

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

INTRODUCTORY ITEMS:

Roll Call /Pledge of Allegiance

ACTION:

1. APPROVAL OF MINUTES:

a. January 25, 2016 Adm/Field Operations Meeting Motion To Approve

2. REVIEW OF INVOICES:

a. Lewis, Rice LLC Invoice – January 2016 Services Discuss – Send to Council

3. REPORT OF DEPARTMENT HEADS:

a. Communications – Lisa Moffitt

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

1. Missouri Highway & Traffic Safety Division Traffic Grants Discuss – Send to Council

c. Finance – Mary Sprung

d. Economic Development – Darren Lamb

e. Engineering – John Nilges

1. Union Pacific Railroad signal cabin request Discuss – Send to Council

f. Planning – Sal Maniaci

g. Building Inspections/Codes – John McCreery

h. Streets & Solid Waste – Jack Brinker

i. Airport/Building & Maintenance – Brian Boehmer

j. Information Technology – Robert Douglas

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

1. Emerald Ash Borer Management Plan Discuss – Send to Council

1. Bid recommendation – floor scrubber Discuss – Send to Council

2. Bobcat – Toolcat 5600 G-Series purchase recommendation Discuss – Send to Council

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

q. PowerPoint Presentation on Strategic Technology Initiatives – Brian Boehmer

4. PUBLIC DISCUSSION:

5. UNFINISHED BUSINESS:

6. NEW BUSINESS:

7. 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

8. ADJOURNMENT:

**MINUTES OF THE
CITY OF WASHINGTON, MISSOURI
ADMINISTRATION/OPERATIONS COMMITTEE
JANUARY 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, Mark Hidritch (7:02 p.m.), Jeff Patke (7:02 p.m.), Greg Skornia, Joe Holtmeier, Josh Brinker

Absent: None

Also present: Jim Briggs, Brian Boehmer, Mary Trentmann, Lisa Moffitt, Ed Menefee, Mary Sprung, Dan Boyce, John Nilges, John McCreery, Jack Brinker, Robert Douglas, Darren Dunkle, Kevin Quaethem.

Approval of Minutes

* November 23, 2015 Administration/Field Operations Meeting

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

Review of Invoices

* Lewis, Rice L.L.C. – December 2015 Invoice

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

Review of Department Heads

Communications:

* Purchase & Installation of UPS System & Budget Amendment:

January 19, 2016

Honorable Mayor/City Council

City of Washington

405 Jefferson Street

Washington, MO 63090

Re: UPS Purchase

Dear Honorable Mayor/City Council

Please find attached the bid sheet for the replacement of our current UPS (Uninterruptable Power Supply). I am recommending the bid received from Strictly Technology at a purchase price of \$21,596.00, which includes an extended warranty, assembly, startup, and removal of the existing units, as this bid best meets our needs. An additional amount of \$500.00 will be necessary for the electrical work that will need to be completed by Washington Electric.

Although this item was not a budgeted item, it is necessary to maintain the integrity of our Communications center.

Sincerely,

Lisa Moffitt,

Director of Communications

Monthly activities report is in the packet.

Letter to replace the current UPS that is broken. Other vendors do not offer the startup or extended warranty. The extended warranty that Strictly Technology is offering includes battery and power modules should they need to be replaced. This was not a budgeted item but funding was found in the vehicle and equipment fund. The ordinance with budget amendment will be in the packet of the next Council meeting.

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

Police/Municipal Court/Traffic Committee:

- * 2015 Traffic Safety Report (entire report on file in City Clerk's office):
- * Technology Upgrade and Mobile Data Terminal Purchase: ITI data conversion is on-going. Upgrades were needed on 8 of the 33 work stations in order to install the software. In addition to 12 in-vehicle systems that needed upgrades. Recommending to go with the local bid of WashPC. This is a budgeted expense.

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

Finance:

- * Audit fieldwork is completed.
- * Sales tax for December is about 6% compared to the same period last year.

Economic Development:

- * No report

Engineering:

- * Jefferson Street Bridge bid was approved by MoDOT. An Ordinance will be sent to council for approval in the next packet.
- * Riverbend Estate senior community development: plans have been submitted and will go to Planning & Zoning next month. Second phase will probably not start until 2020.

Building Inspections/Codes:

- * 74 permits have been issued, including 58 occupancy permits for the month.

Streets & Solid Waste:

- * Fricks trailer park: 2 trailers left.

- * Two small snow events.
- * Working on potholes as weather allows.
- * Bids on a new tractor will be forthcoming.

Airport/Building & Maintenance:

- * City put a base down for the new sign and trees will be removed to increase sight distance.
- * Traffic data and projections have been sent to MoDOT and we will be getting comments back.
- * Camera system: City Hall inside and out, the library, public safety, parks, public works, the team track. Installation of wires has begun. Planning on having everything completed by January 28, 2016. System can be added on to.
- * McLaughlin Field water problems. Looking for a water leak in the area, nothing found yet. Planning to add a drain to that area.

Information Technology:

- * Ticketing system has been implemented to track projects, no cost to the City.
- * Catching up on ongoing projects like the camera system and the ITI conversion.

Parks & Recreation:

- * Plan for an Earth Day/Arbor Day celebration on April 23, 2016.
- * Fees & Charges are being reviewed and a final plan will be forthcoming
- * Implementation of the Miller Post Nature Reserve management plan is on-going.
- * Riverfront Trail is in the process of being cleared of mud from the recent flooding.

Fire & Emergency Service:

- * No report

Water & Wastewater:

- * Missouri Department of Natural Resources has approved the permanent chlorination plan. Work is being done to upgrade a few systems and should be completed by the end of February.
- * The electrical upgrades at the treatment plant are nearing completion.

Library:

- * No report

H.R. & Loss Control:

- * Michelle Hill has passed away.

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

- * Chamber has some funding available through MoDOT to help cover the costs for painting the exterior of the depot. Current estimate is around \$16,000. This may be higher due to the prevailing wage.

Rent is \$4,000 a year; this goes into the general fund. Sufficient funds available to do this project.

- * Fire on behalf of Chief Halmich- two structure fires and an automobile accident today.
- * Looking into the possibility of having a Veteran's Home here in Washington, toured the facility in St. James. This could be joint project with the County.
- * MML Legislative conference coming up in February in Jefferson City.
- * Gave a presentation to Franklin County to discuss some cost sharing of 911 fund revenue. Setting up a meeting with the County.

Public Discussion

- * None

Unfinished Business

- * None

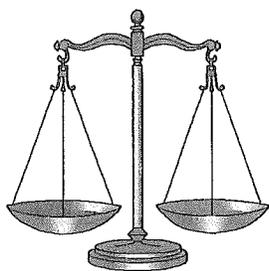
Executive Session

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) passed at 7:34 p.m. on the following roll call vote; Brinker-aye, Hidritch-aye, Holtmeier-aye, Meyer-aye, Mohesky-aye, Patke-aye, Skornia-aye, Sullentrup-aye.

The regular session reconvened at 7:48 p.m.

Adjournment

With no further business to discuss, a motion to adjourn was made at 7:48 p.m. by Mohesky, seconded by Holtmeier, passed without dissent.



WASHINGTON MUNICIPAL COURT

TO: Mayor Sandy Lucy
and City Council

FROM: Craig E. Hellmann; Municipal Judge

DATE: January 20, 2016

SUBJECT: Municipal Judge's Report for Month of January , 2016

January 5, 2016

TOTAL \$3,880.45

January 19, 2016

TOTAL \$2,488.00 Court Cancelled Due to Weather

Respectfully,

A handwritten signature in black ink that reads "Craig E. Hellmann".

Craig E. Hellmann
Municipal Judge



CITY OF
WASHINGTON
MISSOURI

FROM Chief Menefee
TO: Traffic Commission Members
SUBJECT: February 5, 2016 Committee Meeting
DATE: February 5, 2016

The February 5, 2016 Meeting Minutes were approved as written.

MEMBERS PRESENT: Mike Grissom Police Department
Jack Brinker Street Department
Steve Sullentrup City Council
John Nilges Engineering
Ed. Menefee Police Department
Bill Halmich Emergency Management
Walt Meyer City Council

MEMBERS ABSENT: Jeff Mohesky City Council
Joe Holtmeier City Council

VISITORS: Andrea Lueken Engineering

OLD BUSINESS:

4A 16-01-0004 Request for added room in the right turn lane on Heritage Hills Drive to turn South on MO 47: Andrea Lueken has been in contact with MO-DOT in regards to this manner. She said that MO-DOT believes that they may be able to make some minor changes in striping to alleviate the issue. Andrea is still waiting to hear back from MO-DOT. This item will be left on the agenda for follow up. (OPEN)

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

TRAFFIC DIVISION/CODE ENFORCEMENT (636)390-1088

NEW BUSINESS:

5A 16-02-0006 Request from Waterworks Antiques to modify the handicapped parking on the city lot next to their business: The current handicapped parking space on the lot near Waterworks Antiques is on the southeast corner of the lot, which is also the area of the lot that the business must use to load and unload furniture. They have requested that we relocate the current handicapped spot to the northeast corner of the lot and designate the current handicapped area as a loading and unloading zone. The committee discussed this matter and noted that it is not uncommon for trucks to park in the middle of the lot to load and unload since there is no other space available. It was also noted that relocating the handicapped parking to the northeast corner of the lot would put it closer to the sidewalks, which will likely be more convenient for handicapped residents. Because of the above, the committee agreed to approve this request. Street Department will take care of making the changes. (CLOSED)

5B 16-02-0007 Request that reflectors be added to the boulders on South Point Road at Phoenix Center Drive: This request was sent to city hall via email. The request noted that traffic on South Point Road travels too fast and that some drivers are irresponsible. The request proposed placing reflectors on the large boulders in the area as a preventative for run off roadway crashes. The committee discussed the matter and did not see a need to take such action. (CLOSED)

5C 16-02-0008 Request for added 25 mph speed limit signage on Rabbit Trail Drive in the area of 2404 Rabbit Trail: This request came from Lake Washington Estates Condominium Association. The committee noted that there was currently one 25 mph sign on Southbound Rabbit Trail near MO 100. This sign was added only to replace an existing 30mph sign when the ordinance was changed. The committee agreed that since 25 mph was the city default speed limit, no additional signage was warranted. (CLOSED)

The meeting was adjourned at 09:30 am

The next scheduled meeting will be held on March 4, 2016 at 09:00 a.m. in the Police Department Conference Room.

Respectfully,

Chief Ed Menefee
Washington Police Department

CC:
Each Member
Mary Trentmann

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090



WASHINGTON POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO. 63090



Chief of Police Edward Menefee, DSN 221

636-390-1062 office

636-390-2455 fax

emenefee@ci.washington.mo.us

02-16-16

To: Washington City Council
 From: Chief Edward Menefee
 Re: Traffic Grants from Missouri Highway and Traffic Safety Division

Honorable Councilmen,

Attached is a letter from Traffic Officer Mike Grissom. The Department is requesting to apply for several traffic grants through the Missouri Traffic and Highway Safety Division:

Hazardous Moving Violation Enforcement-	
Enforcement	\$9,750.00
Stalker Radar Unit (50/50)	\$1,530.15
Sobriety Checkpoints	\$9,750.00
Youth Alcohol Enforcement	\$6,500.00
Mobile Ticketing Printers and Printing Supplies	\$5,811.00
 Total Funding Received	 \$33,341.15

All the grants are 100% funded by the state, except the Stalker Radar Unit Grant is a 50/50 grant. The City would have to cover half the cost of the radar unit; \$1,530.15.

I respectfully request the City Council approve moving forward with seeking the grants.

In all likelihood the grants will be approved; as they have been over the past several years. An approval form, signed by the City Council, would then need to be submitted to receive the funding from the state.

Respectfully submitted,

 Chief Edward Menefee

CC: Mayor Sandy Lucy
 Jim Briggs, City Administrator
 Brian Boehmer, Asst. City Administrator



CITY OF
WASHINGTON
MISSOURI

February 15, 2016

Chief,

Attached are the preliminary traffic grant applications for the 2016/2017 budget year. You will see that I completed the normal Hazardous Moving, DWI Checkpoint, and Youth Alcohol applications. In addition to the usual grants, I have also completed a general data grant requesting funding to purchase the additional six mobile ticketing printers that we require to outfit all of our patrol vehicles. All of the manpower and equipment that I have requested above is 100% funded with no matching funds from The City of Washington.

In addition to the above, I have also requested one new Stalker Radar Unit under our Hazardous Moving Application. This is a 50/50 match request with the total cost of the new radar unit being \$3,060.30 on state bid pricing. If this item is approved, it will be required that The City of Washington match the requested amount to purchase the equipment. The cost to The City of Washington will be \$1,530.15.

I have included the City Council approval form, which is to be signed prior to us receiving any grant funding.

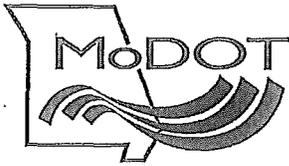
Please let me know if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Grissom".

Officer Mike Grissom #299

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090



CITY COUNCIL AUTHORIZATION

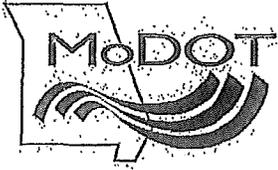
On _____, 20__ the Council of _____
_____ held a meeting and discussed the City's participation
in Missouri's Highway Safety Program.

It is agreed by the Council that the City of _____
will participate in Missouri's Highway Safety Program.

It is further agreed by the Council that the Chief of Police will investigate the
financial assistance available under the Missouri Highway Safety Program for
Traffic Enforcement and report back to the Council his/her recommendations.
When funding through the Highway Safety Division is no longer available, the
local government entity agrees to make a dedicated attempt to continue support
for this traffic safety effort.

Council Member

Mayor



Traffic and Highway Safety Division
TRAFFIC ENFORCEMENT APPLICATION
October 01, 2016 through September 30, 2017
 (Application due by March 01, 2016)

Traffic and Highway Safety Division
 P.O. Box 270
 830 MoDOT Drive
 Jefferson City, MO 65102
 1-800-800-2358 or 573-751-4161

Agency:	Washington Police Dept.	Agency ORI#:	MO0360800
Address:	301 Jefferson St.	Federal Tax ID#:	436003962
		DUNS #:	129919627
City:	Washington	State:	MO
		Zip:	63090-2633
		County:	Franklin
Phone:	636-390-1050	Fax:	636-239-7694
Contact:	Officer Mike Grissom	Email:	mgrissom@ci.washington.mo.us
Jurisdiction:	Rural	Jurisdiction Population:	12,282
Targeted Population:	Aggressive Drivers		

<p>Project activity for which your agency is requesting funding:</p> <p>Hazardous Moving Violation</p>

Project Title:	Hazardous Moving Violation Enforcement	Requested Amount:	\$11,280.15
Brief Description:	Hazardous Moving Violation Enforcement		

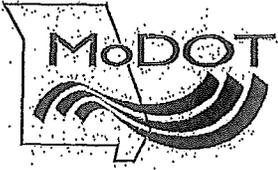
Ed Menefee

 Authorizing Official

 Authorizing Official Signature

Chief

 Authorizing Official Title



**Traffic and Highway Safety Division
GENERAL APPLICATION
October 01, 2016 through September 30, 2017**
(Application due by March 01, 2016)

Traffic and Highway Safety Division
P.O. Box 270
830 MoDOT Drive
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

Agency:	Washington Police Dept.	Agency ORI#:	MO0360800
Address:	301 Jefferson St.	Federal Tax ID#:	436003962
		DUNS #:	129919627
City:	Washington	State:	MO
		Zip:	63090-2633
		County:	Franklin
Phone:	636-390-1050	Fax:	636-239-7694
Contact:	Officer Mike Grissom	Email:	mgrissom@ci.washington.mo.us
Jurisdiction:	Rural	Jurisdiction Population:	12,282
Targeted Population:	Aggressive Drivers		

<p>Project activity for which your agency is requesting funding:</p> <p>Data Projects</p>
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Project Title:	Mobile Ticketing Printers	Requested Amount:	\$5,118.00
Brief Description:	Printers/Supplies		

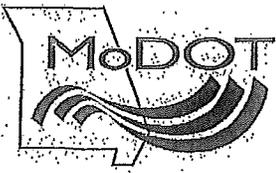
Ed Menefee

Authorizing Official

Authorizing Official Signature

Chief

Authorizing Official Title



**Traffic and Highway Safety Division
TRAFFIC ENFORCEMENT APPLICATION
October 01, 2016 through September 30, 2017**

Traffic and Highway Safety Division
P.O. Box 270
830 MoDOT Drive
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

(Application due by March 01, 2016)

Agency:	Washington Police Dept.	Agency ORI#:	MO0360800
Address:	301 Jefferson St.	Federal Tax ID#:	436003962
		DUNS #:	129919627
City:	Washington	State:	MO
		Zip:	63090-2633
		County:	Franklin
Phone:	636-390-1050	Fax:	636-239-7694
Contact:	Officer Mike Grissom	Email:	mgrissom@ci.washington.mo.us
Jurisdiction:	Rural	Jurisdiction Population:	12,282
Targeted Population:	Impaired Drivers		

Project activity for which your agency is requesting funding:

Sobriety Checkpoint

Project Title:	Sobriety Checkpoint	Requested Amount:	\$9,750.00
Brief Description:	DWI Checkpoint		

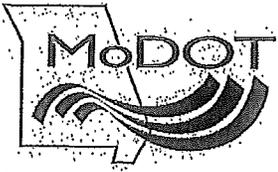
Ed Menefee

Authorizing Official

Authorizing Official Signature

Chief

Authorizing Official Title



**Traffic and Highway Safety Division
TRAFFIC ENFORCEMENT APPLICATION
October 01, 2016 through September 30, 2017**

Traffic and Highway Safety Division
P.O. Box 270
830 MoDOT Drive
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

(Application due by March 01, 2016)

Agency:	Washington Police Dept.	Agency ORI#:	MO0360800
Address:	301 Jefferson St.	Federal Tax ID#:	436003962
		DUNS #:	129919627
City:	Washington	State:	MO
		Zip:	63090-2633
		County:	Franklin
Phone:	636-390-1050	Fax:	636-239-7694
Contact:	Officer Mike Grissom	Email:	mgrissom@ci.washington.mo.us
Jurisdiction:	Rural	Jurisdiction Population:	12,282
Targeted Population:	Youth		

Project activity for which your agency is requesting funding:
Youth Alcohol

Project Title:	Youth Alcohol Enforcement	Requested Amount:	\$6,500.00
Brief Description:	Youth Alcohol Enforcement		

Ed Menefee

Authorizing Official

Authorizing Official Signature

Chief

Authorizing Official Title

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

January 2016

Monthly operations for the Finance Department include:

COLLECTOR'S OFFICE:

- * In this month; **6,173** collection transactions totaling **\$3,084,562.47** were processed through accounting system.
- * **664** customers paid using Credit Cards (152 utility-in person, 460 utility-online, 41 court- online & 11 court-in person) totaling **\$48,104.61**.
- * **714** utility customers paid via Check Free (ACH), totaling **\$37,156.30**.
- * **109** utility customers paid via iPay Solutions (ACH), totaling **\$5678.63**.
- * **0** Big Driver receipts totaling **\$0.00**. **0** Pool receipts totaling **\$0.00**.
- * **41** utility customers have paid deposits for new or transferred accounts totaling **\$4,200.00**.
- * **21** business licenses were issued/renewed totaling **\$510.00**. **0** liquor licenses was issued/renewed totaling **\$0.00**.
- * Construction escrow deposits collected **\$350.00** *Street excavation deposits collected **\$0.00** *Landlord Security deposits collected **\$0.00**. *Cigarette tax collected totaled **\$5,326.50**.
- * Franklin County tax collections totaled **\$1,186,193.41**. *Delinquent Taxes City - RE: **\$58,563.58** PP: **\$31,599.41**
- *Delinquent Taxes Library - RE: **\$7,378.11** PP: **\$3,236.20**. * Motor fuel tax revenues totaled **\$43,199.45**.
- *Federal Grants (1) totaling; **\$1,250.00**. *State Grants (1) totaling; **\$126.78**. *FEMA Grants (0) totaling; **\$0.00**.

Franchise Fees:

- * Ameren **\$115,792.75**. * AT&T (SWB) franchise fee **\$10,993.60**. *New Cingular Wireless **\$13,376.41** *Laclede Gas **\$20,054.25** *Charter Communications (quarterly) **\$30,734.61**. * 1% City Sales Tax totaled **\$386,222.81**. *Local Use tax totaled **\$73,750.32**. * Transportation Sales tax totaled **\$193,113.86**. *Capital Improvement Sales Tax totaled **\$193,111.70**.

TREASURER RESPONSIBILITIES:

FINANCIAL OPERATIONS:

* ACCOUNTS PAYABLE –

- Invoice items processed: **815**.
- Checks issued –**479** (this includes **(17)** check runs) for the amount of **\$1,265,922.82**.
- Credit Card Fees (ETS) paid totaled **\$1,047.53** (**\$104.73** for court and **\$942.80** for Utilities).
- Postage used this month totaled **\$1,051.445**.

* 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 **\$436,337.64**. This includes **(0)** checks and **(276)** direct deposits and related benefit costs. **\$42,742.53** Federal Taxes paid. **\$14,502.00** State Taxes paid. **\$25,429.06** FICA Taxes paid. **\$5,947.12** Medicare Taxes Paid.

