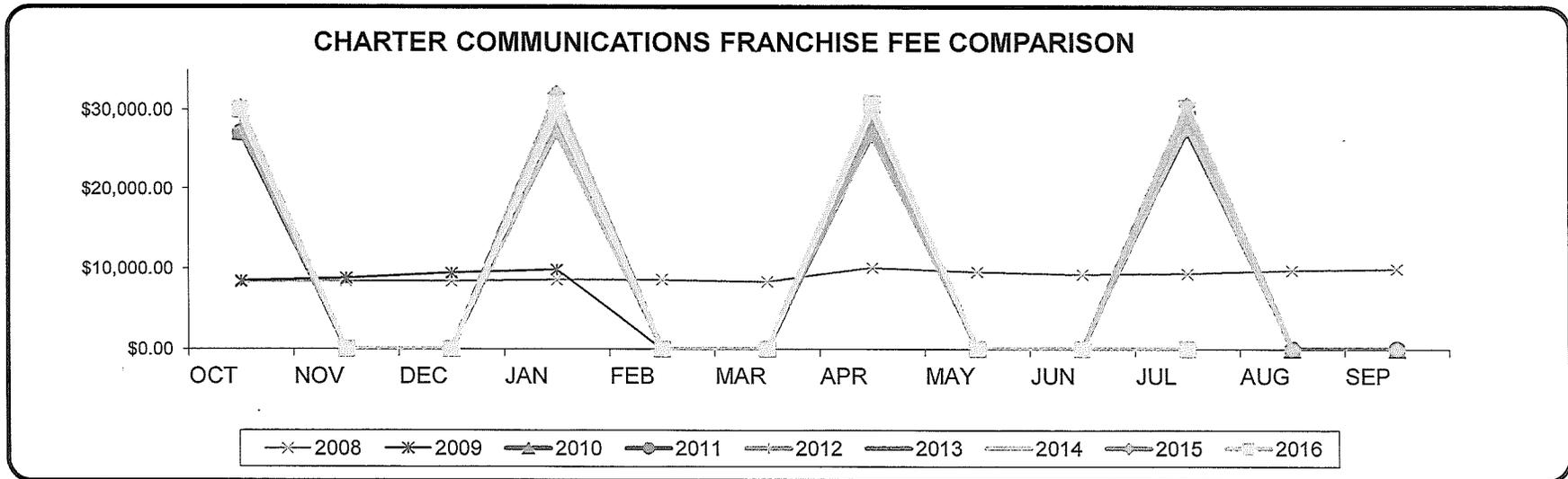


CHARTER COMMUNICATIONS FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Increase/ Decrease</u>
OCT	\$8,243.50	\$8,409.73	\$27,250.59	\$27,149.48	\$27,675.15	\$28,078.83	\$29,249.86	\$30,329.27	\$30,087.73	-0.8%
NOV	8,437.70	8,743.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
DEC	8,408.77	9,397.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
JAN	8,587.63	9,838.42	28,544.73	28,748.80	27,278.56	28,994.02	29,572.65	32,117.27	30,734.61	-4.3%
FEB	8,590.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
MAR	8,360.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
APR	10,108.19	26,627.07	28,517.24	27,548.32	26,889.68	27,702.13	29,915.13	30,952.64	30,969.27	0.1%
MAY	9,573.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
JUN	9,240.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
JUL	9,328.20	27,237.64	27,772.21	27,824.33	27,955.33	29,722.85	31,128.65	30,709.42	0.00	0
AUG	9,737.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
SEP	9,924.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL	\$108,539.33	\$90,254.22	\$112,084.77	\$111,270.93	\$109,798.72	\$114,497.83	\$119,866.29	\$124,108.60	\$91,791.61	

1995-Present \$2,122,044.11

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -26.0%



August 2016 Permit Totals

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 7/19/2016 THRU 8/16/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	2	16,500.00	90.00
COM-ADD - COMMERCIAL ADDITION	3	35,645.00	25.00
COM-ALT - COMMERCIAL ALTERATION	1	17,500.00	102.50
DECK - DECK	2	15,840.00	86.00
ELE-P - ELECTRICAL SERVICE	1	2,000.00	25.00
GARAGE - GARAGE	1	17,500.00	77.50
GRADING - GRADING	1	20,000.00	28.50
HIST - HISTORIC DESIGN REVIEW	3	0.00	0.00
OPC-COM - COMMERCIAL OCCUPANCY	5	0.00	250.00
OPR-MF - MULTI FAMILY OCCUPANCY	25	0.00	395.00
OPR-SF - SINGLE FAMILY OCCUPANCY	53	0.00	1,350.00
OPR-TF - TWO FAMILY OCCUPANCY	9	0.00	190.00
PREP - PRELIMINARY PLAT	1	0.00	75.00
RES-ALT - RESIDENTIAL ALTERATION	4	221,990.00	818.50
RES-SF - SINGLE FAMILY BUILDING	1	245,595.00	1,764.00
REZ - REZONING	1	0.00	150.00
SGN - SIGN	2	4,000.00	100.00
STEX - STREET EXCAVATION	2	3,553.00	60.00
SWP - SWIMMING POOL	2	37,000.00	161.00
SWR - SEWER LATERAL/REPAIR	1	1,300.00	50.00
*** TOTALS ***	120	638,423.00	5,798.00