* ACCOUNTS RECEIVABLE -

Utilities (Water - Sewer -Trash):

- Billing totals: **\$373,410.70**; Number of invoices **(6,382)** number of gallons billed: **41,249,655**.
- Final billings sent **(74)** totaling **\$2,209.43**. **(78)** on the shutoff list, (this involves amounts over \$50) with **(57)** actual shutoffs done.
- Refunds **(34)** totaling **\$916.35**. **(2)** Returned checks (NSF), fee collected: **\$50.00**.
- Bank auto draft collections **(778)** totaled **\$40,090.86**. Credit Card draft collections **(72)** totaled **\$2,798.05**. **(0)** Returned Bank auto draft, fees collected: **\$0.00**.

Landfill and Miscellaneous:

- Landfill invoices **(117)** sent totaling **\$75,650.54** including **(2)** leachate invoices totaling **\$2,263.00**. Miscellaneous invoices **(31)** (rent/lease, dispatch services, etc.) totaling **\$1,847.35**. Public Works invoices **(23)** totaling **\$9,986.72**; Return Checks **(1)** totaling **\$82.00**, fee collected: **\$25.00**.

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.
- Prepared annual audit fieldwork which began on December 28th.

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	1,414,763.22
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:		\$ 88,842,634.31			

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		
MARCH	272,083.55	388,615.40	368,351.05	305,321.16	368,572.00		
APRIL	336,871.23	342,585.73	297,520.96	304,712.85	350,563.22		
MAY	228,551.10	192,428.66	205,586.29	357,248.60	277,962.54		
JUNE	353,408.74	381,146.39	387,501.72	310,068.05	406,902.66		
JULY	368,038.19	327,575.87	346,906.10	464,401.53	396,330.13		
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	\$ 1,414,763.22	

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

3.44%

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		
MARCH	29,232.08	37,589.12	34,500.54	31,924.09	52,588.73		
APRIL	35,470.32	36,410.33	21,162.71	29,274.06	39,895.13		
MAY	35,942.86	33,100.23	40,030.79	39,309.81	51,160.61		
JUNE	30,361.97	38,389.90	37,828.09	34,549.14	23,755.92		
JULY	41,160.59	38,296.32	32,573.48	42,923.16	36,718.28		
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	\$189,155.66	

COLLECTIONS 1998 TO PRESENT: **\$ 6,395,404.81**

OVERALL PERCENTAGE
GROWTH/(REDUCTION) FOR OCTOBER
TO PRESENT: **71.58%**

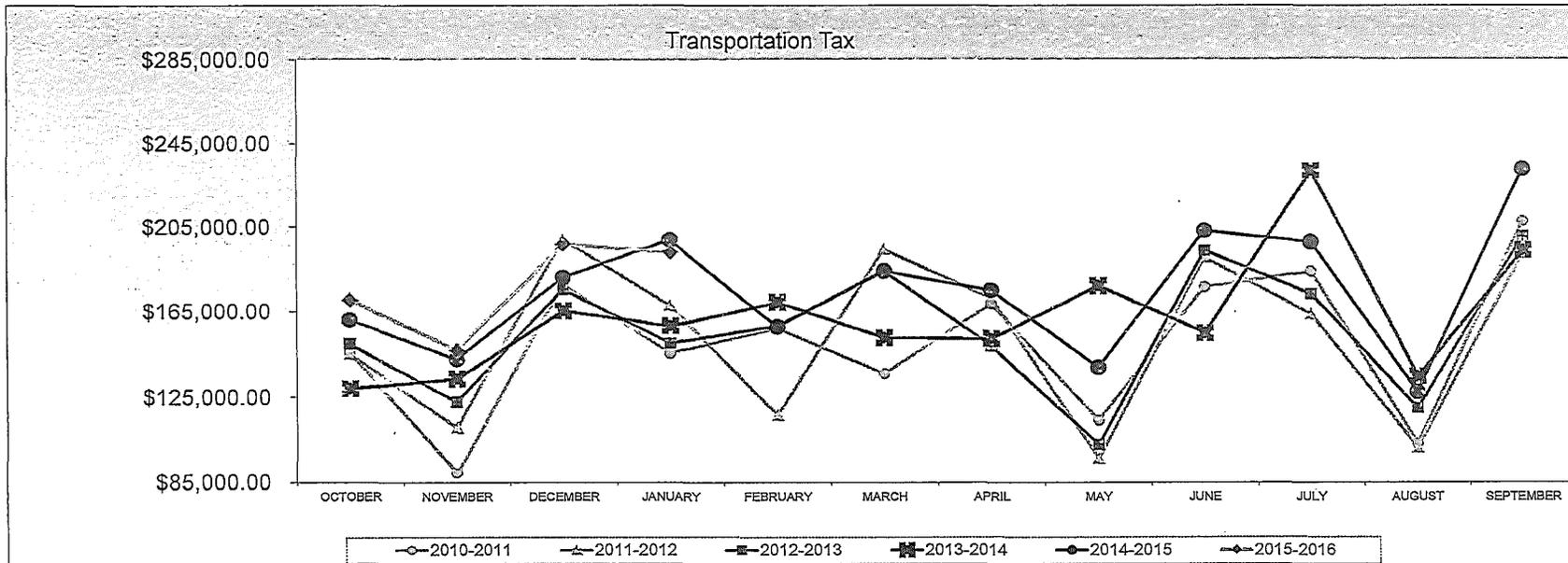
1/2 % TRANSPORTATION SALES TAX

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		
MARCH	136,023.70	194,287.93	184,174.85	152,660.68	184,286.08		
APRIL	168,494.40	171,293.01	148,760.60	152,351.79	175,281.35		
MAY	114,202.21	96,166.41	102,792.97	177,386.86	138,981.19		
JUNE	176,701.87	190,573.43	193,751.29	155,033.96	203,451.14		
JULY	184,019.15	163,768.67	173,452.98	232,200.78	198,165.06		
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	\$ 707,383.47	

COLLECTIONS 2005 TO PRESENT: \$18,808,563.78

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO
PRESENT: 3.44%

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



AMEREN U E FRANCHISE FEE REPORT

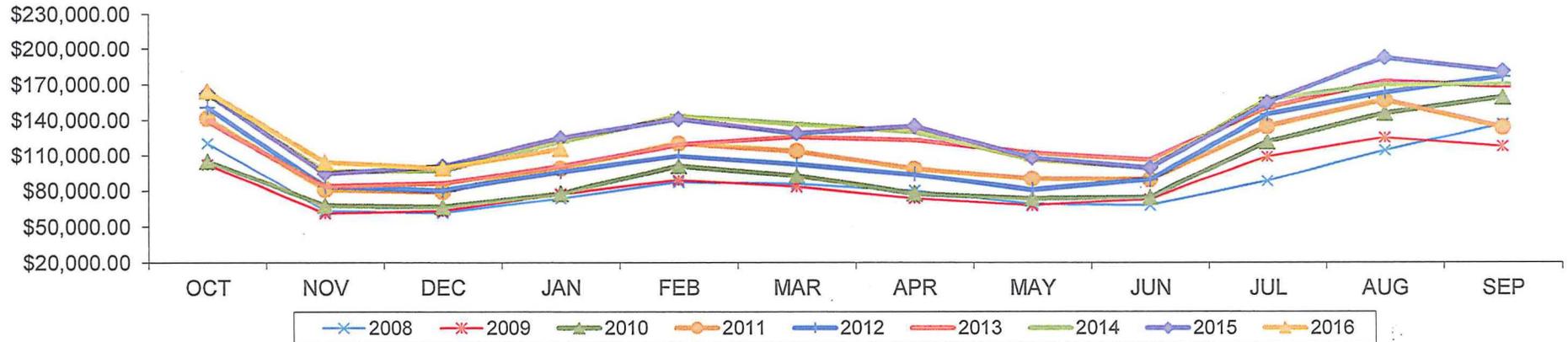
MONTH	2008	2009	2010	2011	2012	2013	2014	2015	2016	Increase/ Decrease
OCT	\$120,610.00	\$102,485.59	\$105,124.18	\$141,772.88	\$150,832.45	\$139,853.11	\$161,967.65	\$162,777.06	\$164,412.59	1.00%
NOV	63,606.01	61,461.75	68,099.12	81,521.88	83,813.07	83,664.43	96,626.77	94,748.58	104,441.67	10.23%
DEC	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		0
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		0
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		0
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		0
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		0
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		0
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 \$483,901.67

1995-Present **\$22,108,901.60**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: 0.03%

AMEREN FRANCHISE FEE COMPARISON

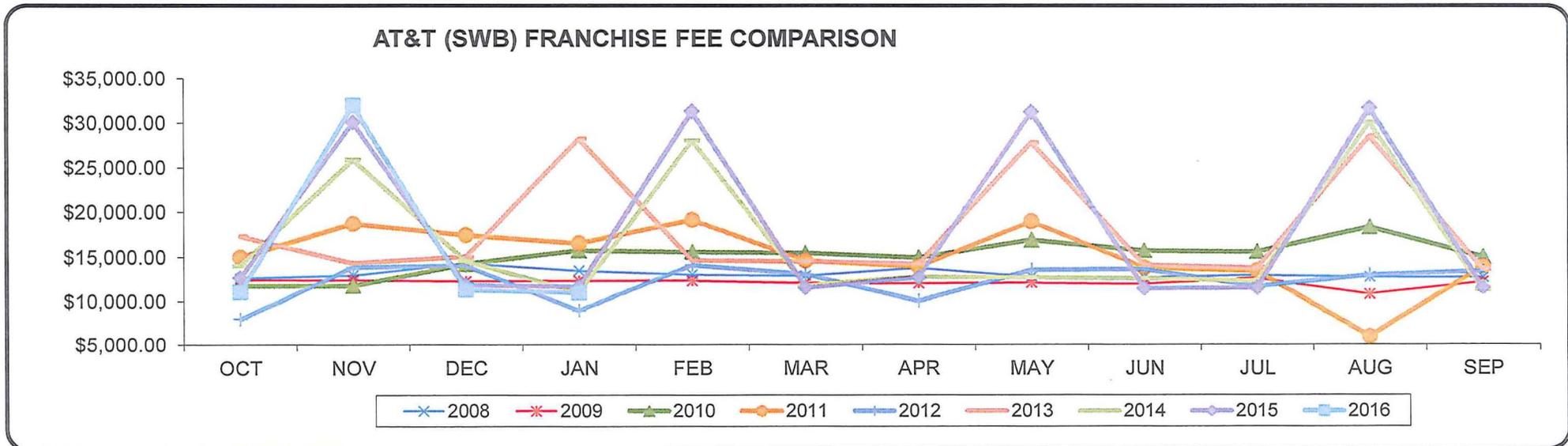


AT +T (SWB) FRANCHISE FEE REPORT

<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>	Increase/ Decrease
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		0
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		0
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		0
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		0
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		0
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		0
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	\$65,363.64	

1995-Present **\$3,408,728.69**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -1.48%



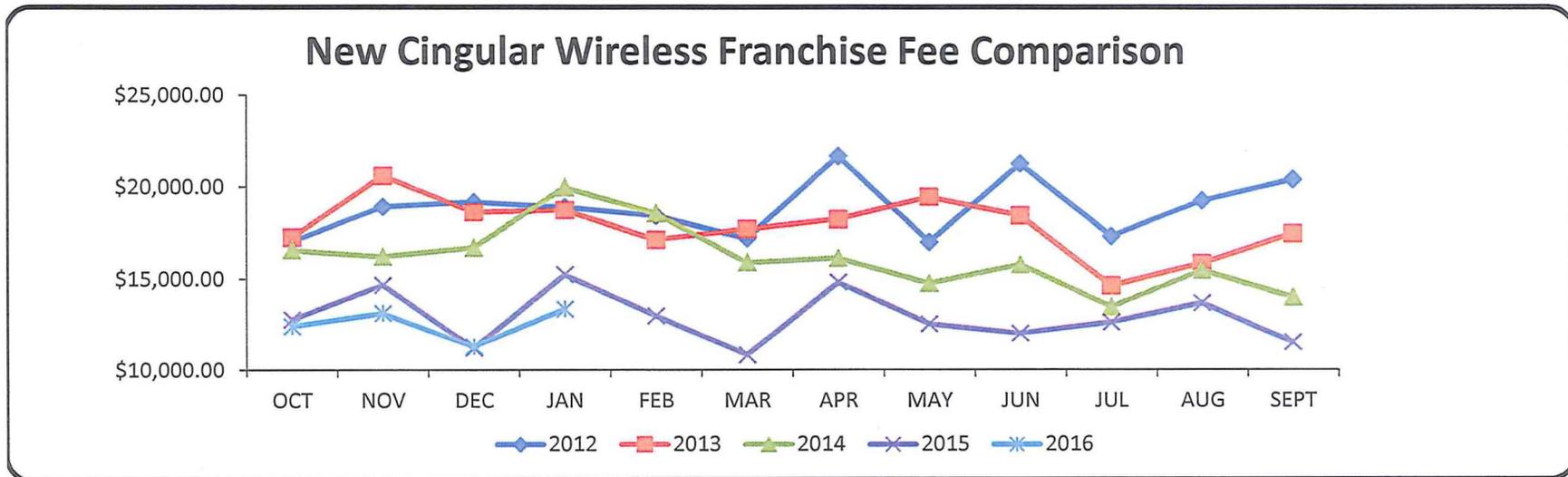
**started keeping track of Southwestern Bell Telephone Company Video Service Franchise Fees for Fiscal Year 2012/2013

NEW CINGULAR WIRELESS FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Increase/ Decrease</u>
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		0
MAR	17,221.07	17,708.96	15,903.27	10,838.40		0
APR	21,663.67	18,245.17	16,154.02	14,841.57		0
MAY	17,033.61	19,454.59	14,774.95	12,562.86		0
JUN	21,252.55	18,445.10	15,804.53	12,039.27		0
JUL	17,356.37	14,644.81	13,495.54	12,657.00		0
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	\$50,238.04	

2012-PRESENT **\$822,985.54**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: **-6.85%**



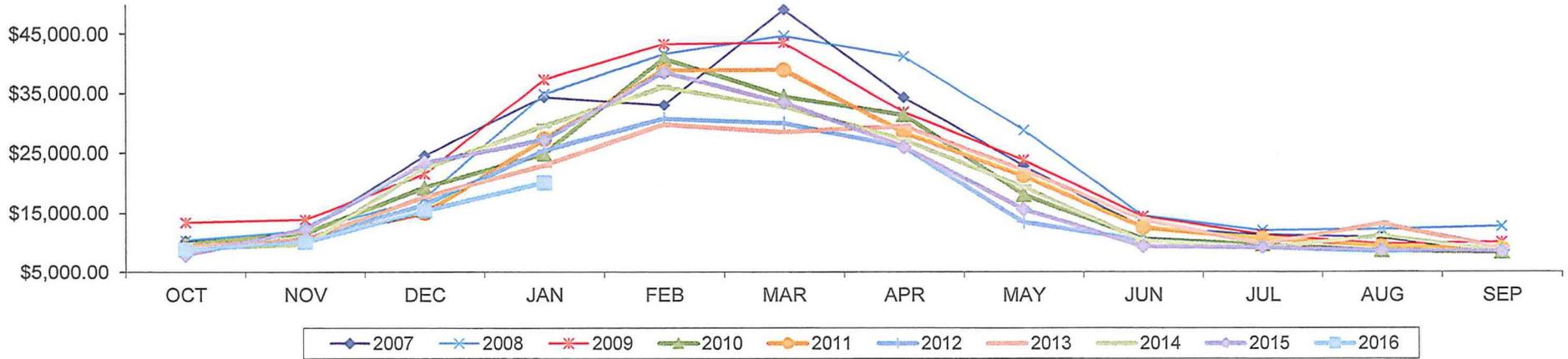
LACLEDE GAS FRANCHISE FEE REPORT

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		0
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		0
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		0
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		0
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		0
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		0
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	\$54,405.38	

1995-Present **\$3,622,603.23**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -23.04%

MO NATURAL GAS FRANCHISE FEE COMPARISON

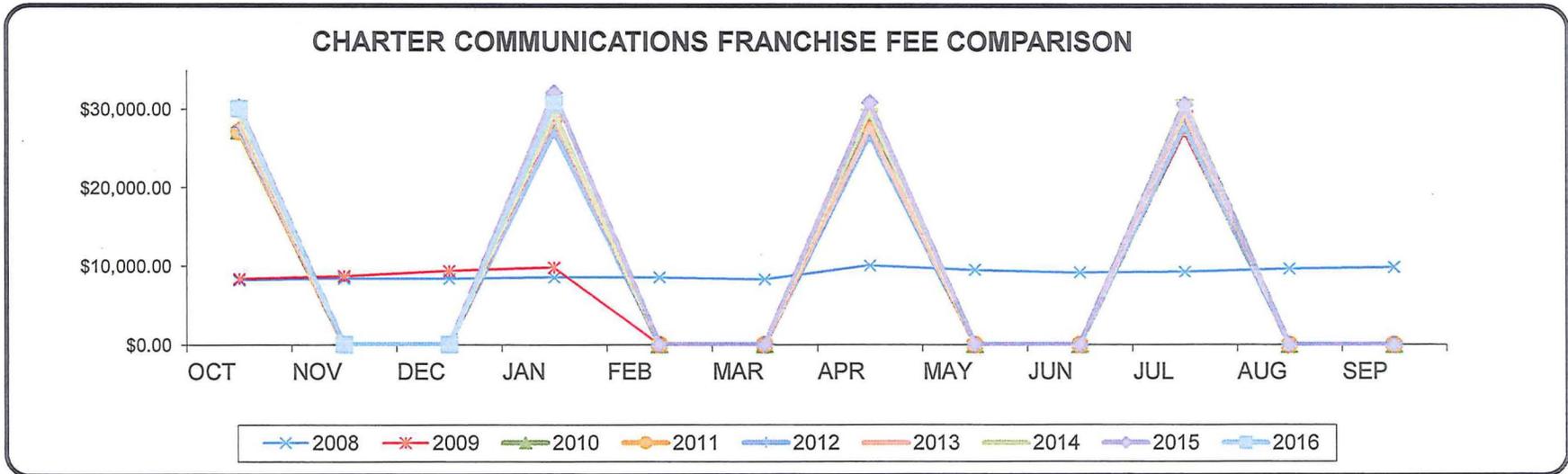


CHARTER COMMUNICATIONS FRANCHISE FEE REPORT

MONTH	2008	2009	2010	2011	2012	2013	2014	2015	2016	Increase/ Decrease
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		0
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
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	\$60,822.34	

1995-Present **\$2,091,074.84**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -2.6%





February 16, 2016

Honorable Mayor & City Council
405 Jefferson Street
Washington, MO 63090

Dear Mayor & City Council Members:

On February 2, 2016, the Engineering Department was contacted by a representative with Union Pacific Railroad regarding the possibility of relocating a signal cabin located in the parking lot west of the train depot. If relocation was not possible, they are requesting constructing a locked gate to access the parking lot from their Right-of-Way.

Option 1: Relocation of the Cabin

City of Washington Cost: \$100,000 - \$250,000

The cabin would be removed and reconstructed inside the railroad Right-of-Way.

Option 2: Construction of access gate

City of Washington Cost: \$0

A gate, meeting the specification of the existing fence, would be constructed by Union Pacific Railroad. This gate would be required to be locked at all times by Union Pacific.

Enclosed, please find a photo of the existing signal cabin location and the email with the above request.

After review of the two options, I am recommending approval of Option 2.

Sincerely,

A handwritten signature in black ink, appearing to read "John Nilges".

John Nilges, P.E.
City Engineer

Enclosures

PLANNING & ENGINEERING SERVICES

405 JEFFERSON STREET

WASHINGTON, MO 63090

(636)390-1010 Phone (636)239-4649 (fax) www.ci.washington.mo.us

Nilges, John

From: Jordon R. Albers <jralbers@up.com>
Sent: Wednesday, February 03, 2016 8:23 AM
To: Nilges, John
Cc: Henry J. Freise; Travis J. Eichelberger
Subject: Re: Signal Cabin and Gate access west of train depot. Washington, MO

Mr. Nilges,

If the cabin is moved, UPRR would like to locate near the red circle closest to the cabin also know as Barnes track switch on the map.