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2016 THRU 8/17/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	10	134,951.00	374.80
BLAST - BLASTING	1	9,000.00	0.00
CARN - CARNIVAL	1	12,000.00	50.00
COM-ADD - COMMERCIAL ADDITION	11	2,761,645.00	9,397.00
COM-ALT - COMMERCIAL ALTERATION	15	764,050.00	3,582.50
COM-BLD - COMMERCIAL BUILDING	2	948,322.00	5,143.72
DECK - DECK	19	153,490.00	758.00
DEMO - DEMOLITION	10	286,735.00	496.43
ELE-P - ELECTRICAL SERVICE	28	56,055.00	725.00
ELE-T - ELECTRIC SVC - TEMP	2	100,200.00	75.00
FIRE - FIRE SPRINKLER SYSTEM	4	12,540.00	125.00
FIREWORKS - FIREWORKS	3	22,500.00	0.00
FPD - FLOODPLAIN DEVELOPMENT	4	0.00	0.00
GARAGE - GARAGE	3	111,000.00	451.50
GRADING - GRADING	4	607,847.00	16,630.50
HIST - HISTORIC DESIGN REVIEW	10	0.00	0.00
IND-ALT - INDUSTRIAL ALTERATION	7	1,221,650.00	3,845.00
MOBILE - MOBILE HOME SETUP	6	28,000.00	375.00
OPC-COM - COMMERCIAL OCCUPANCY	33	0.00	1,600.00
OPC-IND - INDUSTRIAL OCCUPANCY	1	0.00	50.00
OPR-MF - MULTI FAMILY OCCUPANCY	169	0.00	2,815.00
OPR-SF - SINGLE FAMILY OCCUPANCY	329	0.00	9,165.00
OPR-TF - TWO FAMILY OCCUPANCY	64	0.00	1,420.00
PREP - PRELIMINARY PLAT	8	0.00	607.00
RES-ADD - RESIDENTIAL ADDITION	12	269,046.65	1,256.25
RES-ALT - RESIDENTIAL ALTERATION	40	1,581,491.62	7,592.31
RES-SF - SINGLE FAMILY BUILDING	16	3,451,757.00	27,402.09
REZ - REZONING	2	0.00	300.00
SGN - SIGN	22	109,155.00	1,175.00
SFU - SPECIAL USE	5	0.00	750.00
STEX - STREET EXCAVATION	11	20,793.00	300.00
SUBD - SUBDIVISION DEVELOPMENT	1	85,000.00	275.00
SWP - SWIMMING POOL	7	240,000.00	1,143.20
SWR - SEWER LATERAL/REPAIR	8	53,800.00	225.00
VAR - VARIANCE	5	0.00	300.00
*** TOTALS ***	873	13,041,028.27	98,405.30

**MINUTES OF THE MEETING OF THE
WASHINGTON IN BLOOM COMMITTEE
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
TUESDAY, JULY 12, 2016**

A meeting of the Washington In Bloom Committee took place on Tuesday, July 12, 2016. Those in attendance included Co-Chair Sally Bocklage, Co-Chair Dave Wehmeyer, Committee Members Jill Straatmann, John Steffens, Mary Beth Rettke, Joe Holtmeier, John Vietmeier and Darren Dunkle. Members not in attendance included Committee Members Mayor Sandy Lucy and Danielle Grotewiel.

Agenda Item #1: Call Meeting To Order – The meeting was called to order at 9:00 a.m.

Agenda Item #2: Approval of Minutes of June 13, 2016. Committee Member Straatmann made a motion to accept the minutes as submitted, seconded by Committee Member Steffens. Motion was approved 8-0.

Agenda Item #3: Committee Reports

a) AIB Administration –

- Committee reviewed and discussed the Itinerary Assignments for Committee Members and Guest Speakers.
- Committee Member Dunkle reported that Monday's lunch would include Committee Members, Jennifer from the Chamber, Bridgette from Downtown Washington, and Debbie Toedebusch from the Parks and Recreation Commission. He further stated that food would be ordered from Joe's Bakery and that he would email everyone a menu to choose their order.
- Committee Member Dunkle reported that Tuesday's lunch would be held at Mayor Lucy's home and that the guest list would be limited primarily to Council Members and Department Heads.
- Committee Member Dunkle reported that he would like to keep the number of Committee Members attending Monday and Tuesday night's dinners down to three to four people each night, so that the judges wouldn't be overwhelmed and having multiple conversations going on at the same time.

b) Projects – Co-Chair Wehmeyer made the following report:

- Phase II of the Heritage Transportation Park was completed on Friday; however, some of the plants are stressed and will need to be replaced.
- A few of the plants at Krog didn't make it, so they will need to be replaced as well.
- The Butterfly Garden at Phoenix Park has been completed.
- Weeding of various landscaped beds will need to take place prior to Monday. Committee Member Dunkle stated that staff would be hitting all of the beds, and that Josh Wargo would be working Saturday to go over the Itinerary route to make sure everything is good.

c) Programs/Contest

- Co-Chair Bocklage reported that Hartmann's at 419 Elm Street were the winners of the Yard of the Month Contest for June.

d) Fund Raising

- Committee Member Straatmann reported that the Native Plant sale went well, as overall sales were over \$1,000 and that the WIB Committee received a check for \$205.69.

e) Marketing

- Committee Member Rettke volunteered to setup the presentation of the You Tube Video at Monday's luncheon.
- Co-Chair Bocklage asked if she could receive some of the WIB brochures for the Garden Club.

f) Volunteer

- Committee Member Dunkle reported that Weeding Wednesday's and Probation & Parole programs were going well.
- It was suggested that maybe the City should change up times and days to offer working individuals the opportunity to volunteer.

Agenda Item #4: Old Business

- a) Banners – Committee Member Dunkle reported that the banners should be shipped out on Friday and received on Monday. He further stated that the banners would be placed as soon as possible for the AIB Judges and the Main Street Conference.

Agenda Item #5: New Business

- a) Gifts for Judges – Discussion took place in regards to providing gifts for the judges as we have done in the past. Committee Member Rettke stated that she would take on the task and look into putting together gift baskets.

Agenda Item #6: Next Meeting – August 8, 2016, 9:00 am at City Hall.

Agenda Item #7: Adjournment – Committee Member Straatmann made a motion at 9:54 am to adjourn the meeting, seconded by Co-Chair Wehmeyer. Motion was approved 8-0.

MINUTES SUBJECT TO COMMITTEE APPROVAL.



Washington Fire Department

200 East 14th Street
P.O. Box 529
Washington, Missouri 63090

Professional Volunteer Service Since 1852

Member

• Firefighters
Association of
Missouri
• Franklin-
Gasconade
Firefighters
Association

COMPANY MEETING

July 27, 2016

The regular monthly meeting of the Washington Volunteer Fire Company was called to order by Chief Bill Halmich at 7:30 p.m. on this date.

The invocation was led by Linda Saunders.

The Pledge of Allegiance was led by Jim Peters.

The minutes of the June 29, 2016 meeting were approved as distributed. A motion was made by Capt. Mike Holtmeier and seconded by Capt. Blake Marquart. Motion passed unanimously.

The Treasurer's report (Company) was approved as read. Balance of \$19,229.15 , (City) approved as distributed. Motion was made by Capt. Mike Holtmeier and seconded by Ron Eckelkamp to approve and passed unanimously.

REPORT OF FIRES

Attached. Chief Halmich reported on the recent river rescue call of an 81 year old man. Lt. Joe Klak commented on the lack of radio connectivity on that same call. A brief discussion followed.

SAFETY

There have been several firefighter deaths due to medical emergencies either at the scene or shortly thereafter. You need to be an advocate for your own health. Get your annual physicals. Live Healthy, minimize exposures. Deputy Chief Tim Frankenberg reminded those in attendance to use a spotter when backing in light of two recent incidents on the east coast involving firefighters being run over.

REPORT OF CAPTAINS

Section One: Battery was replaced in 119 on 7/18. Held Section training on 7/20. HQ Engine house cleanup on 7/26. Election of Officers was as follows: Captain- Doug Holdmeyer, 1st Lt.- Evan Roettering, 2nd Lt.- Matt Coleman.

Section Two: Held section training on 7/20, did 193 hose test on 6/30, thanks to all who helped. 124 went to Auffenberg on 7/26 and then to Siedhoff on 7/27 to get bids to fix the air conditioning. Do not use a/c until repaired. Election of Officers was as follows: Captain- Mike Holtmeier, 1st Lt.- Heath Schaefer, 2nd Lt.- Kurt Trentmann, secretary Ray Geisler, Training Doug Trentmann, Safety-Don Hahne, Impr. Mark Frankenberg, Alternate- Ray Geisler and Bldg. Maintenance- Bob Kohne. Thanks to Toby Dickhut for doing a great job as Captain for the past 6 years.

Section Three: Held section training on 7/20, Lisa Luehrs guest speaker on Stress. Election of Officers was as follows: Captain- Jeff Aholt, 1st Lt.- Rich Eaton , 2nd Lt.- Justin Fuse, Imp.-Scott Halmich, Secretary- Olivia Aholt, Training- Scott Halmich, Safety-Charlie Kriete, Building Maint.-Greg Kriete.

Section Four: Held section training on 7/20, engine house cleanup on 7/21. Election of Officers was as follows: Captain- Bill Pritchett, 1st Lt.- Nick Rische , 2nd Lt.- Joe Meador, Secretary- Steve Tobben, Impr.-Matt Frankenberg, Alternate- Adam Swoboda, Training- Don Peters, Safety- Rich Westermeyer, Building. Maint.-Joe Meador/Justin Frankenberg.

Section Five: Held section training on 7/15, and an extra training on 7/9. Participated I the WCFPD door to door campaign. Basement garage door opener is broke, seeking bids. Air Pack one gauge does not match the analog on the bottle approximation 150psi difference- meets the allowable tolerance. No. 4 discharge gauge has been replaced. Election of Officers was as follows: Captain- Blake Marquart, 1st Lt.- Corey Beste , 2nd Lt.-Jim Peffermann.

Section Seven: Election of Officers was as follows: Captain- Buzz Eckelkamp , 1st Lt.- Patrick Eckelkamp, 2nd Lt.- Joe Klak.

MINUTES OF CAPTAINS MEETING- Reviewed a readmission application. Process is ongoing. Kurt Trentmann was appointed to research two deceased members to see if they are entitled to have their names put on the stone at HQ, they are Kenny Strubberg and Shorty Moritz. Will be presented to full company for a vote. Complete minutes are attached.

ROLL CALL OF MEMBERSHIP: Present- 49 Excused- 4 Absent- 14

PROPOSAL OF NEW MEMBERSHIP: Nothing.

CORRESPONDENCE AND BILLS- Deputy Chief Frankenberg mentioned a letter he received from the Hillermann family regarding our efforts at a recent full arrest. The company secretary was asked to send a letter to The First Christian Church to thank them for the dinner. Motion made to pay the bills this month made by Mike Holtmeier and seconded by Kurt Trentmann. Motion passed unanimously.

REPORTS OF COMMITTEES

FIRE PREVENTION DIVISION- Attended City Council meeting for Subdivision Code and it was passed back to P & Z Committee. Reviewed plans for Homestead sprinkler. Chief attended a meeting on a development on Front Street, issues revolved around the height of the building and access. Preparing for Fair Operations. IAP was submitted to the police. Safety Meeting tomorrow night, followed by hood suppression and fire extinguisher safety talk. Set up will be Saturday at 8:00, need officer for Friday and Saturday night w/193. Complete report is attached.