Thanks

Jordon

Jordon Albers | Manager of Industry and Public Projects | [Union Pacific Railroad](#) | 100 N. Broadway Ave. Suite 1500 | St. Louis, MO 63102
☎ :314-331-0682 | ✉ : jralbers@up.com

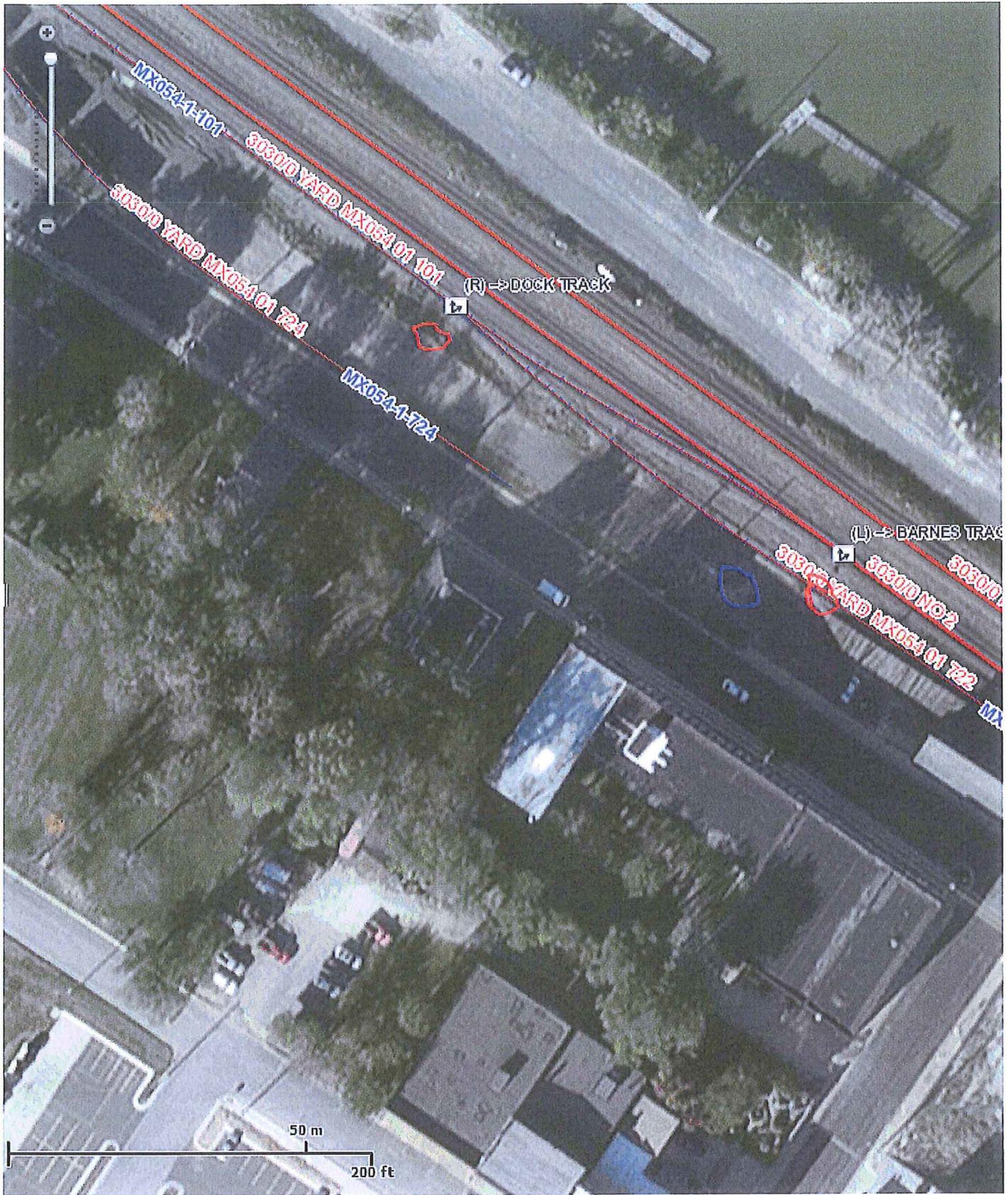
From: Jordon R. Albers/UPC
To: jnilges@ci.washington.mo.us, Travis J. Eichelberger/UPC@UP
Cc: Henry J. Freise/UPC@UP
Date: 02/02/2016 01:07 PM
Subject: Signal Cabin and Gate access west of train depot. Washington, MO

Mr. Nilges,

There is currently an UPRR signal cabin in your parking lot at the Train Depot. Are you interested in moving that equipment possibly? This would be done by UPRR but could include an expense to the City of Washington. I marked the cabin with a blue circle.

Also per our conversation, we are requesting that a gate be put in for UPRR signal maintenance personnel to access equipment on the other side of the fence. I marked this with a red circle.

Travis,
If the cabin is relocated, where would you like to relocate the cabin?



Thanks

Jordon

Jordon Albers | Manager of Industry and Public Projects | [Union Pacific Railroad](#) | 100 N. Broadway Ave. Suite 1500 | St. Louis, MO 63102

 :314-331-0682 |  : jralbers@up.com

----- Forwarded by Jordon R. Albers/UPC on 02/02/2016 12:43 PM -----

From: Jordon R. Albers/UPC
To: Travis J. Eichelberger/UPC@up, Jordon R. Albers/UPC@up
Date: 01/28/2016 07:53 AM
Subject: Gate Washington

Sent from my iPhone

**

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**



02/16/2016 10:15

3e-1

Permit Totals for February 2016

02/16/2016 8:36 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 2/01/2016 THRU 2/16/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
COM-ALT - COMMERCIAL ALTERATION	4	382,700.00	1,490.00
FIRE - FIRE SPRINKLER SYSTEM	1	2,040.00	25.00
IND-ALT - INDUSTRIAL ALTERATION	1	120,000.00	435.00
OPC-COM - COMMERCIAL OCCUPANCY	2	0.00	100.00
OPR-MF - MULTI FAMILY OCCUPANCY	14	0.00	295.00
OPR-SF - SINGLE FAMILY OCCUPANCY	21	0.00	480.00
PREP - PRELIMINARY PLAT	1	0.00	75.00
RES-ALT - RESIDENTIAL ALTERATION	2	57,500.00	275.00
RES-SF - SINGLE FAMILY BUILDING	1	175,000.00	1,390.00
SGN - SIGN	4	42,600.00	275.00
SWP - SWIMMING POOL	1	50,000.00	175.00
*** TOTALS ***	52	829,840.00	5,015.00

02/16/2016 8:38 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2016 THRU 2/16/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	2	5,645.00	50.00
BLAST - BLASTING	1	9,000.00	0.00
COM-ADD - COMMERCIAL ADDITION	3	105,000.00	425.00
COM-ALT - COMMERCIAL ALTERATION	4	382,700.00	1,490.00
FIRE - FIRE SPRINKLER SYSTEM	1	2,040.00	25.00
FDP - FLOODPLAIN DEVELOPMENT	1	0.00	0.00
GARAGE - GARAGE	1	90,000.00	324.00
GRADING - GRADING	1	5,000.00	15.00
HIST - HISTORIC DESIGN REVIEW	1	0.00	0.00
IND-ALT - INDUSTRIAL ALTERATION	1	120,000.00	435.00
MOBILE - MOBILE HOME SETUP	3	10,500.00	150.00
OPC-COM - COMMERCIAL OCCUPANCY	4	0.00	200.00
OPR-MF - MULTI FAMILY OCCUPANCY	49	0.00	870.00
OPR-SF - SINGLE FAMILY OCCUPANCY	53	0.00	1,520.00
OPR-TF - TWO FAMILY OCCUPANCY	5	0.00	75.00
PREP - PRELIMINARY PLAT	2	0.00	157.00
RES-ADD - RESIDENTIAL ADDITION	2	6,000.00	50.00
RES-ALT - RESIDENTIAL ALTERATION	8	134,880.00	665.00
RES-SF - SINGLE FAMILY BUILDING	2	362,073.00	2,787.00
SGN - SIGN	5	43,875.00	300.00
SUBD - SUBDIVISION DEVELOPMENT	1	85,000.00	275.00
SWP - SWIMMING POOL	1	50,000.00	175.00
SWR - SEWER LATERAL/REPAIR	1	4,700.00	25.00
*** TOTALS ***	152	1,416,413.00	10,013.00

Washington Regional Airport (FYG)
Board Meeting Agenda
Tuesday February 9, 2016 @ 3:00 pm
at Washington Regional Airport
BFA #124

1. Approve minutes of 12-8-2015
2. Hangar Rent Update (Kevin)
3. General Maintenance (Board)
 - a. Council approved budget items:
 1. Roof Repairs
 2. Office Doors
 3. Unicom/Radio
 4. Monument Sign – Need to clear line of site at entrance
 5. Jet Fuel – required monitoring
 - b. Hangars
 - c. Grounds
 - d. Runway
 - e. Pavilion
 - f. Airport Security
4. St. Clair Airport Update (Brian)
5. Updating the Airport Layout Plan (ALP) (Brian)
 - a. Minimum Standards
 - b. Daily Airport Operations
 - c. Runway Counter from CMT
6. Public Presentations and WAI website update (Ray)
7. Airport Way Finding Signing (Ray II)
8. Other Business
9. Schedule Next Meeting

Washington Regional Airport (FYG)
Board Meeting Minutes
Tuesday December 8, 2015 @ 3:00 pm
at Washington Regional Airport
BFA #124

Those in attendance: Joe Holtmeier, Steve Sullentrup, Brian Boehmer, John Politte, Kevin Hellmann, Ray Frankenberg

1. Approve minutes of 9-8-15 – Were approved with a revision to 3 e rewording of the pavilion roof contract.
2. Hangar Rent Update (Kevin)
 - a. The hangars are full. We have 9 on the waiting list, 1 is a twin asking for a twin hangar.
 - b. Hangar #24, which is rented by Nick Kime, has been empty for the past several months. Brian will check with Mark Piontek on this hangar issue.
3. General Maintenance (Board)

The City Council approved the following items for next year's Airport Budget:

 1. Roof Repair
 2. Doors
 3. Unicom/Radio
 4. Monument Sign
 5. Jet Fuel - required monitoring
 - o Kevin and Brian will be pursuing the above items.
 - b. Office Doors and Roof Paint – Brian will get with Steve Sullentrup and Joe Holtmeier regarding specifications over the next few months.
 - c. Brian will contact Gary Terschluse about the detail for the posts. Ray will pursue Brian next week.
 - d. Runway- Kevin will show the City Street crew the patching that needs to be done when they are here to pour the concrete for the monument sign.
 - e. Pavilion – we will look at having a contractor shingle the roof of the pavilion when we repair the roofs on the hangars
 - f. The runway signage has deteriorated to the point that it must be replaced. Kevin and Brian will get that done.
 - g. Airport Security Signage – Brian will get these from the Public Works department. Kevin will get them mounted.
 - h. Airport Web Security – We will be watching this over the next few months as the City installs web security systems on other City buildings.
4. St. Clair Airport Update (Brian) – The City is still negotiating the payback of Federal Funds.

5. Updating the Airport Layout Plan (ALP) (Brian)
 - a. Minimum Standards – Brian is going to have a conference call with the drafters of the Minimum Standards on Thursday to discuss public comments. Brian will get a schedule on the completion of the Minimum Standards during the conference call.
 - b. Brian will get an update on the ALP on Thursday's conference call
 - c. Daily Airport Operations
 - d. Runway Activity Counter prices from CMT – Brian will discuss with CMT on Thursday's conference call
6. Public Presentations and WAI website update (Ray) – no new presentations and none pending
7. Airport Way Finding Signing (Ray II) – Joe Holtmeier said he saw signs for the Spirit of St. Louis Airport and wondered if they had a scheduled commercial flight operation. Ray will look for these on Wild Horse Creek Road and/or surrounding the Airport. We will take some pictures to give to Judy Wagner.
8. Other Business
9. Schedule Next Meeting – February 9, 2016 at 3:00 at the Airport

PARKS AND RECREATION

MONTHLY REPORT

January 2016

ADMINISTRATION

1. **Riverfront Trail Expansion** –Continued to work with the Engineering Department on the engineer design and construction documentation etc.
2. **Riverfront Bridge** – Finalized the “Non-Exclusive Temporary Construction Access and Right of Entry License” Agreement. Also, worked on the removal of Bat Habitat Trees along the trail.
3. **Fees and Charges** – Continued to work with the Parks and Recreation Commission on the review and development of various fees and charges. Staff continued to work on the review and implementation of program fees to become compliant with the Revenue and Pricing Policies.
4. **Ordinances** – Continued to work and finalize recommended changes to both the Urban Forestry and Parks and Recreation Ordinances.
5. **Dog Park Concept Plan** – Continue to evaluate site conditions and funding for the first phase of development.
6. **Miller-Post Nature Reserve** – Continue to work on carrying out Management Plan. Worked with insurance company on the identification of possible liability and actions to remedy them. Walked the property with the Missouri Department of Conservation to perform the first phase of an overall site assessment for wildlife, conservation and forestry. Started the first phase of trail layout.
7. **Lions Lake Playground** – Continued to work on costs estimates and design.
8. **Grounds Maintenance Contract** – Renewed contract for 2016.
9. **Pool Operations Contract** - Renewed contract for 2016.
10. **Mulch Bid** – Went out to bid and awarded bid to Fick Supply.
11. **Engineered Hardwood Fiber Bid** - Went out to bid and awarded bid to NuToys Leisure Products.
12. **Hanging Basket/Planter Bid** - Went out to bid and awarded bid to Hillermann Nursery.
13. **Picnic Table Bid** - Prepared specifications and bid document for bid.
14. **Trash Receptacle Bid** - Prepared specifications and bid document for bid.

15. **Floor Scrubber Bid** - Prepared specifications and bid document for bid.
16. **Janitorial Supplies Bid** - Prepared specifications and bid document for bid.
17. **Pool Chairs Bid** - Prepared specifications and bid document for bid.
18. **Pool Painting Bid** - Prepared specifications and bid document for bid.
19. **Pool Diving Board Bid** - Prepared specifications and bid document for bid.
20. **Pool Valve Bid** - Prepared specifications and bid document for bid.
21. **Fertilizer and Chemical Bid** - Prepared specifications and bid document for bid.
22. **Arts Policy** – Began on the development of an Arts Policy.
23. **Adopt – A – Park Program** – Began working on creating new guidelines for the Adopt-A-Park-Program.
24. **Emerald Ash Borer Management Plan** - Prepared draft of the plan.

RECREATION PROGRAMS AND FACILITIES

1. Facility Rentals

Category	January	YTD
Pavilions	22	22
Facilities	0	0
Baseball Fields	0	0
Soccer Fields	0	0
Rugby	0	0
Football	0	0
Total	22	22

2. Special Events

Category	January	YTD
Walks/Runs	1	1
Street Collections	0	0
Other (Festivals/Concerts)	0	0
Total	1	1

3. Programs

- a. Continue to plan and work on Daddy Daughter Valentine Dance scheduled for Feb. 5
- b. Continue to plan and work on Camp Washington.
- c. Continue to plan and work on March programs (Easter Egg Hunt, Bone Hunt)
- d. Continue to work on Music at Market sponsorship
- e. Continue to plan and work on Spring Softball
- f. Continue to adjust program fees and charges to reflect the adopted Revenue and Pricing Policy.

MAINTENANCE ACTIVITIES

1. Special Projects/Operations

In addition to normal ongoing maintenance activities as depicted above, maintenance staff conducted the following special projects/operations:

- a. Landscape Beds – Continued to remove vegetation and re-landscape select park landscaped beds.
- b. Vehicle Preventative Maintenance – Performed annual inspections; oil changes; repairs etc.
- c. Building Preventative Maintenance – Performed annual inspections; painting; repairs etc.
- d. Equipment Preventative Maintenance – Performed annual inspections; oil changes; repairs etc.
- e. Flood - Continued flood clean up. The cleanup will continue February.
- f. Made landscape bed at Senior center around dump stair area
- g. Continue dead tree removal and tree trimming
- h. Finish put together new picnic table
- i. Continue painting upstairs Auditorium
- j. Repair door closer at City Hall
- k. Removal of bat trees from Riverfront Trail for Modot Bridge Project
- l. Seeding – Overseed Phoenix Prairie

2. Maintenance Hours

Category	December	YTD
Trash Pickup and Removal	112.75	112.75
Restroom Cleaning	72	72
Pavilion Cleaning	39	39
Playground Inspections/Repairs	36.25	36.25
Sidewalks, Pathways, Trails	24	24
Fair	0	0
Landscape Beds	7	7
Flood	242	242
Boat Docks	11	11
Athletic Fields	0	0
Irrigation	0	0
Mowing	0	0
Trimming	0	0
Building Maintenance	205.25	205.25
Tree Maintenance	107.25	107.25
Turf Maintenance	9.25	9.25
Street Lights	0	0
Wetlands, Lakes & Ponds	.5	.5
Vehicle & Equipment Work	245.25	245.25
Special Events	38.75	38.75
Snow	75.5	75.5
Other	0	0
Training	4	4
Total	1151.75	1151.75

3. February Planned Projects/Operations

- a. Tree Trimming and Removals – Begin tree trimming and removals throughout the park system as well as selected street trees (will need assistance from Public Works).
- b. Miller-Post Property – Layout and cut in trails.
- c. Riverfront Trail – Continue to work on cleanup efforts from flood.
- d. Paint – Continue painting inside of auditorium and begin painting parks offices.
- e. Vehicles – Continue to conduct preventative maintenance (Inspections/Oil changes)
- f. Buildings - Continue to conduct preventative maintenance (Light Bulbs/Filters)
- g. Equipment - Continue to conduct preventative maintenance.
- h. McLaughlin Field – As weather and conditions allow, work with Public Works to install drainage and reduce infield.
- i. Baseball/Softball Fields – As weather and conditions allow, work with Public Works to haul dirt and Laser level all fields, and reduce infields at McLaughlin, Barklage, and Berger.
- j. Riverfront Trail/Bridge - As weather and conditions allow, remove invasive species and overgrown brush and scrub trees. Remove hazard and bat habitat trees identified by SCI/MoDOT.
- k. Dog Park - Lay out dog park.
- l. Prairie Burn - As weather and conditions allow, work with Fire Department to conduct a burn.

**MINUTES OF THE MEETING OF THE
WASHINGTON IN BLOOM COMMITTEE
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
MONDAY, JANUARY 11, 2016**

A meeting of the Washington In Bloom Committee took place on Monday, January 11, 2016. Those in attendance included Mayor Sandy Lucy, Co-Chair Sally Bocklage, Co-Chair Dave Wehmeyer, Committee Members Jill Straatmann, John Steffens, and Darren Dunkle.

Agenda Item #1: Call Meeting To Order – The meeting was called to order at 9:05 a.m.

Agenda Item #2: Approval of Minutes of December 14, 2015. Committee Member Steffens made a motion to accept the minutes as submitted, seconded by Co-Chair Bocklage. Motion was approved.

Agenda Item #3: Committee Reports

a) AIB Administration – Committee Member Dunkle reported the following:

- He had received the resignation of Dr. Wanda Rogers-Larson. Dr. Rogers-Larson stated that due to family and other commitments, she would no longer be able to serve on the Steering Committee.
- Reported that he would be submitting payment for the annual AIB registration.

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

- Met with Josh Wargo, Parks Horticulturalist/Arborist in regards to planning the removal of trees and existing vegetation in front and to the east of Otis Campbell's and to re-landscape the area. Currently working on a new landscape plan.
- Continue to work with the Master Gardeners and Parks Staff in regards to re-landscaping the Heritage Transportation Park (Caboose).
- Met with Mr. Dunkle in regards to the possibility of developing a formal native landscape bed at Main Park just north of the Pool Building. It was discussed that the landscape should include two different types of native plants.
- Discussion took place in regards to participating in the "Million Pollinator Garden Challenge", "Monarch Waystation Certification Project", and taking the "Mayors for Monarchs Pledge". On March 19th Hillermann's will host an event in part to encourage the total planting of one acre of pollinating gardens within Washington. At that time, they will also formally announce this year's planting colors of Red, Yellow and Midnight Blue.
- Earth Day/Arbor Day – It was discussed that the City and Hillermann's team up to host this year's Earth Day/Arbor Day Celebration. Hillermann's will be handing out 100 18" White Oak Seedlings as part of the Oak Tree Promotion. The celebration could also consist of speeches by the Mayor on the Monarch Pledge, Joyce on Monarch Pollinators; Story time; Crafts; and booths by the WIB and UFC. Further planning will take place over next couple of months.

It may be possible to have a tree planting/identification with the scouts on another day.

- May 14th Hillermann's will host an event to push pollinators, and if individuals purchase five pollinating plants, Hillermann's will donate five pollinating plants to the Parks Department to be planted at Phoenix Park.

- Co-Chair Bocklage reported that an additional 62 bulbs were planted at the Lions Lake Bridge.
- Ms. Bocklage also reported that there would be a Master Gardener symposium held at East Central College on May 21st which would include educational sessions and the making of lesson plans for teachers. Milkweed seeds will also be given out.
- Mayor Lucy reported that the Boat Club may have found a boat for the riverfront landscape.

c) Programs/Contest

- Discussion took place regarding the Yard of the Month Contest and if the committee should consider changing the criteria and repeat winners etc. The committee decided not to change the rules related to repeat winners at this time, but brought up ideas such as the "Best use of City Colors" and "Use of Pollinating Plants" as bonus points.

d) Fund Raising – No Report

- e) Marketing – Mr. Dunkle reported that he had looked at the budget and that funds existed for the purchase of some AIB Brochures titled "Discover Plants" to use as educational handouts.

f) Volunteer

- Committee Member Dunkle reported that the Conservation Corps, Weeding Wednesday, and the Probation and Parole programs worked out very, very well this year, and that staff had been working to establish set dates and times for each: Weeding Wednesday's – 2nd and 4th Wednesdays April through October; Probation and Parole – 3rd Friday. Conservation Corps dates are still being worked on.
- Mr. Dunkle also reported that he would be working on efforts to revamp the Adopt-A-Park Program. He stated that groups and/or individuals who adopt the parks should be given specific criteria as to what their responsibilities are and the number of hours per month they should volunteer, etc. This should help out greatly in the overall maintenance and patrolling of each park.
- Mr. Dunkle stated that Ms. Robin Peirick, Recreation Coordinator would be serving as the Volunteer Coordinator for these programs, and would keep track of volunteer hours, projects, etc. She would also be in charge of advertising these programs through face book and email blast.