TRAINING DIVISION- Chief Skornia attended Firefighter I update at Missouri Department of Fire Safety. Also attended reception for Kim Becker Retirement and relayed our sincere appreciation for her help and support over the last 23 years. Many items that are inventoried at the training center will be used at the fair. Anything that leave the training center needs to be recorded and Chief Skornia needs to be notified. We have lost items in the past, don't want to have to go searching through storage building and fairgrounds to find them. Many items belong to the HSRT, they need to be returned in same condition they were found. Joe Meador will be using the city's bucket truck for antenna installation tomorrow evening.

Company training for August will be held on the extra Wednesday- August 24.

Assistant Chief Skornia mentioned that this will be his last year as the Assistant Chief.

Capt. Mike Holtmeier mentioned an acquired structure burn in Wright City. Let him know if you are interested in going.

Complete report and training schedule is attached.

PUBLIC RELATIONS- Capt. Mike Holtmeier thanked those who have recently helped with public relations.

COMMUNICATIONS- No report

DATA PROCESSING- No report

EQUIPMENT MAINTENANCE- Up and running. The AC is out on 124.

RURAL ASSOCIATION- Deputy Chief Tim Frankenberg discussed the recent door to door efforts. Chief Halmich made a few additional comments. Go vote on August 2 to approve the tax for the newly formed WCFPD!

BUILDING MAINTENANCE- Ramp work behind Station 3 has been completed. Repairs to HQ- broken water pipe damage, has started- restoration, plumbing and electrical have been completed, still waiting on floor refinish, stage carpet, drywall repair, ceiling tile replacement and cove base install. Outstanding repairs will begin after the election since HQ is a polling place. Blower motor on the AC unit at Station 4 was repaired, generator was repaired also at Station 4.

COMPRESSOR/CASCADE- Up and running. Lt. Rich Eaton asked that those using the compressor cascade use the sign in/out sheet.

AIR MASK- No report.

COMPLIANCE- No report.

EXPLORER POST 2415- Held adult advisors meeting on 7/7. 7/11 did hose evaluations, thanks to Mark Frankenberg, Don Hahne, Jim Peters and Pat Placke for showing off the antique tiller. July 17th trained on search and rescue.

LADIES AUXILIARY- Read

IMPROVEMENTS MEETING- Discussed rural tax proposition. Thanks to all who participated in the door to door campaign. Chief Halmich is waiting for the final draft of the new alarm ordinance. Complete minutes are attached.

SOCIAL COMMITTEE- Meal tonight was provided by the First Christian Church of Washington.

HOSE LOADERS- Balance on hand: \$ 2,540.37

SPECIAL COMMITTEES:

Quartermaster- Reminder- 10% per month of your balance must be paid.

Historian- No report

Photographer- No report

Chaplain- No report

Auditor- No report

UNFINISHED BUSINESS: Nothing.

Washington Volunteer Fire Company, 7/27
Page 4

NEW BUSINESS: Assistant Chief Skornia made a motion to place Rich Westermeyer on the sick list. Motion was seconded by Terry Sullentrup. Motion passed unanimously.

Terry Sullentrup would like to take two firefighters with him to Emmitsburg, MD. Capt. Mike Holtmeier made a motion to send three firefighters to Emmitsburg, MD. Seconded by Assistant Chief Skornia. Motion passed unanimously.

KITTY: \$12.00 to Al Lampe- who donated it back to the rural association.

CLEAN-UP- Section 7

ADJOURNMENT- The meeting was adjourned at 8:45 pm

Respectfully Submitted,

Lt. Matt Coleman
Company Secretary

Washington Fire Department

Month end Incident lists

Alarm Date Between {7/1/2016} And {7/31/2016}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
16-0000263-000	07/01/2016	10:35:12	1900 Hwy 47 /INTERSECTN	324 Motor Vehicle Accident with
16-0000264-000	07/01/2016	14:40:09	3001 Hwy 47 /INTERSECTN	322 Motor vehicle accident with
16-0000265-000	07/03/2016	00:56:50	6304 Rainbow RDG	611 Dispatched & cancelled en ro
16-0000266-000	07/03/2016	01:54:20	2110 Lakeview CT	311 Medical assist, assist EMS c
16-0000267-000	07/03/2016	22:37:33	Hwy A	322 Motor vehicle accident with
16-0000268-000	07/04/2016	11:05:34	204 E Fourth ST	300 Rescue, EMS incident, other
16-0000269-000	07/04/2016	22:49:13	220 Locust ST	154 Dumpster or other outside tr
16-0000270-000	07/05/2016	12:15:14	406 Walnut ST	551 Assist police or other gover
16-0000271-000	07/05/2016	12:46:42	800 Franklin AVE /INTERSE	324 Motor Vehicle Accident with
16-0000272-000	07/06/2016	12:15:11	1401 W Springfiled AVE /U	571 Cover assignment, standby, m
16-0000273-000	07/07/2016	06:17:42	101 Elbert DR	365 Watercraft rescue
16-0000274-000	07/08/2016	07:07:18	100 W Twelfth ST	745 Alarm system activation, no
16-0000275-000	07/08/2016	14:37:12	49 Oxford DR	733 Smoke detector activation du
16-0000276-000	07/08/2016	19:28:07	1481 Marbach DR	321 EMS call, excluding vehicle
16-0000277-000	07/10/2016	11:09:08	6304 Rainbow RDG	561 Unauthorized burning
16-0000278-000	07/11/2016	16:53:47	245 Rolling Hills DR /New	611 Dispatched & cancelled en ro
16-0000279-000	07/12/2016	07:38:21	311 Englewood CT	671 HazMat release investigation
16-0000280-000	07/12/2016	10:53:11	2621 E Fifth ST	745 Alarm system activation, no
16-0000281-000	07/12/2016	16:27:01	4395 Hwy 47 /INTERSECTN	611 Dispatched & cancelled en ro
16-0000282-000	07/12/2016	20:01:01	4705 Old Hwy 100 /100	733 Smoke detector activation du
16-0000283-000	07/13/2016	15:49:12	4059 Old Hwy 100 /100	440 Electrical wiring/equipment
16-0000284-000	07/15/2016	08:38:11	539 W Second ST /APT2D	400 Hazardous condition, Other
16-0000285-000	07/15/2016	23:23:03	6304 Rainbow RDG	561 Unauthorized burning
16-0000286-000	07/17/2016	02:20:05	2621 E Fifth ST	735 Alarm system sounded due to
16-0000287-000	07/17/2016	14:22:25	7370 Hwy YY	531 Smoke or odor removal
16-0000288-000	07/17/2016	18:25:59	1 New Haven /New Haven, M	360 Water & ice-related rescue,
16-0000289-000	07/18/2016	14:33:25	5792 Hwy 100 /INTERSECTN	324 Motor Vehicle Accident with
16-0000290-000	07/19/2016	03:41:00	6304 Rainbow RDG	111 Building fire
16-0000291-000	07/19/2016	17:08:00	2226 Hwy A	322 Motor vehicle accident with
16-0000292-000	07/19/2016	21:33:38	2323 Eleanor DR	814 Lightning strike (no fire)
16-0000293-000	07/20/2016	17:41:49	1602 E Fifth ST	652 Steam, vapor, fog or dust th
16-0000294-000	07/21/2016	10:15:57	5 Chamber DR	322 Motor vehicle accident with
16-0000295-000	07/21/2016	11:50:47	1905 E Fifth ST	100 Fire, Other
16-0000296-000	07/22/2016	06:18:44	1 Elbert DR	360 Water & ice-related rescue,
16-0000297-000	07/22/2016	11:58:01	7076 Hwy Kk /INTERSECTN	322 Motor vehicle accident with
16-0000298-000	07/22/2016	21:41:29	6779 Hwy 100 /INTERSECTN	324 Motor Vehicle Accident with
16-0000299-000	07/23/2016	11:56:48	2658 Westview LN	733 Smoke detector activation du
16-0000300-000	07/23/2016	23:44:05	6675 Hwy 100 /INTERSECTN	324 Motor Vehicle Accident with
16-0000301-000	07/24/2016	21:55:55	2683 Hwy A	322 Motor vehicle accident with
16-0000302-000	07/25/2016	03:30:00	23 Edwards CIR /Union, MO	571 Cover assignment, standby, m
16-0000303-000	07/25/2016	04:23:34	611 Henry ST	444 Power line down
16-0000304-000	07/27/2016	13:37:14	2621 E Fifth ST	743 Smoke detector activation, n
16-0000305-000	07/27/2016	18:09:04	900 E Sixth ST /INTERSECT	322 Motor vehicle accident with
16-0000306-000	07/28/2016	12:06:34	313 High ST	744 Detector activation, no fire
16-0000307-000	07/29/2016	02:40:06	416 Market ST	745 Alarm system activation, no

Washington Fire Department

Month end Incident lists

Alarm Date Between {7/1/2016} And {7/31/2016}

<u>Incident-Exp#</u>	<u>Alm Date</u>	<u>Alm Time</u>	<u>Location</u>	<u>Incident Type</u>
16-0000308-000	07/29/2016	17:11:02	200 Kingsland DR	733 Smoke detector activation du
16-0000309-000	07/30/2016	20:04:07	900 Washington Square CTR	321 EMS call, excluding vehicle
16-0000310-000	07/31/2016	02:11:44	240 Old Hwy 100 /Labadie,	341 Search for person on land
16-0000311-000	07/31/2016	14:41:27	1 Fairgrounds RD	553 Public service
16-0000312-000	07/31/2016	23:05:13	360 M E Frick DR	745 Alarm system activation, no

Total Incident Count 50

Washington Fire Department

Month end Incident lists

Alarm Date Between {7/1/2016} And {7/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	2.00%	\$0	0.00%
111 Building fire	1	2.00%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	2.00%	\$0	0.00%
	<u>3</u>	<u>6.00%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	1	2.00%	\$0	0.00%
311 Medical assist, assist EMS crew	1	2.00%	\$0	0.00%
321 EMS call, excluding vehicle accident with	2	4.00%	\$0	0.00%
322 Motor vehicle accident with injuries	7	14.00%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	5	10.00%	\$0	0.00%
341 Search for person on land	1	2.00%	\$0	0.00%
360 Water & ice-related rescue, other	2	4.00%	\$0	0.00%
365 Watercraft rescue	1	2.00%	\$0	0.00%
	<u>20</u>	<u>40.00%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	2.00%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	2.00%	\$0	0.00%
444 Power line down	1	2.00%	\$0	0.00%
	<u>3</u>	<u>6.00%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
531 Smoke or odor removal	1	2.00%	\$0	0.00%
551 Assist police or other governmental agency	1	2.00%	\$0	0.00%
553 Public service	1	2.00%	\$0	0.00%
561 Unauthorized burning	2	4.00%	\$0	0.00%
571 Cover assignment, standby, moveup	2	4.00%	\$0	0.00%
	<u>7</u>	<u>14.00%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
611 Dispatched & cancelled en route	3	6.00%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	2.00%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	2.00%	\$0	0.00%
	<u>5</u>	<u>10.00%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				