Agenda Item #4: Old Business

- Stated that he had reached out to John Vietmeier in regards to joining the Steering Committee as a liaison of the Arts Council. Mr. Vietmeier stated that he would speak with the Arts Council and that he would get back to him.

Agenda Item #5: New Business

- a) Tree City USA – Mr. Dunkle reported that the Parks Department had submitted the annual application for Tree City USA and the Growth Award.
- b) Miller – Post Nature Reserve – Mr. Dunkle reported that he would be giving a presentation to the Lions Club on Tuesday on the status of the Miller-Post Nature Reserve.

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

Agenda Item #7: Adjournment – Committee Member Steffens made a motion at 10:30 am to adjourn the meeting, seconded by Co-Chair Wehmeyer. Motion was approved.

MINUTES SUBJECT TO COMMITTEE APPROVAL.

**MINUTES OF THE MEETING OF THE
PARKS COMMISSION - AD-OP SUBCOMMITTEE
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
THURSDAY, JANUARY 21, 2016**

A meeting of the Parks Commission – Ad-Op Subcommittee Meeting took place on Thursday, January 21, 2016. Those in attendance included Committee Chair Debbie Toedebusch, Bob Kloeppel, Dan Cassette, Tessie Steffens, Mike Huber, Karen Maniaci, and Bill Kackley; Council Liaisons Josh Brinker and Jeff Patke, and Director of Parks and Recreation Darren Dunkle.

Agenda Item #1: Call Meeting To Order – The meeting was called to order at 6:00 pm.

Agenda Item #2: Pledge of Allegiance

Agenda Item #3: Approval of Minutes – Committee Member Cassette motioned and Committee Member Steffens seconded to approve the minutes of December 17, 2015. The motion was approved with a 7-0 vote.

Agenda Item #4: Communications

Agenda Item #5: Parks Report – The Committee reviewed the Parks Report that was included in the packet.

- a) Riverfront Trail Expansion – Mr. Dunkle reported that the City was not recommended for the Transportation Alternative Program (TAP) Grant. He further stated that there were 29 applicants and only 13 projects (\$8m) were recommended, while 16 projects (\$7m) were not recommended.
- b) Tree City USA – Mr. Dunkle reported that staff had submitted both the Tree City USA and Growth Award applications. He stated that the Growth award application was for the United Way Tree Campaign, Arboricultural & Horticultural Specifications Manual, and Phoenix Park Frog Pond and Wildflower Prairie.
- c) Arbor Day Celebration – Mr. Dunkle reported that the Parks and Recreation Department will be teaming up with Hillermann's to present this year's Earth Day/Arbor Day Celebration. Details are still being worked out, however, we do know that Hillermann's will be giving away 100 swamp white oaks and will be providing at least three of the six oak trees for sale to the public. These trees will be 3 gallon trees.

Other activities may include a speech by the Mayor, promotion of pollinating plants, storytelling, and children's crafts, etc. The WIB and UFC are encouraged to participate by handing out educational materials etc.

- d) Tree Trimming and Removal – Mr. Dunkle reported that staff has begun tree trimming and removal efforts throughout the parks and recreation system.

- e) Front Street Landscaping Project – Mr. Dunkle reported that staff is working on plans to re-landscape the portion of landscape in front and to the east of Otis Campbell's, as well as at the Heritage Transportation Park. The project could include the removal and replacement of existing trees and vegetation.
- f) Riverfront Trail Tree Removal – Mr. Dunkle reported that several declining and/or potentially hazardous trees along the trail corridor will be removed within the next month. Most if not all of these trees are potential Bat habitat trees that need to be removed by April 1st.

Agenda Item #6: Old Business

- a) Midwest Pool Management Contract – Mr. Dunkle reported that City Council at Tuesday night's meeting approved the option of extending the contract for one more year.
- b) Grounds Maintenance Services Contract – Mr. Dunkle reported that City Council at Tuesday night's meeting approved the contract for the 2016 season.

Agenda Item #6: New Business

a) Fees and Charges

1. Aquatic Fees and Charges – Mr. Dunkle handed out and presented the revised recommended fees and charges for use of the aquatic facility. Mr. Dunkle stated that staff had reviewed the aquatic fees and charges and has made slight changes to be in compliance with the Revenue and Pricing Policy that was previously adopted and adjusted hours.

Mr. Dunkle was asked if the Damage Deposit was sufficient and if we had had any issues. Mr. Dunkle stated that he thought the fee was sufficient as there hadn't been any real issues.

Mr. Dunkle was asked who generally rented out the pool. Mr. Dunkle stated that it was generally private parties such as birthdays and graduation.

2. Program Fees and Charges – Mr. Dunkle handed out and presented the recommended fees and charges for programs, activities and special events. Mr. Dunkle stated that the Program Fees and Charges were set in categories and not to exceed amounts, as program costs etc. can vary greatly from one to another. He also stated that in doing so, staff reviewed existing programs, activities, and events and has had to make slight adjustments to be in compliance with the Revenue and Pricing Policy that was previously adopted.

As such, fees for certain programs have had to be adjusted slightly to cover direct and/or indirect costs etc. (Example: Day Camp fees are to be raised to \$0.90 an

hour for a Resident and \$1.35 an hour for Non-Residents and that is to just break even based on previous years Resident/Non-Resident ratio's; Swim Lessons are to be adjusted for smaller class sizes \$50 for Residents and \$75.00 for Non-Residents).

- b) Miller-Post Nature Reserve Update – Mr. Dunkle handed out a copy and went over a presentation on the status of the Reserve.

Agenda Item #7: Executive Session - None

Agenda Item #8: Next Meeting. Thursday, February 4, 2016, 6:00 pm at City Hall.

Agenda Item #9: Adjournment – A motion was made by Commission Member Steffens at 6:34 pm, seconded by Commission Member Maniaci to adjourn. **The motion was approved with a 7-0 vote.**

MINUTES SUBJECT TO PARKS AND RECREATION COMMISSION APPROVAL.

**MINUTES OF THE REGULAR MEETING OF THE
URBAN FORESTRY COUNCIL
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
WEDNESDAY, JANUARY 20, 2016**

A meeting of the Urban Forestry Council took place on Wednesday, January 20, 2016. Those in attendance included Chair Mike Smith, Committee Members John Steffens, Bill Davit, April Murdock, Council Liaisons Mark Hidritch and Josh Brinker, and Director of Parks and Recreation/Community Forestry Manager Darren Dunkle.

Agenda Item #1: Call Meeting To Order – Chairperson Smith called the meeting to order at 6:32 pm.

Agenda Item #2: Pledge of Allegiance

Agenda Item #3: Approval of Minutes – Minutes from December 16, 2015 were approved as submitted.

Agenda Item #4: Communications – None.

Agenda Item #5: Parks Report

a. Tree City USA – Mr. Dunkle reported that staff had submitted both the Tree City USA and Growth Award applications. He further reported the following information:

- City spent \$11,477.20 on tree plantings and initial care.
- City spent \$4,455.00 on tree maintenance.
- City spent \$12,195.00 on tree removals.
- City spent \$28,594.79 on tree management.
- Volunteer time amounted to \$2,726.40.

Total Community Forestry Expenditures = \$60,688.39 or \$4.34 per capita.

- 82 trees were planted.
- 282 trees were pruned.
- 39 trees were removed.

Growth award application was for the United Way Tree Campaign, Arboricultural & Horticultural Specifications Manual, and Phoenix Park Frog Pond and Wildflower Prairie.

b. Arbor Day Celebration – Mr. Dunkle reported that the Parks and Recreation Department will be teaming up with Hillermann's to present this year's Earth Day/Arbor Day Celebration. Details are still being worked out, however, we do know that Hillermann's will be giving away 100 swamp white oaks and will be providing at least three of the six oak trees for sale to the public. These trees will be 3 gallon trees.

Other activities may include a speech by the Mayor, promotion of pollinating plants, storytelling, and children's crafts, etc. The WIB and UFC are encouraged to participate by handing out educational materials etc.

- c. Tree Trimming and Removal – Mr. Dunkle reported that staff has begun tree trimming and removal efforts throughout the parks and recreation system.
- d. Front Street Landscaping Project – Mr. Dunkle reported that staff is working on plans to re-landscape the portion of landscape in front and to the east of Otis Campbell's, as well as at the Heritage Transportation Park. The project could include the removal and replacement of existing trees and vegetation.
- e. Riverfront Trail Tree Removal – Mr. Dunkle reported that several declining and/or potentially hazardous trees along the trail corridor will be removed within the next month. Most if not all of these trees are potential Bat habitat trees that need to be removed by April 1st.
- f. Gateway Green Industry Conference – Mr. Dunkle handed out information pertaining to the Gateway Green Industry Conference to be held on March 1st and 2nd in Collinsville.

Agenda Item #6: Council Report – Council Liaison Hidritch stated that he had spoken to Beverly Hoefft of the Finance Department in regards to placing a flier insert in the water bill, and Ms. Hoefft stated that all information needed to be submitted by March 8th to be placed in the April water bill. Furthermore, she stated that it would probably cost around \$600 for printing.

Discussion took place as to who was going to pay for the cost of printing etc. Mr. Dunkle reported that he was looking into possibilities to combine other efforts to cut or share the cost of printing etc.

Agenda Item #7: Old Business

- a) Plant an Oak Tree Campaign – Chairman Smith stated that the main reason for the campaign was to educate the community on the benefits of Oak Trees.

Discussion followed in regards to publicizing the campaign and Earth/Arbor Day such as using Press Releases, Face Book, E-Mail, and on the City's website; Having the Mayor making and presenting a proclamation on Oak Trees. Further discussion took place in the amount of trees a person would be able to receive.

- b) Camp Street Bridge Planting – Chairman Smith handed out a drawing of the proposed site planting plan. Discussion took place in regards to planting locations, types of trees, property boundaries, mowing etc.
- c) Water Tower Scout Project – Chairman Smith stated that Committee Member Mayer has been working with the Boy Scout about the project and that the scout would be presenting the project to the Eagle Scout Board for approval.
- d) Bamboo Planting – Chairman Smith reported that he is moving forward with the plan to plant native bamboo at the riverfront below the Hummingbird Club. He further stated that he would dig out the bamboo from Shaw Nature Reserve in February.

Agenda Item #8: New Business

- a. New Member Recommendation – Chairman Smith reported that Committee Member King had resigned her position, due to the fact that her family had moved to the St. Louis Area. Accordingly he would like to recommend Mr. Tom Johnson to the Mayor to take Ms. King's position.

- b. Hillermann's Earth Day Booth – Discussion took place regarding participating in the Annual Earth/Arbor Day Celebration on April 23, 10-3. Committee will man a booth handing out educational materials. Mr. Dunkle will look into the possibility of ordering seedlings to hand out to the public.

Agenda Item #9: Next Meeting – February 17, 2016

Agenda Item #10: Adjournment – Meeting was adjourned at 7:41 pm.

MINUTES SUBJECT TO COMMITTEE APPROVAL

**THE CITY OF
WASHINGTON, MISSOURI
EMERALD ASH BORER
MANAGEMENT PLAN**



**A PLAN DEVELOPED TO PRIORITIZE RECOMMENDATIONS
FOR THE COST-EFFECTIVE MANAGEMENT OF ASH TREES**

PRESENTED BY

**Darren Dunkle, CPRP
Director of Parks and Recreation
Community Forestry Manager**

Emerald Ash Borer Management Plan

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This Management Plan has been assembled from information sources and authorities believed to be reliable and accurate. The intention of this document is to provide a structure for addressing problems and important issues associated with the Emerald Ash Borer. Planning allows the City to meet the future with a plan that emphasizes the most important issues facing the City and to focus on recommendations that address those issues.

This document currently reflects the latest information available, from sources public and private, representing the collective wisdom of experienced authorities, professionals, and technical advisors. No liability whatsoever will be borne by the author for technical exactitude or appropriateness of the included information, for errors or inaccuracies, nor for situations resulting from the use or misuse of any information contained herein.

Emerald Ash Borer Management Plan

ACKNOWLEDGEMENTS

Parks and Recreation Commission

Debbie Toedebusch, President
Sparky Stuckenschneider, Vice President
Tessie Steffens
Bob Kloeppe
Bill Kackley
Karen Maniaci
Chantell Unnerstall
Dan Cassette
Mike Huber
Dave Wehmeyer

Urban Forestry Council

Mike Smith, Chair
John Steffens
Bill Davit
Jim Jackson
Franz Mayer
Josh Kresse
Peggy King
April Murdoch

Parks and Recreation Department

Darren Dunkle, Parks and Recreation Director/
Community Forestry Manager
Josh Wargo, Parks Horticulturalist/Arborist
Chad Owens, Parks Maintenance Foreman

Emerald Ash Borer Management Plan

CHAPTER 1 - EXECUTIVE SUMMARY

The landscape of Washington includes many woodlot areas, parks, open/natural areas and street trees. The urban tree canopy established within these areas is an essential component of the City's Urban Forest. Ash trees are an important native tree species within the Urban Forest that grow quickly and thrive in Washington.

Washington currently faces a threat to its public and private ash tree resource. An invasive and exotic pest known as the **Emerald Ash Borer (EAB)** has infested many ash trees within areas of St. Louis County and, so far, is responsible for the death of millions of ash trees in the USA and Canada. It is generally acknowledged as the single most destructive forest pest that has entered North America.

In accordance with the 2007 Tree Inventory conducted by the Davey Tree Company of nine of the City parks, the City of Washington has an estimated 108 ash trees located within the City's parks and open space areas. In total, ash trees represents about 9% of the City's total tree canopy and ash trees have also been a popular choice for planting in many private property landscapes within the City.

EAB was first discovered in the United States in Michigan in 2002 and is believed to have been transported to the United States from Asia on wooden shipping crates approximately five years prior to its discovery. EAB has continued to slowly spread from state to state most often through human activities like transporting infested Ash fire wood or Ash logs.

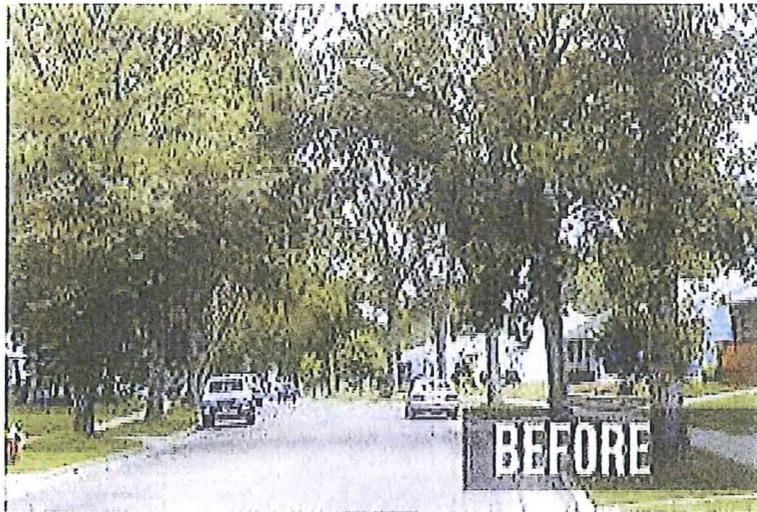
Within the past year, EAB was confirmed in the City of St. Louis, Lake St. Louis and in St. Louis County (near Creve Coeur/Maryland Heights). This puts the confirmed outbreaks within 50 miles of Washington. The spread of EAB in the Greater St. Louis Area is estimated to grow 15-20 miles per year, and although it has not been detected in Washington, it is predicted to be found in 2016 or 2017. In all probability it is likely here already but at low population levels that are presently undetected through pheromone traps and branch sampling detection methods.

The City of Washington is fortunate to be able to learn from other municipalities strategies, plans and accomplishments, together with a greater understanding of EAB itself. The lessons learned from other municipalities and the Missouri Department of Conservation, support a proactive approach for the management of EAB. EAB populations increase exponentially over time and accordingly, a proactive plan is recommended which will ensure selective ash tree protection; preserving environmental benefits and supporting public safety through a combination of monitoring, treatment, removals and replacement strategies.

Emerald Ash Borer Management Plan

The proposed *Emerald Ash Borer Management Plan* that will guide the City over the next 10 years includes:

- Inventory, Monitoring and Assessment;
- Treatments;
- Tree Removals;
- Tree Planting;
- Wood Waste Disposal; and
- Public Education and Communication.



Emerald Ash Borer Management Plan

CHAPTER 2 - INTRODUCTION

Ash trees are a significant component of Washington's urban forest on both public and private lands. The publicly-owned urban forest occurs in parks and within public open space areas. Privately-owned trees are located on residential properties, institutional and commercial properties, and in privately held woodlots that are not under the control of the City. Private tree maintenance is the responsibility of the property owner, although the City provides forestry-related information to residents.

The City of Washington has approximately 108 ash trees located within the City's parks and open spaces. There currently isn't any information available to the amount of ash trees located on private property. Ash trees are an important native tree species and a major component of woodlots, hedges and fence lines, and often grow along stream banks and disturbed areas. Ash, as a species represent up to 9% of the publicly owned tree canopy cover within the urban forest of Washington.



EAB is a non-native invasive insect with no natural predators that attacks and kills healthy ash trees. This places all *true* ash species at risk. EAB was first discovered in the United States in Michigan in 2002 and despite substantial research and control

efforts continues to spread throughout the United States and Canada. It is now known that one of the principal mechanisms of the rapid spread of EAB is through the movement and transport of infested wood material, particularly firewood. Efforts to control or eradicate the pest have not been effective and the only option that remains at this time is to manage the impact of an EAB infestation. The impact of EAB on the health and biodiversity of Washington's forested landscape is highly significant.

The threat to the longevity of ash trees in the Washington landscape has been recognized for a number of years, and, for this reason, the City has not planted any new ash trees.

Ash trees along with many other species provide significant benefits to the City of Washington. These benefits include the provision of oxygen, improvements in air

Emerald Ash Borer Management Plan

quality, conservation of water, prevention of soil erosion, provision of food and shelter for wildlife and moderation of the extremes of climate. Trees also increase property values and significantly for the community, contribute to the quality of life in a neighborhood. Ash trees are an extremely important component of the urban forest in that they are one of the principal large-stature, long-lived species conferring proportionally greater benefits than many other species in our urban forest. In addition to this, ash has a high tolerance of salt, poor soils and other urban stresses which makes its use invaluable in the urban forest, particularly for planting in large right-of-way areas.

With the potential for a large scale loss of ash trees, Washington will need to consider carefully the aesthetic and environmental benefits of the ash tree component of the urban forest and determine how best to manage and compensate for the predicted losses due to EAB. As we move through the initial outbreaks of EAB, replanting the ash Component of the City's urban forest with alternative species of trees will be critical to maintaining canopy cover and the many environmental, social and economic benefits that trees give to our community.

Biology

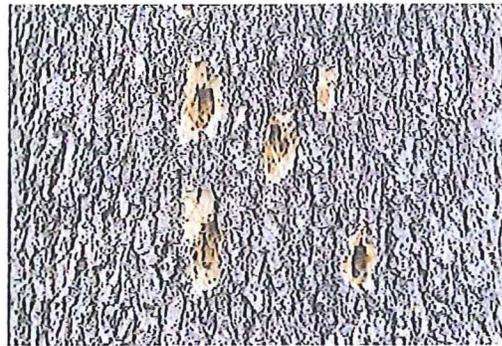
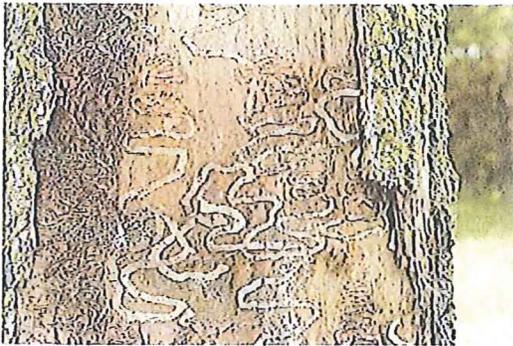
EAB belongs to a group of metallic, wood-boring beetles commonly found in Asia. The adults lay individual eggs distributed on the bark of the ash tree and the larvae bore through the bark and feed on the inner (vascular) tissues below, thereby disrupting the tree's ability to transport water and nutrients. Larvae spend approximately one season beneath the bark creating tremendous amounts of damage to the tree.