Washington Fire Department

Month end Incident lists

Alarm Date Between {7/1/2016} And {7/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
733 Smoke detector activation due to .	4	8.00%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	2.00%	\$0	0.00%
743 Smoke detector activation, no fire -	1	2.00%	\$0	0.00%
744 Detector activation, no fire -	1	2.00%	\$0	0.00%
745 Alarm system activation, no fire -	4	8.00%	\$0	0.00%
	<u>11</u>	<u>22.00%</u>	<u>\$0</u>	<u>0.00%</u>
8 Severe Weather & Natural Disaster				
814 Lightning strike (no fire)	1	2.00%	\$0	0.00%
	<u>1</u>	<u>2.00%</u>	<u>\$0</u>	<u>0.00%</u>
Total Incident Count:	50		Total Est Loss:	\$0

MINUTES OF THE BOARD OF PUBLIC WORKS
Tuesday, July 12, 2016

The Regular Meeting of the Board of Public Works was held on Tuesday, July 12, 2016 at 7:30 p.m. in the City Council Chambers located at 405 Jefferson Street, Washington, Missouri. The following were present/absent:

MEMBERS:

Chairman	Kurt Voss	Present
Member	John Vietmeier	Present
Member	Brad Mitchell	Present
Member	Mike Radetic	Present
Ex-officio Member		

OTHERS:

Council Representative	Jeff Mohesky	Absent
Council Representative	Josh Brinker	Present
Council Representative	Steve Sullentrup	Absent
Council Representative	Greg Skornia	Absent
Mayor	Sandy Lucy	Absent
City Administrator	James A. Briggs	Present
Public Works Director	Brian Boehmer	Present
Water/Wastewater Superintendent	Kevin Quaethem	Present
Water/Wastewater Secretary	Beverly Hoyt	Present
City Engineer	John Nilges	Absent
Assistant City Engineer	Andrea Lueken	Absent
Fire Chief/Emergency Management Director	Bill Halmich	Present

Originals and/or copies of agenda items of the meeting, including recorded votes are available on record in the office of the Public Works Department for one year. Video/DVD and audio tapes are kept only until the minutes have been approved for the meeting. DVD copies of this meeting are distributed to Board Members if requested.

The Board took a moment of silence in remembrance of our former Mayor Bernie Hillermann.

A motion was made by Mr. Vietmeier and seconded by Mr. Mitchell to approve the minutes from the regular June 14, 2016 meeting. The motion passed without dissent.

A motion was made by Mr. Mitchell to appoint Mr. Vietmeier secretary of the Board and seconded by Mr. Radetic. It is approved, Mr. Vietmeier will be the Secretary for the Board of Public Works and will sign all meeting minutes.

Wastewater

There is nothing to discuss on wastewater.

Water – Siemens Presentation by Mr. Wes Walker

This is a follow up from our last month meeting. The Board was given a paper copy of the Scope of Work with contract recaps on the guarantee by Siemens to go over and review.

There is not a lot of additional information that we haven't gone over. The revenue projects that were in the contract were based off of the 5/8" meters and the 2" meters, which both tested lower in accuracy in the existing system.

Contract Scope of Work

Consumption has been lower. The current base rate has a base and three tiers. The base rate captures a flat rate if you only use up to 1,500 kgals. As you go over the 1,500 kgals you get into Tier 1, Tier 2 and 3 as you use more water.

The original model water shows 59,003.05 kgals and actual water was 63,115.31 kgals. This means more people are using less water so they've moved from Tier 1, 2 and 3 to the base rate. As they use less they are charge a base flat fixed amount and there would be no additional revenue.

This could be that they're conserving water more. Usually if your water bill goes up you tend to pay more attention and try conserving water. As time goes on residents start converting back to their normal usage.

The fact that new houses are being built and older homes are being remodeled and are all changing over to the high efficiency washers, toilets and shower heads all these use less water. These are all really good things for the economy in saving water however not so good for the City in repaying back their loan.

Let's say about 20,000 kgals moved into the base rate from the additional tiers. We picked up in some due to accuracy issues with meters. Let's say one of the 5/8" meter that was less accurate, you put a new meter on and with better accuracy it would be put in tier 3 showing an increase in consumption.

There are less 5/8" meters in the system a shift in 5/8" is some of the negative results of less consumption. There's less net water running through the 5/8" meters. It's hard to determine whether it's because of the new meters or from the beginning of bad readings from the old meters.

Guaranteed Short Fall

The meter accuracy is at 98.5% during year 1-6 and 97.5% during years 7-15 down 1% in accuracy a year. They will pull and test meters for accuracy. There are potential causes for a failure, mechanical, corrosion, electrical and in some places even tampering occurs. This is just an illustrated example of some of the causes that cause the meters to register in accuracy.

Hypothetical - Water meter degradation curve, years' water meter is in the ground the efficiency to expect. Year 1 – 98% in Year 15 we would expect accuracy to be 80%. In year 10 we would pull the meters and they would be tested by a third party lab. If there are any problems, Siemens would step in and work with manufacturer to replace meters if they are not performing to guarantee standards.

Siemens recommends paying annually to Siemens to test and send to lab for 10 year testing. If the City were to cancel, guarantee goes away. Recommendation was made to keep guarantee in place, but use funds to do a water loss study. Amend the contract to say guarantee stays in place and not do the annual testing one year and put that money to a better source.

Donohue - Hydraulic Study

Demand projections broken down into commercial and residential in 2004 were using an average of 209 gallons per customer a day. In 2013 it dropped to 163 gallons per customer per day. The decline in daily consumption is a common trend for residential due to new construction and remodeling of homes and replacing appliances that are energy savers.

Maximum day demand is used for all models. We are working with 10 years' worth of data on how we determined lowest pressure (20 psi). the high ground elevations off Highway A, Clay Street, Lilac, Stone Crest and Washington Heights it's not a consistent low pressure but it does dip below 30 psi a few times during the day but normal psi is 39. MDNR would prefer to see 60 and 80 psi but that's not a logical read, there are too many elevation changes.

The hydraulic study is generally for the internal part of the operations of the department to know what we have got going on at any given time of the day. Like a snap shot we can go back five days and know what the psi was on every well. This would tell us the psi levels in areas where development might occur. Areas like Meadow Lake Farms, there have been a couple of scenarios done.

Wells #10, #11 and #5, if there were ever a power outage they would be able to maintain for about 3 days of normal usage. There's not a huge pressure fluxuation except by Well #10

where those see a fluxuation of 30 psi only when the well kicks on and off. For the most part the system is well connected.

The desired fire flow for residential customers is 1,000 gpm throughout and 1,250gpm for multi-family and 1,500 gpm for commercial.

Recommendations are as follows:

- Install a 12" diameter transmission main from the Well 10 area to provide a better hydraulic connection to the rest of system.
- Install emergency generator capabilities to Well #8
- Install a control valve at the Enduro Standpipe. Standpipe fills quickly when well is on.
- Install approxlmately 1,100 feet of 12-inch diameter transmission main from High Street to Anniston Dr. This will ellminate dead end mains and increase available fire flow above the 1,000 gpm for residential.
- Install a new 0.5 MG storage tank wth overflow elevation 732 feet. This would help maintain during a power failure under the 2028 projected maximum day demand scenario.
- Install approximately 1,600 feet of 12-inch transmission main along Highway 100 from east of Highway KK to west of Highway KK to eliminate large diameter dead end main.

Donohue recommends implementing a program in the downtown area where there are a lot of 2-inch and 4-inch cast iron mains to start a program to prioritize replacement based on fire hydrants that have some mains that are as small as one inch needed to be focused on first. A program needs to be initiated to start a yearly replacement of some 6-inch mains and replace with PVC.

Public Works does have a line item in the budget that allows every year a replacement plan. A plan is in place this year to replace the 6-inch line on Terry Lane up from 5th to 3rd Street and on International from 5th to 3rd Street and set fire hydrants in the middle of each of those blocks. These are on 2-inch lines and no fire hydrants in the middle of the block.

The Hydraulic Study is a good tool for the City as it will be tied into the Engineering GIS System. This will be good for any new developments thinking moving in to the City. Training will be done this month with Keith and others in engineering.

Chlorination System

An invoice from Donohue in the amount of \$392.10 has been presented for final pay of the permanent chlorination. Public Works Staff recommends this for payment. All in favor aye, all oppose, none. It has been approved.

Next Scheduled Meeting Date:

The next scheduled meeting date is September 13, 2016.

Adjourn:

There being no further business the meeting adjourned on a motion by Mr. Vietmeier and second by Mr. Mitchell. All in favor aye, those oppose. We are adjourned.

Prepared by: Beverly Hoyt
Beverly Hoyt
Water/Wastewater Secretary

Adopted and Approved By the Board of Public Works:

Date: Aug 9, 2016 Signature: John Vietmeier
Secretary

Memorandum

TO: James A. Briggs, City Administrator
 Brian N. Boehmer, Public Works Director
 Board of Public Works

FROM: Kevin Quaethem, Water and Wastewater Superintendent

DATE: August 5, 2016

RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS –JULY 2016

PROJECT	VENDOR	CONTRACT AMOUNT	PREVIOUSLY APPROVED	CURRENTLY APPROVED	BALANCE
Hydraulic Study	Donohue	\$ 58,000.00			\$11,600.00
WWTP Electrical Modifications	Electric Unlimited	\$274,300.00			\$23,100.00
Permanent Chlorination System Design	Donohue	\$ 6,535.00	\$ 392.10		\$ -0-

JULY 2016

Water Pumped July 2016..... 74,088,262 2.39 mgd
 Wastewater Effluent Flow July 2016..... 69,760,000 2.25 mgd
 Missouri One Call Locate messages received for locates.....159
 Meters Issued as new.4
 Meters Issued as replacements.....0
 Meters Issued as new for irrigation systems0
 Water breaks repaired.0
 Sewer Routines56
 Delinquent Accounts actually shut off in July 2016.....67

WATER DEPARTMENT FIELD WORK PERFORMED – JULY 2016

- | | |
|--------------------------------------|---|
| 1. Shop Maintenance | 13. Repair of Service Line @ Stafford & 5 th |
| 2. Meter/Swapping/Repair | 14. Repair Curb Stop @ 1983 Marquart |
| 3. Repair/Replace/Number Hydrants | 15. Repair Curb Stop @ 344 Lake View |
| 4. Check Wells/Lift Stations/Heaters | 16. Raise Hydrant @ 1813 Anniston Dr. |
| 5. Missouri One Call Locates | 17. Call out – Service Line Leak @ 1135 W. Main |
| 6. Hydrant Flushing/Painting | 18. Hauled Rock |
| 7. Dig up/Repair Curb Stops | 19. Valve Box repair on Steutermann |
| 8. Water Samples | 20. Tap on Cedar between 5 th & Fremont |
| 9. Repair Water Break @ 616 Elm St. | 21. Installed Vents in all Well Buildings |
| 10. Water Break @ Jefferson | |
| 11. Water Break @ 218 Valley Dr. | |
| 12. Water Break @ Dawn Valley Dr. | |

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – JULY 2016

- | | |
|---------------------------------------|--|
| 1. Sewer Routines | 11. Service Call 803 W. 9th |
| 2. Daily lab work and routines. | 12. Moved Lots around Pumps |
| 3. Cleaned belt press. | 13. Elevator Inspections @ Lift Stations |
| 4. Clean Process Filters | 14. Elevator Removed @ WLLS |
| 5. Run belt press. | 15. Camera Various Sewer Lines |
| 6. Cleaned bar screen. | 16. Sprayed for Weeds |
| 7. Sprayed all Lift Stations | 17. Sampling for DMR-QA |
| 8. Checked Drain & temp gauges | |
| 9. Cleaned polymer barrels | |
| 10. Sewer call out @ Jefferson Bridge | |
| 11. High Water Alarms @ WLLS | |