Emerald Ash Borer Management Plan

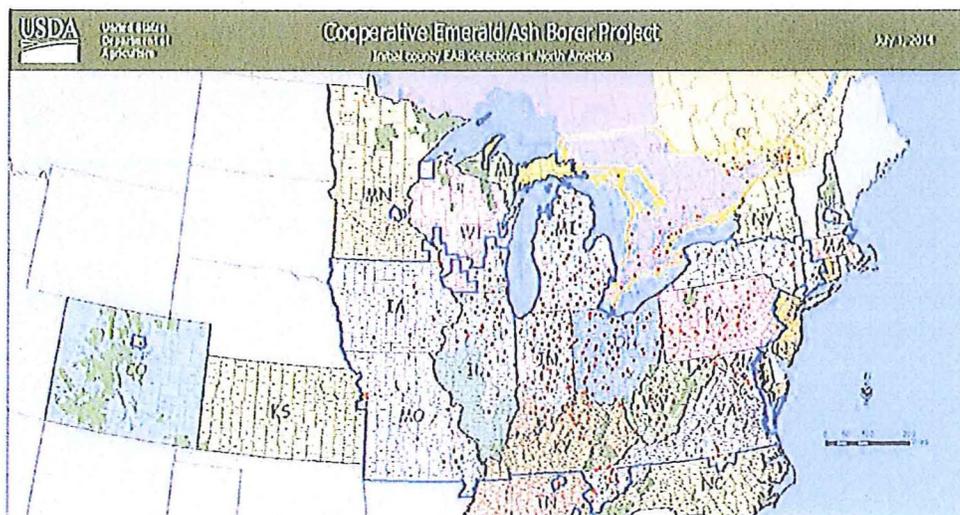
Mortality

Based on EAB infestations in other municipalities in the United States and scientific research it is known that EAB populations increase exponentially over a 5-10 year period. Tree mortality rate is slow in the first 2-3 years with an exponential increase in years 4-8; gradually leveling off as the ash population decreases.



EAB Regulation

There are currently 15 states that are impacted by EAB, and quarantines have been imposed in the entire state of Illinois, Indiana, Ohio and West Virginia, and for portions of Kentucky, Maryland, Michigan, Minnesota, Missouri, New York, Pennsylvania, Virginia, Wyoming, to limit unlawful spread of EAB by limiting the movement of infested ash wood, ash wood products and ash nursery stock through human activities to other states. Additionally, state regulatory agencies have established intrastate quarantines where EAB has been found.



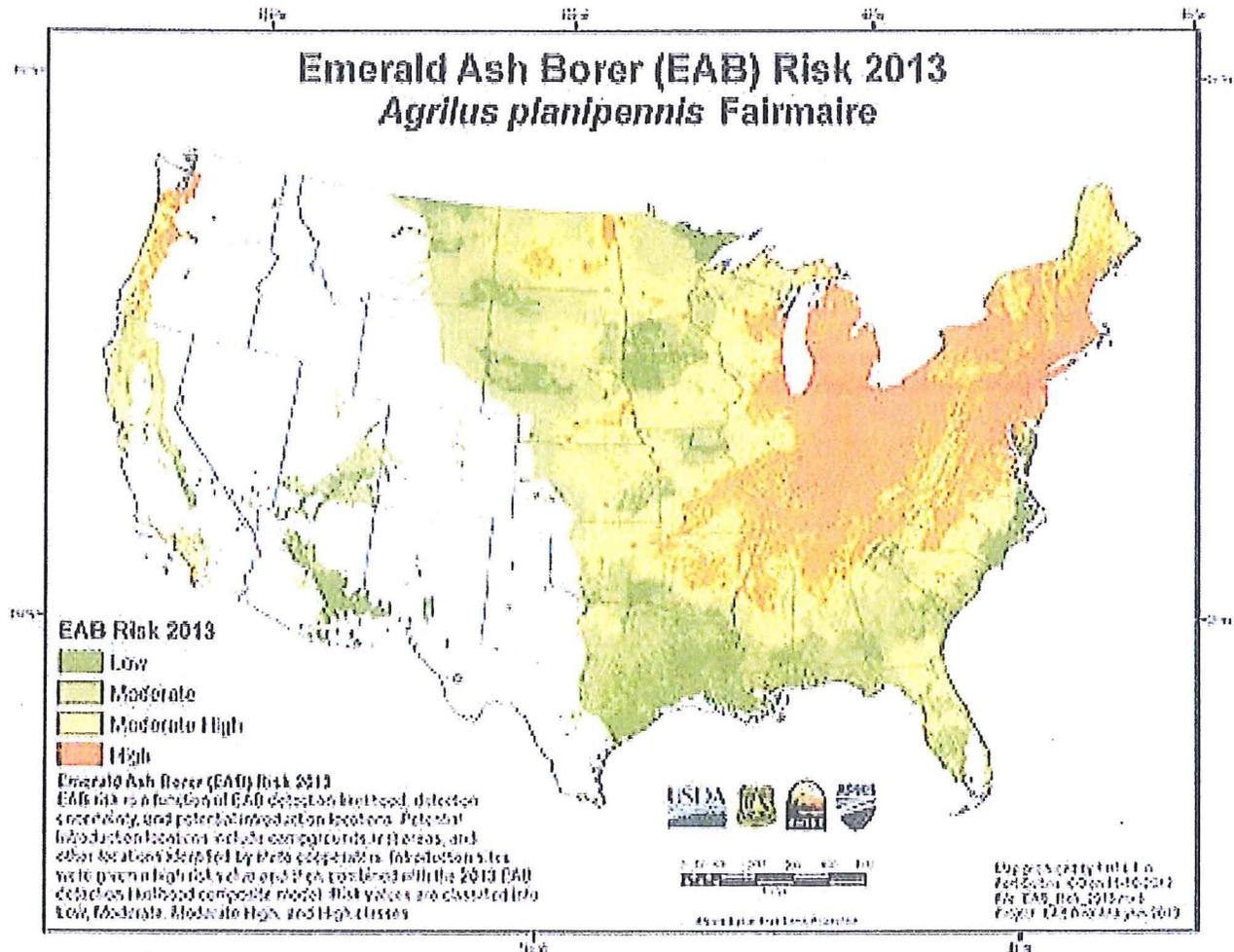
Emerald Ash Borer Management Plan

CHAPTER 3 - ROLES AND RESPONSIBILITIES

All levels of government, as well as private property owners, play a role in the management of EAB as detailed below:

United States Department of Agriculture

The United States Department of Agriculture (USDA) quarantine restricts the interstate (across state borders) movement of regulated articles that originate within the quarantine area. The USDA limits unlawful spread of EAB by limiting the movement of infested ash wood, ash wood products and ash nursery stock through human activities to other states.



Emerald Ash Borer Management Plan

State of Missouri Quarantine

The State of Missouri quarantine limits the movement of regulated articles, such as ash logs and hardwood firewood, from quarantined areas of Missouri. These regulations are intended to prevent the artificial spread of EAB through regulatory oversight.

City of Washington

The City of Washington's Department of Parks and Recreation shall have exclusive custody and control of, and responsibility for, the street trees on the streets of Washington; trees located in parks; rights-of-way and open spaces; and other public lands and shall make rules and regulations regarding the planting, setting out, removal, maintenance, protection and care of said trees as are necessary. The department may grant permission to individuals, groups or firms to perform such services either voluntarily or by contract. In addition, the department shall itself or by contract, provide maintenance for all trees whether abutting private or public property, including but not limited to, trimming, pruning and spraying. The department shall be responsible for taking appropriate action to eliminate dangerous conditions caused by dead, dying, dangerous or diseased trees whether abutting private or public property.

Private Property Owners

Property owners are responsible for trees on their property which includes maintenance, treatment and removal. However, under City Ordinance Section 215.100 B. - G. and H., the Community Forestry Manager is authorized and empowered to inspect any vegetation upon any property whether public or private within the City and to conduct such tests and surveys and take such samples of vegetation as may be necessary or desirable to determine if any disease or other communicable disease or epidemic insect infestation exists. Tests may also be made to determine if trees are structurally deficient and are capable of causing major property damage to private or public property.

Where such inspection, test, or survey reveals the existence of disease or other communicable disease capable of causing an epidemic spread or epidemic insect infestation or imminent structural hazard, the City shall give written notice to the owner of the premises upon which the same are located of the condition(s) that exists and the correction(s) required.

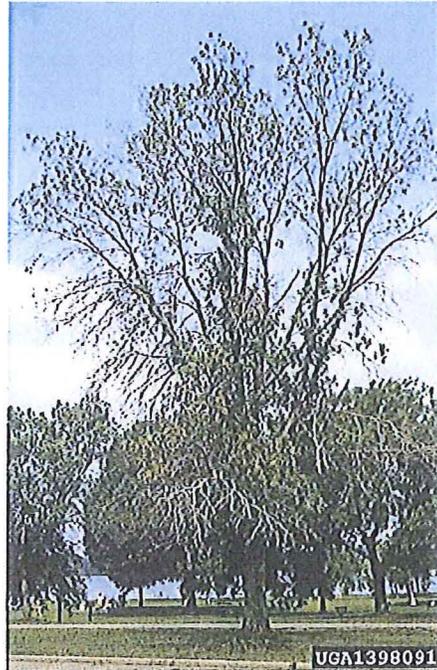
Emerald Ash Borer Management Plan

CHAPTER 4 - IMPACTS OF EAB

Trees are a major component of the Urban Forest and, consequently, widespread loss of ash trees in urban forests and residential landscapes will have devastating economic, environmental and social impacts. These impacts include the costs for implementing a management plan, the loss of tree canopy and the indirect costs associated with the environmental and social value of trees.

The urban tree canopy is an important asset that requires care, preservation, and maintenance. Invasive species like EAB threaten the health of our forests and tree canopy. Retaining and maintaining the existing tree canopy maintains property values, has a positive impact on tourism and improves the quality of life within urban environments.

EAB can have a devastating impact that the loss of trees can have on a community. In some cases, it may be necessary to remove all of the dead trees changing completely, and for at least 20 years, the character of a street, park, neighborhood, or community.



Environmental Impacts

All trees are beneficial to the environment:

- Trees influence thermal comfort, energy use, and air quality by providing shade, transpiring moisture, and reducing wind speeds.
- Trees improve air quality by lowering air temperatures and removing air pollutants through their leaves.
- Trees can effect climate change by directing storing carbon within their tissues and by reducing carbon emissions from power plants through lowered building energy use.
- Trees improve water quality and reduce the need for costly storm water treatment by intercepting and retaining or slowing the flows of precipitation.
- Trees and other plants help remediate soils at landfills and other contaminated sites by absorbing, transforming, and containing a number of contaminants.

By losing the ash species, there will be many negative effects associated with a reduced tree canopy.

Emerald Ash Borer Management Plan

Economic Impacts

Trees in the urban environment increase property values and have important commercial benefits including tourism.

One study estimates EAB will cause an economic impact between \$0.5 and \$1 billion over the next 30 years on trees in municipalities. These numbers do not take into consideration recognized tree benefits such as increased property values, energy savings, carbon sequestration and pollution and runoff reduction gained with maintaining the existing tree canopy.

To date there is no state or federal funding for the costs associated with EAB treatments, ash tree removals or replanting. It is estimated that the overall economic impact of EAB will be in the range of \$30-40 billion dollars.

Social Impact

The social impacts of EAB can be measured primarily in the loss of benefits and aesthetics to the local community. Impacts will be greater in some areas as clusters, groups and individual trees die within a short period of time and are removed. Property values will decline as areas become denuded of trees and are perceived as less desirable places to live.

There are known decreases in quality of life and increase in crime with fewer trees in a community and in a recent observational study, tree loss from the spread of EAB was associated with increased mortality related to cardiovascular and lower-respiratory systems.



Recognized tree benefits, such as carbon absorption and storage, air filtering, cooling and shading, storm water interception and increases in property values for the ash tree component of the urban forest are calculable. Using the national tree benefit calculator, the approximate annual benefit derived from each 14 inch ash tree in the rights-of-way (street tree) is approximately \$138 per year, where a park tree of the same size contributes approximately \$110 in benefits per year.

Emerald Ash Borer Management Plan

Research

For the past few years' research has continued into a variety of chemical and biological treatments to assist in controlling EAB. Multiple brands such as Tree-age are available, but the following are listed by their active ingredients:

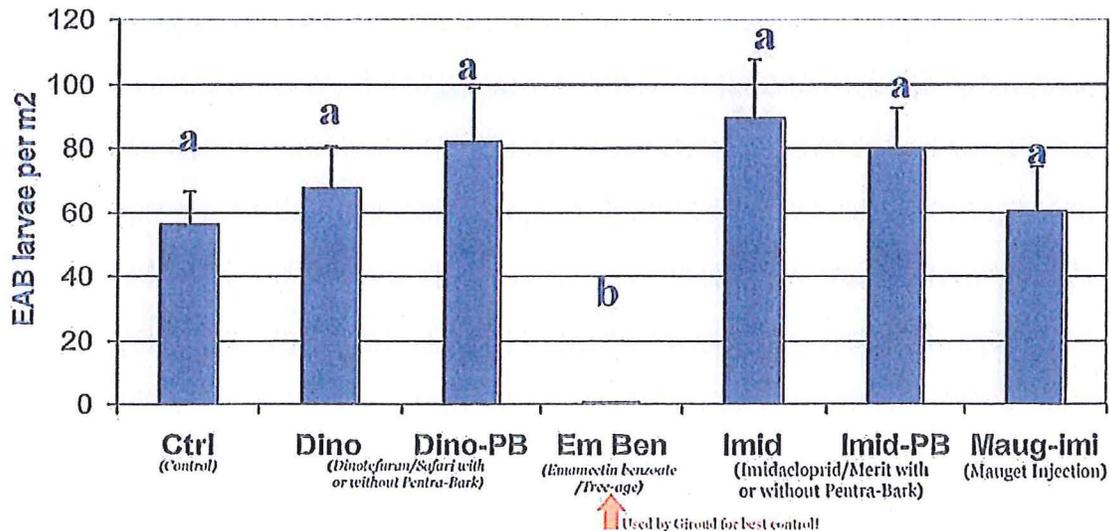
- a. Homeowners – Two products are available to homeowners: Imidacloprid and Dinotefuran.

- b. Tree Care Professionals – Four products are available to licensed professional tree care professionals: Emamectin benzoate, Azadirachtin, Imidacloprid, and Dinotefuran.

Chemicals such as Tree-age are labeled to provide two years of protection against EAB from a single application.

Emerald Ash Borer Found in Ash Trees After Tree-age Injection? *Almost ZERO!*

Research Proves Tree-age Is Most Effective Control for Emerald Ash Borer *



*McCullough, et al. 2011. Journal of Economic Entomology 104:1599-1612 (Deb McCullough, PhD and Professor Depts. of Entomology and Forestry at Michigan State University)

Emerald Ash Borer Management Plan

CHAPTER 5 - MANAGEMENT PLAN ELEMENTS

The City of Washington needs to develop an effective, responsible and financially viable approach to managing the spread of EAB. The development of any such plan should be directed by the following guiding principles:

- Ensure Public Safety and Minimize Liability
- Mitigate the Loss of Significant High Value Ash Trees
- Maintain the City's Tree Canopy
- Provide Public Education and Awareness

A detailed EAB Management Plan should be structured to preserve the City's urban tree canopy, slow down the spread of EAB where possible and allow for the preservation of high value trees in order to allow more time for improved and/or other control measures to be introduced in the future.

The goal of an effective and efficient EAB Management Plan should include the following elements:

- Inventory, Monitoring and Assessment
- Treatment of Significant High Value Trees
- Tree and Stump Removal
- Tree Replacement (with a different species of tree)
- Wood Waste Disposal
- Public Education and Communication

Inventory, Monitoring and Assessment

The first and most important step in preparing for EAB is to determine the potential risk to our urban forest resource. A tree inventory is crucial to effectively managing EAB. Without an inventory of publicly-owned ash trees in the rights-of-way, public parks, open spaces, woodlots and forested areas, we will not know their location, distribution, size and condition. Without this information we will not know the City's potential risk exposure or be able to strategically manage the EAB outbreak.

The work done to date involves a tree inventory conducted in 2007 by the Davey Tree Company of nine City parks, which is a minimal sampling of ash trees in parks and on public property. It is highly recommended that the City commission another tree inventory survey, so that we would have accurate information about the public trees that make up the urban forest within Washington. If funds are not available to conduct a complete inventory of all trees, an ash tree only inventory should be conducted at a minimum.

Emerald Ash Borer Management Plan

Another significant activity of this element is to undertake regular assessment and review of information gathered from monitoring, branch sampling, trapping and tree inventory to validate and amend further management actions.

Branch sampling involves the collection of branch samples within the ash canopy and examination by removal of the bark. Once the bark is removed, EAB feeding galleries can be seen. Any larvae found would be sent away for identification/confirmation. This is a cost-effective early-warning detection system to identify and monitor the EAB infestation. Knowing the progress of the infestation will assist in strategically managing EAB.

Treatment

High value and/or significant ash trees can become eligible (contingent on available funding) to receive injections of Tree-age (or other approved pesticide/insecticide treatments as available) for protection against EAB. Treatment will usually focus on high profile specimen trees in parks or where there is a large ash tree population and therefore greater impact with their decline. Treated ash trees require ongoing treatment every two years until the threat of EAB has passed or alternative controls are available.

Treatment Options for Emerald Ash Borer



IOWA STATE UNIVERSITY
Diana Sappleton

Dr. Mark Shour

Tree Removal



Based on the degree of infestation and health, ash trees need to be removed to limit hazardous conditions and minimize the safety risk associated with dead and declining trees. Ash wood is brittle by nature requiring removals to be carried out within a short period of time after tree death.

The removal of decaying and/or dead ash trees in parks and open spaces is proposed to be done on a risk management basis. Those trees in parks and open spaces that

Emerald Ash Borer Management Plan

are adjacent to public areas will be the first to be removed once they show decay or have died. Ash trees that are far away from human activity are proposed to be left to fall on their own.

Tree Replacement and Planting

To maintain the current numbers of trees, the replacement of ash trees (with a different species of tree) will be needed on a one-for-one basis, as occurs with removal at present. It may be possible to replace the canopy from lost ash trees more quickly and efficiently by utilizing and promoting the growth of existing non-ash species through strategic forestry management practices. These practices will include identifying and promoting the growth of desirable existing young and medium-sized trees (that are not ash species) within



or adjacent groupings of ash trees. This has the advantage of promoting naturally-seeded and established trees. Resources will be required to maintain these areas in order to select and promote the growth of these desirable species, primarily by removing invasive plants and other competition. All of the EAB management options presented further on in this report assume implementation of these forestry management practices and thereby propose no wholesale replanting of lost trees in parks and open spaces.

Notwithstanding the above, it is likely that to sustain the present urban tree canopy, additional tree planting initiatives within parks and open spaces may also be required. However, the placement and species composition of any new planting will again require data from an inventory of all tree species in order to be in accord with strategic objectives of the Forestry Management Plan. It should be borne in mind that it can take upwards of 30 years for a newly planted tree to begin providing maximum benefits to the urban forest.

Replacement trees on public-property will be planted by the Parks and Recreation Department, volunteers, or by a qualified contractor depending on available resources and decided by the Director of Parks and Recreation Director/Community Forestry Manager. The following chart is a sample of species that could be used to replace Ash trees. Location, spacing, and site conditions will be considered by the Director of Parks and Recreation Director/Community Forestry Manager.

Emerald Ash Borer Management Plan

Common Name	Scientific Name	Variety
Red Maple	<i>Acer rubum</i>	Red Point, Red Sunset, Autumn Flame, October Glory
Sugar Maple	<i>Acer saccharum</i>	Green Mountain, Legacy, Bonfire, Caddo
Hedge Maple	<i>Acer Campestre</i>	Queen Elizabeth
Black Maple	<i>Acer nigrum</i>	Greencolumn
American Elm	<i>Ulmus Americana</i>	New Harmony, Valley Forge, Jefferson, Princeton
Ginkgo	<i>Ginkgo biloba</i>	Magyar, Autumn Gold, Lakeview, Golden Colenade
Northern Red Oak	<i>Quercus rubra</i>	
Red Oak	<i>Acer x freemanii</i>	Jeffersred, Autumn Blaze
Swamp White Oak	<i>Quercus bicolor</i>	
Scarlet Oak	<i>Quercus coccinea</i>	
Shumard Oak	<i>Quercus shumardii</i>	
Black Oak	<i>Quercus veluntina</i>	
Chinkapin Oak	<i>Quercus muehlenbergii</i>	
Willow Oak	<i>Quercus phellos</i>	
Baldcypress	<i>Taxodium distichum</i>	Shawnee Brave, Green Whisper
Japanese Zelkova	<i>Zelkova serrata</i>	Green Vase
Tulip Tree	<i>Liriodendron tulipifera</i>	Emerald City
Black Gum	<i>Nyssa sylvatica</i>	Firestarter, David Odum, Wild Fire, Afterburner
American Basswood	<i>Tilia Americana</i>	Redmond Linden, Legend
Amur Cork	<i>Phellodendron amurense</i>	Macho
Katsura	<i>Cercidiphyllum japonicum</i>	
London Planetree	<i>Plantanus occidentalis</i>	Bloodgood, Columbia, Liberty
Osage – Orange	<i>Malclura pamifera</i>	White Shield, Wichita

Wood Utilization and Waste Disposal

EAB infestation will result in a significant increase in the need for wood waste disposal option for public and private properties. Consideration should be given to the increased needs of residents by ensuring that there are disposal options available.

Residents and contractors can drop off yard waste materials at the Recycling Center. Loads delivered to the Recycling Center may be subject to waste disposal charges. As part of the EAB management plan, staff will investigate possible use of the wood waste as a commodity.