ROUTINE FIELD WORK

1. Read meters and performed rereads as necessary.
2. Performed read-outs on meters (persons moving in and out)
3. Installed reading device receptacles on houses where new/replacement meters were installed.
4. Issued meters and materials to contractors, owners, etc.
5. Took necessary water samples of the distribution system.
6. Flushed hydrants – scheduled routine flushing.
7. Wastewater lab work.
8. Root-saved and/or cleaned sewer lines where necessary.
9. Hauled sludge.
10. Televised sewer lines.
11. Performed river gauge measurement.
12. Performed sewer and water service main inspections.
13. Located water and sewer lines.
14. Monitored construction of water and sewer mains in new developments.
15. Responded to service call requests.
16. Invoiced for meters, materials and other charges as necessary.
17. Performed maintenance and repairs on buildings, vehicles, and equipment.

Minutes

**For July 25, 2016 Meeting Of the
Washington Public Library Board of Trustees**

6:30 PM Library Meeting Room B

Present: Jeff Holtmeier, Jackie Hawes, Diane Lick, Norma Brinker, Katie Dieckhaus, James Overschmidt, and Jeff Patke.

Meeting was called to order by Jeff Holtmeier asked to chair this meeting in the absence of President Leon Hove.

Approval of the June 28, 2016 minutes:

Norma Brinker motioned the June minutes be approved as read. Motion was seconded by Diane Lick, and the motion was passed.

Friends of the Library report: Diane Lick stated the library had received \$3000 worth of donated books in the month of June. The description of how these books are donated was then explained following a question from Jeff Patke. Friends are sending Library Director and two other staff members to National Conference. Diane noted that the upcoming book sale held in the City Park Auditorium would be Sept. 16 thru 18th.

Directors report: Jackie asked if there were any questions regarding the Financial report previously sent to members in packet. There was no discussion or questions regarding this report.

The Statistical report shows that circulations are down somewhat from last year, and the door count is a little lower. However, it was discovered that the side door had a dead battery (unknown for how long) which could affect this number.

Summer Reading program will end this week. And the Adult Finishers Party will be Friday, July 29th at 6:00pm.

Jackie made note of Dr. Carla Hayden: New Librarian of Congress(1st female, 1st African American, and 1st professional librarian in more than 60 years)

There was another check received from the Avery Trust Fund in the amount of \$3,481.58. Seems there will be a quarterly distribution.

Jackie stated she would be attending a workshop in Columbia August 17th and 18th.

Library Funding: On July 6th Governor announced withholdings for the Fiscal year 2017 of :

State aid: \$1.5 mil
REAL program: \$750,000
A & E: \$105,000

Jackie shared some exciting news of an Exhibit from the Smithsonian coming here and being on exhibit from Feb 4, to April 16, 2017. Library staff is working on finalizing details and coordinating with Downtown Washington, Inc. and Friends of the Library. The exhibit is called "Mail Call" and would be a real plus for the Washington Library to have this held here.

Jeff Patke asked about the Summer lunch program, and Jackie stated that it had gone very well with approximately 25-30 children per week.

Jackie asked for approval to have the upholstery cleaned from undesignated memorial donations. The cost would be \$2,250.00. Motion was made by Norma to approve for payment, and seconded by Diane and motion passed. While discussing this Diane asked if we are going to spend that on cleaning then go ahead and reupholster? Jackie said just a few would need the upholstery repair but all would need cleaning.

Election of Officers:

President: Diane Lick nominated Leon Hove for second term, Norma Brinker seconded and nomination passed by all.

Vice President/Treasurer: Norma Brinker nominated Jeff Holtmeier. Katie Dieckhaus seconded, and nomination passed with all ayes. Jeff stated however there may be a conflict of interest with his job, and he would check and get back with an affirmative if possible.

Secretary: Diane Lick nominated Katie Schonaerts. Norma seconded, and nomination passed with all ayes.

With no further business to discuss motion was to adjourn by Norma and seconded by Diane and motion passed.

Next meeting will be held Monday, August 22, 2016 at 6:30 in Library meeting room B.

Washington Public Library

Monthly Report

July 2016

CIRCULATION

	Juvenile Check-outs	Total Check-outs
July 2016	7,687	14,196
July 2015	8,406	14,743

Reciprocal Lending Agreement

	Circulation	(Previous July)
WPL Patrons	4,312 (30%)	4,877 (33%)
Scenic Patrons	<u>9,884 (70%)</u>	<u>9,866 (67%)</u>
Total	14,196	14,743

Patrons added 78 (42 WPL)

Passports processed 9

Door Count (30 days open)

July 2016	12,829
July 2015	13,076

Internet Usage

July 2016	1,794	PC users
	2,280	wireless sessions
July 2015	2,305	PC users
	1,599	wireless sessions

Meeting Room Usage

63 meetings/programs (33 by the library)

PROGRAMS

Preschool Storytime (5)	191
Tot Time (4)	97
Adult Book Discussion Groups (3)	24
Healing Herbs	41
Fetch Some Fun (3)	101
Color Me Calm	10
Chess Club (2)	22
You Got Game	9
LEGOs Club	60
Bubble Bus	200
Maze Runner	61
Volun-Teens	4
Step-Up Step Challenge	55
Adult Finishers Party	21
“Stripped” Comic Book Art	<u>11</u>
Total attendees	896