The majority of trees removed as a result of EAB will be "Amenity" trees, which are planted, pruned and maintained for their visual appearance rather than grown for

Emerald Ash Borer Management Plan

lumber production. Because these trees are often retained into a stage of decline they usually have areas of rot, decay and/or dead wood and are often poorly shaped for sawmill processing. It is likely that the primary use for the ash tree removals that arise from EAB will be as firewood. However, logging potential will also be reviewed as EAB takes effect throughout the City.

Wood waste that is not suitable for firewood can be ground into mulch using tub grinders that create a variety of mulch textures or material that can be added to other organics to create compost. The grinding and composting processes would destroy any EAB larvae under the bark of waste material.

Public Education and Communication

A program of public education and outreach is an essential part of the EAB management plan. A substantially higher number of ash trees are likely to exist in private than public ownership and their management during the EAB outbreak will impact upon the strategy employed by the City.

Use of local media and communication tools such as social media and the City's website will be used to keep the public informed, particularly in high risk areas. The City should also provide information using the growing number of leaflets and brochures available from sources such as the Missouri Department of Conservation. It is assumed that a greater effort of education and communications will be required in the earlier years with progressively less expense for this element occurring over time.

EMERALD ASH BORER



Scientific name:
Agrilus planipennis

Appearance:
Bright green, measuring 7.5 to 13.5 millimeters long

Place of origin:
China, Korea, Japan

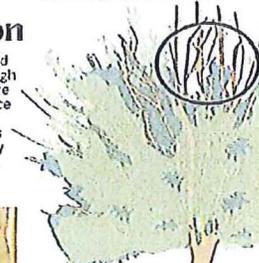
What they do:
The bug's larvae feed in the tissues under the bark eventually killing the tree.

THE BLADE

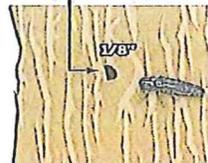
Symptoms of infestation

Emerald ash borer attacks and kills all species of ash. Although stressed trees are always more prone to borer attack, evidence from Michigan suggests that healthy, well maintained trees also are attacked and killed by this beetle, state officials say.

Thinning crown on tree



D-shaped holes on bark

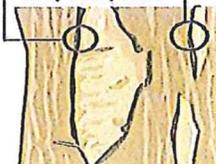


New growth on trunk

S-shaped tunnels beneath bark



Split bark / bark chipped off by woodpecker



Source: Wisconsin Emerald Ash Borer Program

Journal Sentinel

Emerald Ash Borer Management Plan

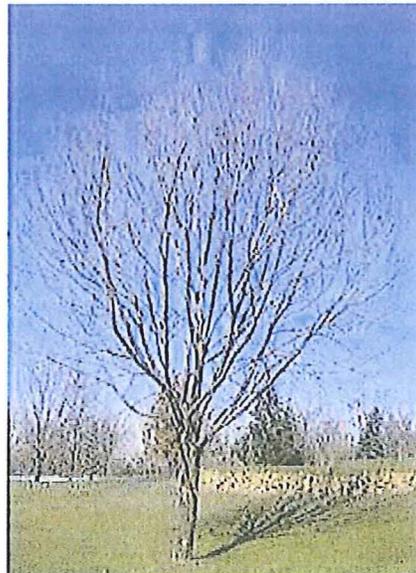
CHAPTER 6 - MANAGEMENT PLAN OPTIONS

A number of options are available when considering the development of an EAB Management Plan. Five such options are presented below. These options look at the extremes (do-nothing, try to save all trees) as well as hybrid scenarios.

Regardless of the option(s) selected, almost all elements of the management plan discussed are required. Full scale Monitoring & Assessment (including an inventory), together with Public Education and Communication must form integral parts of any Management Plan. Treatment, Removal, Replacement and Disposal will all vary according to the Management Plan option selected.

Option 1: Do Nothing

In essence, this option allows nature to take its course without any intervention on the part of the City. The exponential nature of the tree losses would concentrate the work load of removal and waste disposal over a very short, unrealistic, period of time as it relates to labor and equipment availability. City staff would have to ignore all of their existing workload, and still would not be able to keep up with the removals needed when the highest number of tree losses occurs.



Option 2: Selective Removal

Infested and other distressed or hazardous ash trees are a haven for the EAB and can promote the spread of the insect to other healthy trees; therefore these ash trees on public property must be removed.

Option 3: Selective Treatment

This option seeks to preserve a significant proportion of ash trees by targeting treatments on high value and/or significant ash trees (contingent on available funding) to receive injections of Tree-age (or other approved pesticide/insecticide treatments as available) for protection against EAB. Treatment will usually focus on high profile specimen trees in parks or where there is a large ash tree population and therefore greater impact with their decline. Treated ash trees require ongoing treatment every two years over a ten-year time period until the threat of EAB has passed or alternative controls are available.

Emerald Ash Borer Management Plan

This option utilizes treatment as a tool to preserve the best quality trees and assist in managing the outbreak through staged removals, while adopting the longer-term view of gradually transitioning ash trees from the urban forest.

Option 4: Monitor

Healthy ash trees that are not showing signs of distress or infestation are a positive part of the urban forest. These trees shall be monitored and assessed on an ongoing basis and will remain until they are no longer healthy or infested, and then will be removed. This will help slow the loss of tree canopy.

Option 5: Total Removal

Infested and other distressed or hazardous ash trees are a haven for the EAB and can promote the spread of the insect to other healthy trees; therefore these ash trees on public property must be removed first; the remaining ash trees shall be monitored and assessed on an ongoing basis, and followed by staged removals of all ash trees on public property based on overall condition over a ten- year period. This will help slow the loss of tree canopy.



Emerald Ash Borer Management Plan

CHAPTER 7 - FINANCIAL CONSIDERATIONS

Cost/Benefit Analysis

It is accepted that trees provide significant social, ecological and economic value to the community and that these values exceed the life cycle cost of planting, maintenance and ultimately, removal. The National Tree Calculator (<http://www.treebenefits.com/calculator/>) allows a monetary value to be generated for individual trees based on the functional benefits, such as Stormwater management, pollutant removal, energy conservation and increased property values. For instance, a 20 inch diameter white ash tree located in a park setting has been calculated to provide \$121.00 of benefits annually.

It is certain that the EAB is coming to Washington and that the catastrophic destruction of our ash tree population is going to cost society financially as well as result in lost functions and economic benefits.

Removal/Disposal

Determining tree removal costs will likely be one of the first priorities. This can be accomplished by using information collected during the tree inventory and through tree removal estimates and bids. From the inventory, we should have an actual or estimated total number of ash trees. Likewise, we should be able to determine an average size (diameter) for all trees from the inventory. Combining this information with an estimated removal cost for the average size tree in your community, you can estimate the total removal cost for ash trees on public property.

Example: Total number of ash trees in Washington: 108
Average diameter of ash trees in Washington: 16"
Estimated removal cost for 16" tree in Washington: \$625
Anytown's estimated total ash removal cost:
\$625 x 108 trees = \$67,500

Local disposal cost should also be estimated as part of total tree removal cost.

Replacement

Create a cost estimate for replanting trees that have been or will be removed due to EAB. From the inventory, we should have an actual or estimated total number of ash trees. Likewise, we should be able to determine an average size (2" caliper) for all trees to be replaced. Combining this information with an estimated replacement cost for the

Emerald Ash Borer Management Plan

average size tree in your community, you can estimate the total replacement cost for ash trees on public property.

Example: Total number of ash trees in Washington: 108
Caliper of ash trees in Washington: 2"
Estimated replacement cost for 2" tree in Washington: \$275
Washington's estimated total ash replacement cost:
 $\$275 \times 108 \text{ trees} = \$29,700$

Treatment

It has been estimated that the unit price cost for treatment with insecticides would be \$11/diameter inch and would be increased by 2% per year, per treatment, for five treatments over a ten-year period. The insecticide, Emamectin benzoate, has been shown to be effective for at least two years, so treatment can be performed every other year. Because the EAB population dynamics are unknown, the cost of treatment may continue after the estimated ten-year period.

Example: Total number of ash trees in Washington: 108
Average diameter of ash trees in Washington: 16"
Estimated treatment cost for 16" tree in Washington: \$11/inch
Washington's estimated total ash treatment cost:
 $\$11/\text{in.} \times 16" = \$176 \times 108 \text{ trees} = \$19,008 \times 5 = \$95,040$

Summary

The cost estimates at this time are based solely on best professional judgment on the information that is available to staff at this time. A more accurate analysis would need to be performed following the completion of a tree inventory of ash trees within the developed parks. Data generated from an inventory would allow staff to better estimate funding necessary to implement the EAB Management Plan for Washington.

Emerald Ash Borer Management Plan

CHAPTER 8 – PREPAREDNESS PLAN

Plan Goals

The difficulty in identifying management objectives is finding a balance between tree removal and treatment. The ideal would be to treat all ash trees, since this would retain the greatest ecological and social benefits; however, this is not a fiscal possibility. A realistic goal for this plan should result in identifying the ash trees that have the potential to strike a target, and then prioritizing both the high value trees to retain and the potentially hazardous trees to remove. Overall, compared to the entire population of ash trees within the City, a relatively small number of trees will ultimately be selected for removal or treatment.

Recommendation

- I. It is highly recommended that the City commission another tree inventory survey, so that we would have accurate information about the public trees that make up the urban forest within Washington. If funds are not available to conduct a complete inventory of all trees, an ash tree only inventory should be conducted at a minimum.

- II. In order to prevent the development of hazard trees and to preserve a portion of the native ash tree resource, the City should adopt a balanced or “selective” management approach. This approach should allow for the preservation of many of the high value trees that provide significant landscape amenities, while preemptively removing lower quality trees that will eventually pose a hazard to the public.
 1. A large number of trees located in forested non-use area of parks, those trees that will never become a hazard to the public, will neither be removed nor treated, and will be allowed to die and decay in place. Dead standing trees or “snags” are important to cavity nesting and bark gleaning birds, and as they decay they contribute to soil enrichment.
 2. Ash trees that will be prioritized for initial removal will be those that are unhealthy and/or defective. Defective trees will be ash trees that are leaning or trees with cracks, splits, butt rot, cavities and/or poor form. These trees are not worth saving as they are likely to die or fail in the foreseeable future from causes other than EAB. Unhealthy trees will be those infested with EAB and/or with greater than 30% canopy decline. Obvious hazard trees will also be removed regardless of species.

Emerald Ash Borer Management Plan

3. Healthy individual ash trees located in both developed parks and other public properties will be monitored and assessed on an ongoing basis and will remain until they are no longer healthy or infested, and then will be removed. This will help slow the loss of tree canopy.
4. Healthy individual high value and/or significant ash trees (contingent on available funding) shall receive injections of Tree-age (or other approved pesticide/insecticide treatments as available) for protection against EAB.

Treatment should only focus on high profile specimen trees in parks or where there is a large ash tree population and therefore greater impact with their decline.

Note that in some cases, the City may elect to treat certain trees that will be too costly or too dangerous to remove.

- III. It is highly recommended that the City replant to replace trees to "jump start" the restoration of the forest canopy. Replanting along streets and in developed areas of parks shall utilize the diversity of non-host species as provided herein.



TOLEDO STREET BEFORE AND AFTER EMERALD ASH BORER
BEFORE: JUNE 2004 AFTER: AUGUST 2009

Emerald Ash Borer Management Plan

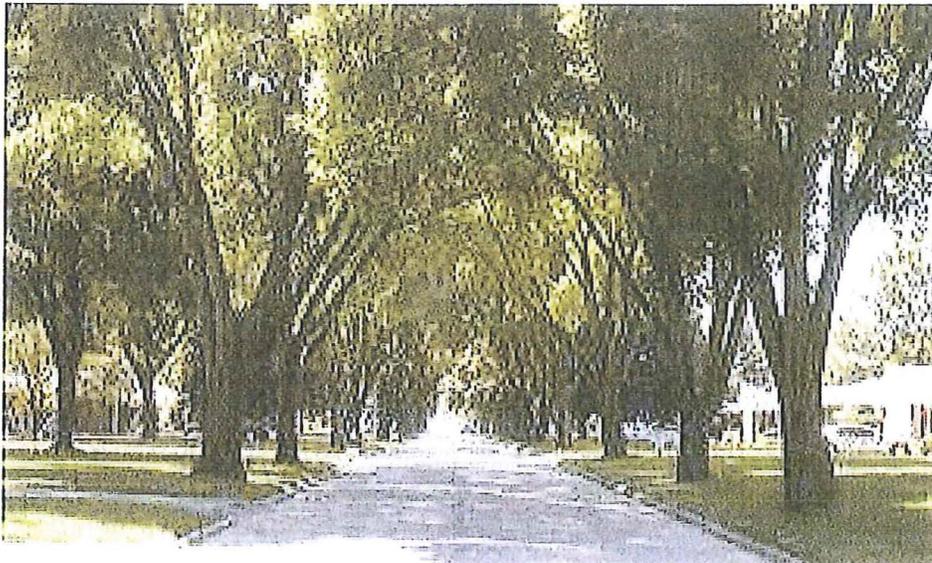
CHAPTER 9 – PLAN IMPLEMENTATION

Implementation of the EAB management plan should commence in 2016 with an informal survey and analysis of ash trees by staff. At the same time branch sampling, trapping and public education and outreach would commence. EAB is expected to be found either during 2016 or 2017 using these detection methods.

In 2016/2017, a formal inventory of all trees should be conducted. Using data from the inventory, a re-appraisal of numbers and therefore costs can be undertaken together with a review of strategy and operational planning. With the benefit of inventory data, prioritized removals of low grade, poorly structures and dead or dying trees (presenting the highest potential risk) would be carried out. The replanting program would be phased in with the existing tree replacement program.

Replanting in parks would be determinant upon inventory data that would investigate options such as promoting natural regeneration or other species and/or promoting the growth of existing non-ash species through good management practices. This strategy has the potential to quickly replace lost canopy and leaf area and thus an inventory of all species becomes a fundamental component of the entire EAB management plan.

In subsequent years through 2026 the plan continues with removals prioritized and guided by public safety and operational efficiencies. Review of the plan throughout implementation, particularly following inventory, is essential to ensure the best use of in-house and contracted resources and any potential return from removed trees. Replanting species, sizes, number and location will be guided by the inventory of all tree species to reduce costs and optimize canopy replacement and sustainability.



Emerald Ash Borer Management Plan

CHAPTER 10 – CONCLUSIONS

The City of Washington is a responsible steward of its urban forest and plays a key role in maintaining the City's tree canopy through maintenance, planting, removal, and pest management programs for publicly-owned trees. The urban tree canopy is an important component of the urban forest.

Facing a complete loss of ash trees as a result of EAB, the City of Washington will need to consider carefully the value of the urban tree canopy and determine how best to manage and compensate for the loss due to EAB.

As previously stated there are a number of options available when considering the development of an EAB Management Plan. However, it is staff's recommendation that the best approach would be an approach that would include a middle ground where a combination of treatments, removals and replanting are used to manage the short and longer-term effects of EAB. Treatments target and retain the healthy individual high value and/or significant ash trees, preserving their benefits and allowing staged removals of poor quality, undesirable, smaller and dead and dying trees. The removal and replanting of poor quality ash trees with a different species allows the transition of much of the ash tree component from the urban forest and reduces future treatment commitment. Without the benefit of a full inventory, the location, size, condition and distribution of ash trees cannot be known and the EAB outbreak cannot be managed strategically.

This report is based upon sample data from the 2007 Parks Inventory, which has produced only limited information on the number of trees, sizes, and condition, and has not provided a tree picture of the geographic distribution or density of ash trees throughout the City. The estimation of the quantity and quality of the ash tree component of the urban forest has many shortcomings such as:

- Estimates of the total number of ash trees may impact significantly on costs;
- We do not know the location of all ash trees and thus our potential risk exposure;
- Sampling does not allow grading of trees both suitable and unsuitable for treatment;
- Groupings and location of trees will impact significantly on removal costs; and
- Location and setting of trees will impact the need and/or the desirability for removal and replacement.

As data becomes available from inventory, monitoring and assessment this will allow us to refine the costs and the strategic implementation of the chosen option, producing greater efficiencies.

Emerald Ash Borer Management Plan

REFERENCES

United States Department of Agriculture

Missouri Department of Conservation

University of Missouri Extension

Iowa Department of Agriculture and Land Stewardship

Iowa Department of Natural Resources

University of Illinois Extension

University of Purdue

Pennsylvania Department of Conservation and Natural Resources

Pennsylvania Community Forests

Michigan Department of Natural Resources

Michigan Department of Agriculture

City of Lenexa, Kansas

City of Leawood, Kansas

City of Peterborough, Canada

Canadian Forest Service

Natural Resources Canada

Arborist News – December 2014

CITY OF
WASHINGTON
MISSOURI

February 16, 2016

Honorable Mayor and City Council
City of Washington
405 Jefferson Street
Washington, MO 63090

RE: Bid Recommendation – Floor Scrubber

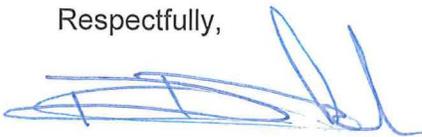
Honorable Mayor and City Council,

As you may be aware, before making a determination that a particular piece of equipment needs to be added, staff will review and analyze our operations to determine the current need for a particular piece of equipment. In doing so, it was determined that a Floor Scrubbing machine was required to assist in the ongoing maintenance of floors throughout the parks and recreation system and was identified within the 2015-2016 budget in the amount of \$8,000.00.

The Department solicited bids and only had one (1) company respond by or on the deadline and agreed to provide the floor scrubber as specified in the Bid Documents. **Accordingly, Staff recommends that Council consider New System's Bid in the amount of \$8,693.00, which is over the budgeted amount of \$8,000.00 from what was approved in the 2015-2016 Parks and Recreation Budget. However, the department has realized savings in the amount of \$693.00 in the same account from previous purchase recommendations, which could be applied towards this purchase.**

As always, if you have any questions, concerns or would like additional information, please feel free to contact me prior to the Meeting.

Respectfully,



Darren Dunkle, CPRP

Concurrence:



Mary Sprung, Finance Manager

BID FORM

TO: THE CITY OF WASHINGTON PARKS & RECREATION DEPARTMENT
"FLOOR SCRUBBER SEALED BID ENCLOSED"

405 Jefferson Street
Washington, MO 63090
Phone (636) 390-1080

The undersigned, having carefully examined the specifications, hereby proposes to furnish all materials required for the performance and completion of said Specification for the following bid.

The City is requesting a unit price bid for the Equipment that has been specified.

Bid Exact TomCat Brand & Model as specified below

Description	Product ID	Unit Price	Total
TomCat MagNum Edge Scrubber	TC-253-28TE	\$ 7,565. ⁰⁰	\$ 7,565. ⁰⁰
MagNum AGM Batteries and Charger	TC-253-014	\$ 1,128. ⁰⁰	\$ 1,128. ⁰⁰
Delivery (No charge)	N/A	\$ 0	\$ 0

TOTAL BASE BID Eight Thousand Six Hundred & Ninetythree Dollars
(\$ 8,693.00).

By submitting this Bid, the Bidder agrees to waive any claim it has or may have against the City and their respective employees, arising out of or in connection with the administration, evaluation or recommendation of any Bid(s).

Addenda

The undersigned Bidder acknowledges the following Addenda. If there are no Addenda write "None" in the Addenda No. space provided:

Addenda No: None dated 2/04/16 pages N/A

Addenda No: None dated 2/04/16 pages N/A

Bid submitted by:

Company: NEW SYSTEM

Name: Steve Stillwell

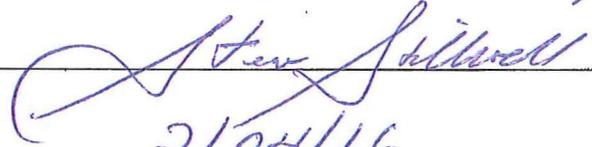
Title: SALES REPRESENTATIVE

Address: 4120 Rider Trail North

City, State: EARTH CITY, MO. 63045

Phone Number: (314) 574-0095

E-mail: SStillwell@newsystemonline.com

Signature: 

Date: 2/04/16

**FLOOR SCRUBBER
BID TABULATION**

VENDOR	SCRUBBER	BATTERIES	TOTAL PRICE
New System	\$7,565.00	\$1,128.00	\$8,693.00
All-Pro Supply	No Bid	No Bid	No Bid
Royal Paper	No Bid	No Bid	No Bid
Rob Ward's Company Store	No Bid	No Bid	No Bid
Hillyard Janitorial	No Bid	No Bid	No Bid
Chemco	No Bid	No Bid	No Bid
Jan-Pro Cleaning Systems	No Bid	No Bid	No Bid

NOTE: Some Vendors did not bid due to the fact that they did not carry this type of product or they could not meet the technical specifications.

**THE CITY INTENDS TO AWARD THE BID TO THE MOST RESPONSIVE,
RESPONSIBLE BIDDER SUBMITTING THE LOWEST BEST BID. THE CITY
RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, AND TO WAIVE ANY
IRREGULARITIES IN THE BEST INTEREST OF THE CITY.**

CITY OF
WASHINGTON
MISSOURI

February 5, 2016

Honorable Mayor and City Council
City of Washington
405 Jefferson Street
Washington, MO 63090

RE: Recommendation – Use of State Bid for the purchase of a Bobcat - Toolcat 5600 G-Series

Honorable Mayor and City Council,

As you may be aware, before making a determination that a particular piece of equipment needs to be replaced, staff will annually review and analyze the equipment to determine the current condition and the need for replacement. In doing so, it was determined that the 2006 Bobcat - Toolcat was past its estimated life/replacement cycle and was beginning to have maintenance issues. As such, the Parks and Recreation Department identified the need to replace the Bobcat - Toolcat in the 2015-2016 budget in the amount of \$58,000.00.

In analyzing our replacement needs, it was determined that the Department needed a Bobcat - Toolcat that would not only perform the same types of duties as our current Bobcat - Toolcat, but would also be able to handle new work requirements and attachments. As such, the Department decided that a 2016 Bobcat - Toolcat 5600 G-Series and attachments would best meet the maintenance needs of the Department at this time. As such, Staff researched several interlocal contracts for cooperative purchases and found that the State of Missouri – State Contract with Bobcat would give the City the best pricing, as we would be able to realize a savings of \$20,708.03 off the list price, as well as receive an additional \$18,500.00 credit for the trade-in for the 2006 Toolcat.

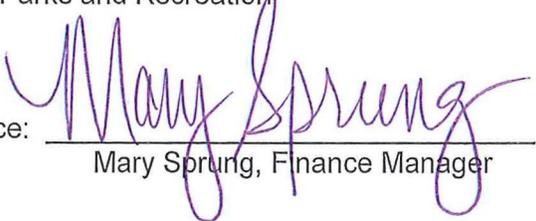
Accordingly, the Parks Commission supports Staff's recommendation the use of the Missouri State Bid with Bobcat for the purchase of a Bobcat - Toolcat 5600 G-Series and attachments as specified in the Bid in the amount of \$58,000.00, which is what was identified in the 2015-2016 Budget.

As always, if you have any questions, concerns or would like additional information, please feel free to contact me prior to the Meeting.

Respectfully,


Darren Dunkle, CPRP
Director of Parks and Recreation

Concurrence:


Mary Sprung, Finance Manager

Bobcat of St. Louis, Valley Park, MO
 401 WEST OUTER RD
 VALLEY PARK MO 63088-2031
 Phone: (636) 225-2900
 Fax: (636) 225-8866

Quotation Number: 23661D023967

Date: 2016-02-04 08:56:07

Ship to	Bobcat Specialist
City of Washington 1220 South lake Shore Dr Washington, MO 63090 Phone: (636) 390-1080	John Mullinax Phone: 636-225-2900 Fax: 636-225-4344 Cellular: 314-486-2615 E Mail: jmullinax@bobcatofstl.com

Description	Part No	Qty	Price Ea.	Total
Toolcat 5600 G-Series	M1221	1	\$51,653.00	\$51,653.00
Adjustable Vinyl Seats	Hydraulic Dump Box			
All-Wheel Steer	Instrumentation:			
Automatically Activated Glow Plugs	<ul style="list-style-type: none"> Hourmeter, Job Hours, Speedometer, Tachometer, Fuel Guage, Engine Temperature Gauge, and Warning Lights 			
Auxiliary Hydraulics	Joystick, Manually Controlled with Lift Arm Float			
<ul style="list-style-type: none"> Variable Flow with dual direction detent 	Lift Arm Support			
Beverage Holders	Parking Brake, automatic			
Bob-Tach	Power Steering with Tilt Steering Wheel			
Boom Float	Radiator Screen			
Cargo Box Support	Rear Reciever Hitch			
Cruise Control	Seat Belts, Shoulder Harness			
Deluxe Operator Canopy includes:	Spark Arrestor Muffler			
<ul style="list-style-type: none"> Front Window, Rear Window , Front Wipers, and Electrical Power Port 	Suspension, 4-wheel independent			
Lower Engine Guard	Tires: 27 x 10.5-15 (8 ply), Lug Tread			
Limited Slip Transaxle	Toolcat Interlock Control System (TICS)			
Engine and Hydraulic Monitor with Shutdown	Two-Speed Transmission			
Front Work Lights	Warranty: 1 Year, Unlimited Hours			
Full-time Four-Wheel Drive				
Horsepower Management				
<ul style="list-style-type: none"> Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level I 				
Dome Light				
Deluxe Road Package	M1221-P01-C01	1	\$2,211.00	\$2,211.00
Backup Alarm	Side Mirrors			
Turn Signals	Horn			
Flashers	Lower Engine Guard			
Tail Lights	Rear Work Lights			
Brake Lights	Headlights			
Rear View Mirror				
Cab Enclosure with Heater & Air Conditioning	M1221-R02-C03	1	\$4,632.00	\$4,632.00
High Flow Package	M1221-R03-C02	1	\$1,447.00	\$1,447.00
29 X 12.5 Turf Tires	M1221-R05-C05	1	\$655.00	\$655.00
Keyless Ignition	M1221-R06-C02	1	\$305.00	\$305.00
Heavy Duty Battery	M1221-R07-C02	1	\$81.00	\$81.00
Attachment Control	M1221-R08-C02	1	\$190.00	\$190.00
Power Bob-Tach	M1221-R12-C02	1	\$999.00	\$999.00
Radio Option	M1221-R15-C02	1	\$444.00	\$444.00
Traction Control	M1221-R16-C02	1	\$495.00	\$495.00
Engine Block Heater	M1221-A01-C02	1	\$108.00	\$108.00
Interior Trim	M1221-A01-C05	1	\$195.00	\$195.00

Floorboard Riser	7139070	1	\$704.49	\$704.49
Strobe Light	6815259	1	\$277.64	\$277.64
Suspension Seat Kit	7137285	1	\$1,226.90	\$1,226.90

Total for this Machine **\$65,624.03**

Description	Part No	Qty	Price Ea.	Total
Rotary Tiller, 76 in.	7102125	1	\$5,878.00	\$5,878.00
80" Vibratory Roller W/Smooth Drum	7165400	1	\$10,756.00	\$10,756.00

Total for these items **\$16,634.00**

Description	Part No	Qty	Price Ea.	Total
Cyclone KB4 Skid Mount Blower	BT-CKB4S	1	\$6,500.00	\$6,500.00
Cyclone Trailer for Skid Mount KB4	1613-D	1	\$1,400.00	\$1,400.00
Nursery Jaw	NJ2	1	\$4,250.00	\$4,250.00
Danuser Intimidator	12200	1	\$2,800.00	\$2,800.00

Total of Items Quoted		\$97,208.03
Trade-in	2006 Bobcat Toolcat	(\$18,500.00)
Discount	Bobcat of St Louis	(\$20,708.03)
Quote Total - US dollars		\$58,000.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ **Sign:** _____ **Date:** _____



Washington Fire Department

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

Professional Volunteer Service Since 1852

Member

• Firefighters
Association of
Missouri

January 27, 2016

• Franklin-
Plymouth
Firefighters
Association

COMPANY MEETING

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

The invocation was led by Marty Risch.

The Pledge of Allegiance was led by Mark Frankenberg.

The minutes of the November 25, 2015 meeting were approved as distributed.. Motion made by Lt. Mike Holtmeier to approve and was seconded by Larry Schmitt. Motion passed unanimously. The Treasurer's report (Company) was approved as read. Balance of \$20,332.93, (City) approved as distributed. Motion made to approve by Lt. Mike Holtmeier and seconded by Lt. Rich Eaton. Motion passed unanimously.

REPORT OF FIRES

Attached.

Deputy Chief Tim Frankenberg commented on a couple of recent vehicle accidents. He was complimentary of the department's actions as a whole.

Chief Bill Halmich reported on the two recent structure fires, one at 730 W. 5th Street and the other at RTI Tradco, 1701 W. Main Street. Described both as "home runs" with the customers on each fire very pleased with our efforts.

SAFETY

USFA presented a Super Bowl game face presentation. It pointed out kitchen safety using back burners and turning pot handles. The penalty flag could be thrown for frying hazards. Use a small amount of oil and don't leave grease/oil cooking unattended. The defense should be staying alert in the kitchen and watching for hazards. Illegal contact could occur from loose sleeves and not using potholders or oven mitts. We need good defensive linemen. Children need constant supervision. The Touchdown occurs by being careful with candles. Consider using flameless candles. Be careful with chafing dishes and making sure nothing unsafe occurs in your homes.

REPORT OF CAPTAINS

Section One: Held Christmas party on 12/23. Held work session to install tool mounting brackets on 119 on 1/9, Held section training on 1/20. On 1/25 113 was out of service for crankcase filter. Held engine house cleanup at HQ on 1/26. A hand light is missing off 113. Please check your gear and return to the truck immediately.

Section Two: 1/20 did Ice Rescue and OODA training. 1/25 Ladder went to special call only-limited service. Reserve 193 filled in/ A;; omtale va;ves amd va;ve actiatprs were re[;aced/ 1/27 back in service, thanks to Lt. Holtmeier and Firefighter Dieckhaus. Luke Daughtery has

accepted a position with the Missouri State Highway Patrol and as such has requested to be placed on the inactive list. John Borgmann made a motion to that effect and it was seconded by Captain Jeff Aholt. Motion passed unanimously.

Section Three: The clunking noise on 133 has been identified and is in the process of being fixed.

Section Four: Held section trainings on 12/16 and 1/20. Did engine house cleanup on 12/17. 143 went to Hermann for Chief Schulte's Funeral. Did engine house cleanup on 1/21.

Section Five: Held section training at training center on 12/16. Held section Christmas Party on 12/18. 12/26-28, flood control. 1/11 replaced water level gauge on pump panel. 1/14 ordered new strobe lights for swift water gear. 1/20 attended section training at training center. Had air leak on on-spot chains on 153.

Section Seven: 1/20 held section training on Ice-Rescue. Coolant light is on again, will be investigating.

MINUTES OF CAPTAINS MEETING- No meeting this month.

ROLL CALL OF MEMBERSHIP: Present- 55 Excused- 2 Absent- 11

PROPOSAL OF NEW MEMBERSHIP: Asst. Chief Skornia has one application, will be setting up an interview.

CORRESPONDENCE AND BILLS- Motion made to pay the bills this month made by Lt. Mike Holtmeier and seconded by Lt. Rich Eaton. Motion passed unanimously.

REPORTS OF COMMITTEES

FIRE PREVENTION DIVISION- Researched streets and fire lanes based on development of Dubois Center. Contacted Ozark Fire Sprinkler in regards to Riecher's system. Inspection completed of Cedarcrest completed. Fire alarm at Target updated to reduce false alarms. Received additional drawings from Mercy for review. Code update to 2015 is being worked on.

TRAINING DIVISION- Thanks to all who helped at OLL breakfast. Thanks to Heath Schaefer for helping take down the tree at the training tower. Thanks to Larry Schmitt for taking down ornaments at HQ and TC. January started off with very little advertised training, and then several classes popped up. Thanks to all who attended Tradition 160, Ice Rescue Webinar and Weather Spotters Class. Complete report and schedule are attached.

PUBLIC RELATIONS- No report.

COMMUNICATIONS- Chief Halmich asked that the frequency lists around the department be updated. He also commented on recent communications issues while at the hospital.

DATA PROCESSING- No report.

EQUIPMENT MAINTENANCE- Harvey Dieckhaus commented on recent issues with 113. He asked that drivers not inhibit the regeneration process unless absolutely necessary. A discussion followed.

RURAL ASSOCIATION- Chief Halmich gave a brief update on the ongoing rural district initiative.

BUILDING MAINTENANCE- Two furnaces when down at HQ on 1/17. Outdoor temperature was 4 degrees. B & S was called and repairs were made, all are back up and working normal.

COMPRESSOR/CASCADE- Up and running.

AIR MASK- No report.

COMPLIANCE- No report.

EXPLORER POST 2415- 1/6 Explorers attended Tradition 16, thanks to Lt. Risch. 1/17 tour of St. Francis Borgia Church. Thanks to Joe Holtmeier, DC Frankenberg and Captain Dickhut.

LADIES AUXILIARY- Held meeting on 1/26, originally scheduled meeting on 1/20 was cancelled due to inclement weather. Trivia Night will be March 5, 2016. Breakfast with the Easter Bunny is March 12. Let the Auxiliary know if you can help. All wives and significant others are welcome to join. We have several new members, and are happy to have everyone join. Discussed class for Auxiliary on March 15.

OFFICERS/IMPROVEMENTS MEETING- No meeting in December. January Improvements meeting-discussed rural district proposal to be on the ballot in April. Follow up on Winter Ops discussion. Discussed County 911 meeting on dispatch services. Discussed Jefferson Street bridge construction scheduled to start soon. Deputy Chief Frankenberg shared some year end stats. Mark Frankenberg discussed the possibility of re-keying buildings, more to follow. Lt. Pat Eckelkamp stated the repeater should be in for 119 shortly. See purchase recommendations in New Business. Complete minutes are attached.

SOCIAL COMMITTEE- Meal tonight by section three.

HOSE LOADERS- Balance on hand: \$ 2,339.91

SPECIAL COMMITTEES:

Quartermaster- No report

Historian- No report

Photographer- No report

Chaplain- No report

Auditor- No report

UNFINISHED BUSINESS: Nothing.

NEW BUSINESS: Minutes from the previous Improvement Meeting were reviewed. Two items for purchase needed approval:

1. A motion to purchase new nozzles per the attached Schuhmacher quote was made by Lt. Mike Holtmeier and seconded by Charlie Shiels. Motion passed unanimously.
2. A motion to purchase airbags for 175 and 143 with regulators and other required equipment per the attached quote was made by Larry Schmitt and seconded by Captain Blake Marquart. Motion passed unanimously.

Lt. Mike Holtmeier reminded everyone about Ladies Night. Tonight's Company Meeting is the last opportunity for members to vote for Firefighter of the Year.

KITTY: \$18.00 to Lt. Heath Schaefer.

CLEAN-UP- Section 7

ADJOURNMENT- The meeting was adjourned at 9:23pm
Respectfully Submitted,

Lt. Matt Coleman
Company Secretary

Washington Fire Department

Month end Incident lists

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

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
16-0000001-000	01/01/2016	02:34:35	104 Tina DR	321 EMS call, excluding vehicle
16-0000002-000	01/01/2016	03:06:48	227 Elm ST	745 Alarm system activation, no
16-0000003-000	01/02/2016	16:07:54	2701 Rabbit Trail DR	715 Local alarm system, maliciou
16-0000004-000	01/03/2016	18:44:33	2803 Hwy A /INTERSECTN	322 Motor vehicle accident with
16-0000005-000	01/04/2016	07:59:43	2909 Rock Crest DR	412 Gas leak (natural gas or LPG
16-0000006-000	01/04/2016	10:01:46	233 Hwy M /Labadie, MO 63	571 Cover assignment, standby, m
16-0000007-000	01/05/2016	00:08:07	28 Chamber DR	442 Overheated motor
16-0000008-000	01/05/2016	08:14:51	546 Deer trail LN /Labadi	611 Dispatched & cancelled en ro
16-0000009-000	01/06/2016	06:48:05	201 Grand AVE	321 EMS call, excluding vehicle
16-0000010-000	01/06/2016	16:37:27	6535 Hwy Yy	745 Alarm system activation, no
16-0000011-000	01/06/2016	21:24:27	201 Grand AVE	731 Sprinkler activation due to
16-0000012-000	01/07/2016	19:36:08	3985 Lakeshore DR /New Ha	611 Dispatched & cancelled en ro
16-0000013-000	01/08/2016	11:39:04	1020 E Eighth ST	561 Unauthorized burning
16-0000014-000	01/08/2016	20:29:23	1206 Jefferson ST	733 Smoke detector activation du
16-0000015-000	01/09/2016	07:55:18	7 Catawba PL	445 Arcing, shorted electrical e
16-0000016-000	01/09/2016	09:47:45	1701 W Main ST	671 HazMat release investigation
16-0000017-000	01/09/2016	10:50:00	6160 Hwy V /Union, MO 630	611 Dispatched & cancelled en ro
16-0000018-000	01/10/2016	08:09:58	950 Charrette LN	733 Smoke detector activation du
16-0000019-000	01/11/2016	00:41:35	3005 Rock Crest DR	321 EMS call, excluding vehicle
16-0000020-000	01/11/2016	01:27:06	201 Grand AVE	745 Alarm system activation, no
16-0000021-000	01/11/2016	06:28:48	625 Horn ST	733 Smoke detector activation du
16-0000022-000	01/11/2016	09:42:06	601 International AVE	531 Smoke or odor removal
16-0000023-000	01/12/2016	19:42:24	28 Chamber DR	745 Alarm system activation, no
16-0000024-000	01/13/2016	01:42:46	1917 Clark DR	733 Smoke detector activation du
16-0000025-000	01/13/2016	05:01:25	2110 Lakeview CT	311 Medical assist, assist EMS c
16-0000026-000	01/14/2016	16:35:47	320 Locust ST	671 HazMat release investigation
16-0000027-000	01/15/2016	15:12:09	7957 Hwy 100 /INTERSECTN	324 Motor Vehicle Accident with
16-0000028-000	01/16/2016	12:45:56	820 W Fifth ST	311 Medical assist, assist EMS c
16-0000029-000	01/16/2016	16:01:18	3283 Hwy A /INTERSECTN	324 Motor Vehicle Accident with
16-0000030-000	01/16/2016	22:07:00	27 Rabbit Trail DR	321 EMS call, excluding vehicle
16-0000031-000	01/17/2016	18:56:48	700 E Fifth ST	113 Cooking fire, confined to co
16-0000032-000	01/18/2016	02:45:21	105 Jacqueline DR	733 Smoke detector activation du
16-0000033-000	01/18/2016	05:31:38	1316 Apple Blossom LN	611 Dispatched & cancelled en ro
16-0000034-000	01/19/2016	20:09:27	1 Boles /Labadie, MO 6305	611 Dispatched & cancelled en ro
16-0000035-000	01/20/2016	07:31:40	2701 Rabbit Trail DR	745 Alarm system activation, no
16-0000036-000	01/22/2016	22:10:50	2543 Hwy A	324 Motor Vehicle Accident with
16-0000037-000	01/23/2016	19:00:06	8100 Hwy 100 /INTERSECTN	671 HazMat release investigation
16-0000038-000	01/23/2016	20:11:26	1600 E Ninth ST /INTERSEC	412 Gas leak (natural gas or LPG
16-0000039-000	01/24/2016	07:01:49	5489 Hwy 100 /INTERSECTN	324 Motor Vehicle Accident with
16-0000040-000	01/24/2016	16:26:42	2058 Hwy A /INTERSECTN	463 Vehicle accident, general cl
16-0000041-000	01/25/2016	07:50:38	1200 Hwy 47 /INTERSECTN	324 Motor Vehicle Accident with
16-0000042-000	01/25/2016	09:11:32	730 W Fifth ST	111 Building fire
16-0000043-000	01/25/2016	13:25:44	1701 W Main ST	111 Building fire
16-0000044-000	01/26/2016	11:37:11	4710 Southpoint RD	745 Alarm system activation, no
16-0000045-000	01/29/2016	18:14:49	1455 Four Mile RD /INTERS	142 Brush or brush-and-grass mix

Washington Fire Department

Month end Incident lists

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

<u>Incident-Exp#</u>	<u>Alm Date</u>	<u>Alm Time</u>	<u>Location</u>	<u>Incident Type</u>
16-0000046-000	01/30/2016	06:58:06	800 E Main ST /Marthasvil	611 Dispatched & cancelled en ro
16-0000047-000	01/30/2016	14:16:56	101 Elbert DR	600 Good intent call, Other
16-0000048-000	01/30/2016	19:08:30	355 Terschluse LN	671 HazMat release investigation
16-0000049-000	01/31/2016	13:04:23	1481 Marbach DR	113 Cooking fire, confined to co
Total Incident Count		49		

Washington Fire Department

Month end Incident lists

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

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	4.08%	\$0	0.00%
113 Cooking fire, confined to container	2	4.08%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	1	2.04%	\$0	0.00%
	<u>5</u>	<u>10.20%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	4.08%	\$0	0.00%
321 EMS call, excluding vehicle accident with	4	8.16%	\$0	0.00%
322 Motor vehicle accident with injuries	1	2.04%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	5	10.20%	\$0	0.00%
	<u>12</u>	<u>24.48%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	2	4.08%	\$0	0.00%
442 Overheated motor	1	2.04%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	2.04%	\$0	0.00%
463 Vehicle accident, general cleanup	1	2.04%	\$0	0.00%
	<u>5</u>	<u>10.20%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
531 Smoke or odor removal	1	2.04%	\$0	0.00%
561 Unauthorized burning	1	2.04%	\$0	0.00%
571 Cover assignment, standby, moveup	1	2.04%	\$0	0.00%
	<u>3</u>	<u>6.12%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	1	2.04%	\$0	0.00%
611 Dispatched & cancelled en route	6	12.24%	\$0	0.00%
671 HazMat release investigation w/no HazMat	4	8.16%	\$0	0.00%
	<u>11</u>	<u>22.44%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
715 Local alarm system, malicious false alarm	1	2.04%	\$0	0.00%
731 Sprinkler activation due to malfunction	1	2.04%	\$0	0.00%
733 Smoke detector activation due to	5	10.20%	\$0	0.00%
745 Alarm system activation, no fire -	6	12.24%	\$0	0.00%

Washington Fire Department

Month end Incident lists

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

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call	13	26.53%	\$0	0.00%

Total Incident Count: 49

Total Est Loss: \$0

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

The Regular Meeting of the Board of Public Works was held on Tuesday, January 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	Rob Vossbrink	Present
Member	John Vietmeier	Absent
Member	Brad Mitchell	Present
Ex-officio Member		
Ex-officio Member	Mike Radetic	Absent
OTHERS:		
Council Representative	Jeff Mohesky	Absent
Council Representative	Josh Brinker	Present
Council Representative	Steve Sullentrup	Present
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
Public Works Secretary/Temp	Beverly Hoyt	Present
City Engineer	Dan Boyce	Absent
Assistant City Engineer	Andrea Lueken	Absent

Originals and/or copies of agenda items of the meeting, including recorded votes are available on record in the office of the Public Works Secretary 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.

A motion was made by Mr. Mitchell and seconded by Mr. Vossbrink to approve the minutes from the regular December 10, 2015 meeting. The motion passed without dissent.

Wastewater

We have Invoice #2 from Electrical Unlimited.

The plant is moving along well. Report shows they are up to 63% and that's due to the fact we are waiting on equipment and materials and Radar Mechanical. Staff recommends payment.

Based upon staff recommendation for payment, is there a motion to approve the pay request for Electric Unlimited?

Motion was made to approve payment by Mr. Vossbrink and second by Mr. Mitchell.

It is approved. Is there anything else on the electrical modifications?

We have the hydrogen sulfide analyzers. The detectors have not gone off since they were installed. Ninety percent of explosion equipment is in and a couple of the switches we were waiting on. Other than that it is going along good. The day to day operation of the plant has not been affected, even with the heavy excessive rainfall event. We brought over 17 million gallons of water into the plant and everything operated correctly.

Water

Let's move into water. We have two bills to look at that are pending in Jefferson City. We are just looking for comments from the Board.

Bill 1738 has to do with whether City municipalities can prohibit the drilling of domestic wells and Bill 1970 is a comeback every year of property owners, landlords trying to be exempted from being responsible for water provided to their units. There is nothing we have to do as a Board, if the Board has an opinion and wants to express an opinion we can write a letter to our representatives stating what our position.

So, Bill 1970, Landlords would not be responsible for their tenants' bill?

That is what I read in the underlying top Section 71.515.

Currently or landlords are liable for sixty days or basically two billing cycles.

You have a print out of the codes to help with some of this, our current code for landlords is under 700.210 and it says that water shall be deemed furnished to both owner and occupants of premises. The second paragraph which is B says when occupant is delinquent in payment for 30 days the City will make good faith effort to notify the owner of the premises receiving such service of the delinquency and the amount thereof. We do send all property owners a notice that their tenants are delinquent notwithstanding any provisions of this section to the contrary, when an occupant is delinquent more than 90 the owner shall not be liable for sums due for more than 90 days of service.

The municipal League comes out against this bill every year under the theory they don't get to pick the tenants, the owners are the ones picking the tenants to put into their buildings and some landlords are better than others at picking their tenants. The credit worthy of those folks, that's what that bill is all about to my understanding. I think generally state wide as our state becomes more rental you're putting more burden if landlords aren't responsible for the provision of the utility of property then you're putting it on all users of the City to pay for those

that do not pay. Let's take Bill 1970 first any action of the Board? This Bill 1970 is the one on landlord responsibility.

As it is now responsibility ends at 90 days?

Yes, I believe that's what is in our code and statute.

Obviously the City shares some responsibility to not let it get too far delinquent. But I would certainly hope that if there is a water bill that is exceeding 90 days for whatever reason and the tenant is gone, there would be a provision that the unit would not be rentable again unless the bill is paid.

How does a bill get to 90 days if you get a notice after 30 days?

We have had a few of them we have gotten extremely aggressive on. However at this point we don't have any that are 90 days. What we do have is tenants actually moving out and the property owner didn't tell us so we are working with them. Some that property owners didn't inform us when they moved out and as it is now we have no accounts other than those two which will travel with that person now as they move around town. If they move back in town their water will not be turned on till they catch up on their payment. But we have no one over 60 days. As we get one that's on there for 60 days we go out and dig up the curb stop. What helped us out a lot is the multi-units, a lot of those were on the multi units that had only one curb stop. Since we reenacted the new order in January we currently only have two addresses that we have issues with and they're on the list that is in the packet. Everyone else has complied with one of the three ways to fix the problem. As far as the 90 days we will not have any one on the 90 day anymore. On Bieker Creek and Dubois we will dig up and put curb stops in and or fix curb stops or we will get keys from landlords that make it two families or they will have to follow the new code which I'm working with engineering to get that into part of the inspection to notify us.

Ninety days is the most to be removed in paragraph two of the bill in 250.140 and that was in 2007. I thought it was about ten years ago but it came into effect January of 2007. They are proposing to remove that, anything that is bracketed is proposed to be removed from this bill and anything underline is proposed to be added to the law. If there's no further discussion on Bill 1970 action let's move into Bill 1738. This has to do with prohibiting City's from prohibiting people from drilling private wells.

Both of these House Bills, the Missouri Rural Water Association will have people on the floor arguing these when they come up and that's one of our organizations that Washington works with is Missouri Rural Water Association, Missouri Water and Wastewater Association and American Water Association they all disagree with both of these bills. This one with the wells, this came up last year, the Representative that filed this ran into an issue where there was a property that needed water and the district and it was going to cost an excessive amount to run the water from the main for the district up to the property so they wanted to drill a well and were denied the right to drill the well because their property butted up against the water

district service. If you're within a certain amount of footage to the property line you have to hook to City water.

Currently we do have an Ordinance that Mercy Data Center came in and requested that we do have one in place. They do have to use a certain amount of gallons as a requirement. I don't have a copy of that ordinance with me.

There are a few houses' that are on wells, I think around four, five at most. What's been happening, when their well goes out they go on to the City services, we don't have a code that says they have to. We've been working with Mark Piontek to get a response back on the one we sent him. Still haven't gotten a response in regards to the change that was sent to him. It's always been just as they go out they've been hooking up, we haven't had to force them they request to be hooked up.

How do we charge sewer to those individuals that don't have a meter? A base rate is charged. I will check with finance to make sure.

We charge for services that do not have city water.

We do have one of those on the delinquent account at which time we will have to make a decision on whether we want to dig up their service line and cap off their sewer.

You know if all our heavy users jump out of the game and drill a well. Who do you think will pay more for water? Every citizen in this town is going to pay more. We based our borrowing on the meters on the numbers of users we have currently and if you're going to start losing users or they just start falling off it will be harder to plan water is a service you provide to the citizens and I think for good policy letting people pick and choose or jump in the game makes it just that much more difficult for us to go forward

Well, was the reason we permitted Mercy because we couldn't give them the adequate flow they needed?

No Mercy is a redundant situation, they're on City water but because they're a data center when they came to town it was my understanding that Dick Oldenberg, everything had to be redundant, power coming from both directions. They had backup generators so if they were to ever lose power to the City water they have the ability to provide water to keep their equipment cool, they had a redundant source of water. This is strictly a redundancy thing, we have an ordinance, if they were going to run the well system they would have to let Kevin know. But they're getting their water from City sources.

They have not run a test on that, we have a meter out there that shows usage and they have not run a test since it was put in there. They ran 6,000 gallon when it was first set in there testing it and our meter is working and we are getting results from the meter they're all zero. They have not exercised it, there's been no more water go through. This is only as a worst case

scenario. If we were to lose water for any reason they would be able to run their system just to keep computers cool.

I think we have people lobbying against this, but we can write a letter if you want.

As a citizen of the state, if you don't express your views and opinions to let people know then Jeff City is going to keep telling you what to do from time to time and just as a broad brush what I see coming out of Jeff City is more and more restrictions on what cities can and cannot do. I think we should at least let our own elected officials know. That is my own personal opinion.

The Public Works Board will prepare a letter to our two representatives and one senator that we're in opposition to House Bill 1738 and House Bill 1970 and that I believe status quo remains effective. Very short, very sweet and hope they will take that into account.

Multi-Unit Shut offs:

The new ordinance took effect January 1, 2016. There is a list in your packet. The highlighted yellow ones are the two that we still have not gotten them to comply with. Everybody else on the list is compliant in one way or the other. They have either put a curb stop in, putting in their names or giving us keys and access to the meters. That has helped out a lot. Yesterday a delinquent account was run and we had 31 on the list and we shut all 31.

So what is the remedy for the folks who have not complied with the multi-shut off ordinance requirements?

We need to contact Mark Plontek our City Attorney and see where we can go with this. Not sure if we'd have to litigate with him or if we can just shut the whole unit off.

Our codes really don't say if we can shut the whole unit off. We have the right to shut off for two reasons. The city reserves the right to shut off the supply of water from any customer at any time when and as long as service line through which such customer may be supplied or any meter or other part of such pipe may be out of order for the proper supply of water through the same that is actually in the Code 700.10 which is general rules that is number 8 and 9 is the superintendent shall have the right and it shall be his duty to inspect meters and all fixtures and appliances for the usage of water whenever deemed by him necessary for the City for the purpose of regulating such use keeping an accurate account thereof and preventing waste and leakage or other violation of the rules and regulations and for such purposes it shall be the duty of the Water consumers to allow the superintendent access to their valves and meters at reasonable times and intervals and for refusal to allow such access upon order of the City the water supply may be cut off and withheld from any person so refusing. Both of these will fall into effect. We have a handful of meters that aren't working in town that we cannot get appointments to go and find out what's going on with them. I will probably have to use these two to get access to the meters we will give them four door hangers on their property and they haven't responded to any of them. What we don't have is a code that says if it's in the property

name and it's a two unit building can we shut the one that's paying along with the one that is not paying off. What we've done in the past, I use the trailer court as an example when they were delinquent we would hang door hangers on all of the units letter them know on a certain day their water would be shut off and they needed to contact their landlord. We will probably be doing the same thing with these to get a response. But there is nothing in the code that says anything about a two-family unit if there's one shut off on whether we can shut both off.

We will check with the City attorney to see if there's a conflict. Do we have anything else on that?

Okay, if there's nothing else on the multi units. Let's go into the hydraulic study.

Hydraulic Study

We're right there it's just getting a few things together with ISO, which will help us out if we take the time to get that and it's already in place.

Do we have anything else under open discussion? Mr. Briggs.

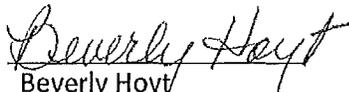
We have hired a new city engineer. One of the things we will be looking into is bringing him into the Public Works Board and working closer with the superintendent. He will be starting Tuesday, January 19, 2016 and will be at our next Board Meeting.

Okay, if there's nothing else for the good of the order, is there a motion to adjourn?

Next Scheduled Meeting Date. The next scheduled meeting date is February 9, 2016.

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

Prepared by:

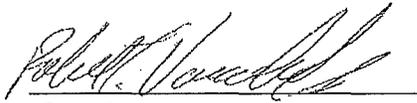

Beverly Hoyt
Public Works
Secretary/Temp

Adopted and Approved By the Board of Public Works:

Date:

2/16/16

Signature:


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: February 12, 2016
RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS –JANUARY 2016

PROJECT	VENDOR	CONTRACT AMOUNT	PREVIOUSLY APPROVED	CURRENTLY APPROVED	BALANCE
Hydraulic Study	Donohue	\$58,000.00	\$1,740.00		\$ 14,500.00
Engineering Study	Donohue	\$28,500.00	\$4,367.05		\$ 7,432.95
WWTP Electrical Modifications	Electric Unlimited	\$274,300.00	\$20,000.00		\$108,800.00

JANUARY 2016

Water Pumped January 2016. 59,950,865 1.93 mgd
 Wastewater Effluent Flow January 2016..... 84,640,000 2.73 mgd
 Missouri One Call Locate messages received for locates.....112
 Meters Issued as new. 2
 Meters Issued as replacements.....0
 Meters Issued as new for irrigation systems0
 Water breaks repaired.3
 Sewer Routines0
 Delinquent Accounts actually shut off in January 2016.51

WATER DEPARTMENT FIELD WORK PERFORMED – JANUARY 2016

- | | |
|--|--|
| 1. Shop Maintenance | 11. Water Break @ Rainbow & Duncan |
| 2. Meter/Swapping/Repair | 12. Water Leak @ Trailer Park (Norwood) |
| 3. Repair/Replace/Number Hydrants | 13. Water Break @ High & 3 rd |
| 4. Check Wells/Lift Stations/Heaters | 14. Salt Streets/Plow |
| 5. Locates | 15. Checked erosion @ creek |
| 6. Hydrant Flushing/Painting | 16. Removed Christmas Ornaments |
| 7. Dig up/Repair Curb Stops | 17. Deliver Chlorine to Wells |
| 8. Water Samples | 18. Meter Rereads |
| 9. Leak Detection Report | 19. Worked on Antenna wires |
| 10. Water Break @ 400 E. 11 th & Locust | |

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – JANUARY 2016

1. Sewer Routines
2. Daily lab work and routines.
3. Cleaned belt press.
4. Clean Process Filters
5. Run belt press.
6. Cleaned bar screen.
7. Sprayed all Lift Stations
8. Checked Drain & temp gauges
9. Cleaned polymer barrels
10. Install Pump @ Lift Station
11. Vehicle Maintenance
12. Cleaned grit tanks
13. Clean Clarifier & Bleach
14. Elevator Inspection
15. Cleaned Clarifier
16. Sewer call @ 3rd & Stafford
17. Sewer call @ 605 W. 3rd
18. Televised Sewer Line
19. Oil Changed on Diesel Pumps
20. Televised Sewer Line/Repaired
22. Camera various lines
22. Snow Removal

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-sawed 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 the January 25, 2016 Meeting
of the
Washington Public Library Board of Trustees
6:30 PM
Library Meeting Room

Present: Linda Sellmeyer, Donna Kohne, Norma Brinker, Diane Lick, Leon Hove, Mark Hidritch, Linda Bartle, Maria Brady-Smith, Jackie Hawes, Jeff Holtmeier, Jeff Patke, Katie Schonaerts

Guests: Anthony James, Richard Straatmann

President Hove called the meeting to order.

Diane Lick made a motion to approve November minutes. Linda Bartle seconded, and the motion passed.

Anthony James from the Washington School District discussed the summer food program. Last summer, the district's program averaged 40 children per week, and they would like to partner with the library next summer. They have five volunteers groups that would help with activities and food distribution. They would send out flyers to approximately 150 students who get food back packs during the school year. They would like to use Operation Food Search, who offers hot meals rather than bag lunches, but have not heard back from Gary Wells who oversees this program. Last summer, they provided lunches one day per week and would like to expand to two days per week. Board members asked about using St. Peters, Immanuel Lutheran or Parks Department auditorium. The Board will discuss the options and get back to Anthony.

Library District Presentation

Richard Stratmann

Richard Stratmann passed out a letter to the editor that he had written a few years ago, and then gave a presentation on the history of WPL library district. He reported that there is more assessed valuation outside of library district, which is part of Scenic Regional Library, than inside it. He reports that 70 percent of the people who use this library come from outside our library district.

Richard reported that the library district was frozen in 1965 and that there is not much room for growth and that the law is not likely to be changed. His suggestion is that since we have a reciprocal agreement, patrons who live in the SRL region should check out a lot of books in order to give our library the funds.

Friends of the Library Report

Diane Lick

Diane Lick distributed a letter from Mary Emke which included this year's purchases and sponsored speakers. She encouraged Board members to join Friends. There will be an article in the paper about their group in February.

Director's report

Jackie Hawes

Jackie reported that checkouts are up from last year. There were 30 new patrons added and 24 passports were processed. The door count is up by a couple of hundred. Internet usage, especially wireless is up.

A question was raised regarding our current bandwidth. Jackie reported that we were approved for 15 and that is usually enough, except during peak times between 3 pm and 6 pm, when the internet tends to run a little slower. The bandwidth may have to be increased in the future.

There were no questions about the financial report.

Updates:

Jackie distributed the new program flyer with children and adult programs listed for winter/ spring.

The board discussed options for patrons to sign up for email updates. Jackie will check into the Evergreen system to see if there is a way to have that option in their system.

Jackie distributed a handout overviewing the services we get from Morenet, in order to make the Board aware of the comprehensive services that are offered with our Morenet membership.

Jackie looked at cooperative service agreement regarding website, and the financial responsibility for the website is not designated in the agreement. She talked to SRL technology manager, and they are looking for a new consultant so she wants to wait a bit on updating WPL's pages on the website in order to discuss changes with the new consultant.

We received our first check from the Ruth and Les Avery Trust which was in the amount of \$10,361.07. It was deposited into the Library Development Fund.

Jackie had the Meeting room connection fixed. The number of Cisco licenses (firewall) was increased to unlimited. A new cable was run to the meeting room, but it still needs to be configured.

The US Department of State will be conducting an audit on February 4 for our passport program.

Jackie will be attending the Library Advocacy Day on February 9. They will be discussing budget proposals.

Linda Sellmeyer asked about a follow up for babysitting clinic. They are still gathering information from the Red Cross and then the YMCA.

New Business:

Policy Updates:

Wireless Connection acceptable use policy was last updated in 2012. The authentication process is different now. Patrons no longer have to get a guest pass with picture ID to use wireless. There is a “click through” acceptable use policy now. There is now also access to wireless printers that wasn’t there before. Linda suggested that Jackie update the policy and the Board will approve her changes.

Computer Use Guidelines: Jackie discussed the changes to this policy. The Board encouraged her to make the changes and we will approve them.

Jackie reported that Diane Lick is currently both on the Board of Trustees and is serving as President of the Friends of the Library. At the time she accepted the position of President, they did not know that this was against our policy. After some discussion, Jeff Holtmeier moved that we make an exception to the policy for this year since we did not know about it when she was elected president. Norma Brinker seconded, and the motion passed.

With the recent contribution to the Library Development Fund of \$10,000, the total amount in that fund is about \$78,000. Currently, contributions to both the Memorial fund and the Development fund are put into the same account. Jackie asked if we want to separate these accounts. The benefit would be that we can use these memorial funds for a wider variety of purposes. After some discussion, Jeff Holtmeier motioned that we separate the development fund from the memorial fund. Linda Sellmeyer seconded, and the motion passed. Further discussion ensued and we realized that records before 2010 are not clear regarding which contributions were to the memorial fund and which were to the development fund. Holtmeier amended his motion to state that anything that is documented as memorial fund should be put in a separate account and everything else we leave in the development fund. Norma Brinker seconded, and the motion passed.

Purchase Request-

Jackie would like to purchase four small book carts and four large book carts. The ones they are using now are in poor condition. The cost would be around \$2000+ shipping and can be taken from the development fund. She will send out an email to local schools to see if they can use the old carts. Katie Schonaerts motioned that we purchase four large and four small book carts. Linda Bartle seconded, and the motion passed.

Old business:

Board members discussed the three online trainings:

- “What It Means to Be a Trustee”

- “Board Meetings”
- “Board Ethics”

Any matters for discussion not on the agenda:

Jackie reported that she has a great staff who has really worked hard to adapt to the changes that she has implemented.

Adjournment of meeting:

Norma Brinker moved that we adjourn. Linda Sellmeyer seconded, and the motion passed.

Next meeting Monday, February 22, 2016, 6:30 PM in Library Meeting Room

**Washington Public Library
Monthly Report
January 2016**

CIRCULATION

	Juvenile Check-outs	Total Check-outs
January 2016	5,132	11,289
January 2015	5,543	11,720

Reciprocal Lending Agreement

	Circulation	(Previous yr.)
WPL Patrons	3,598 (32%)	3,871 (33%)
Scenic Patrons	7,691 (68%)	7,849 (67%)
Total	11,289	11,720

Patrons added 47

Passports processed 45

Door Count (28 days open)

January 2016 10,120
January 2015 10,396

Internet Usage

January 2016 1,855 PC users
1,713 wireless sessions
January 2015 2,261 PC users
1,482 wireless users

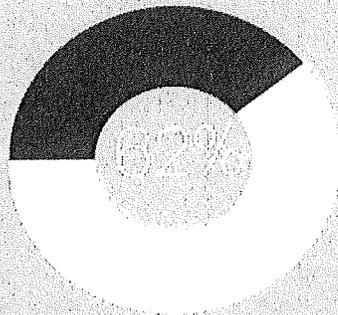
Meeting Room Usage

January 2016 75 meetings/programs (35 by the library)
January 2015 58 meetings/programs (28 by the library)

PROGRAMS

Adult Book Discussion Groups (2)	20
Chess Club (2)	26
Preschool Storytime (8 sessions)	247
Tot Time (8 sessions)	152
Tech Talk	2
Minion Mania	150
LEGOs Club	15
Volun-Teens	9
You Got Game!	18
Storm Spotter Class	65
Downton Abbey Tea	22
Doodle Contest	51
Total attendees	777

Public Libraries in Action



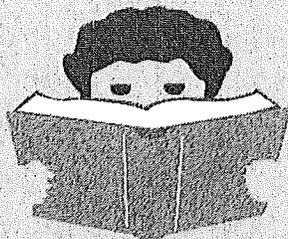
61.6% of Missouri citizens have a library card to 361 public library outlets

44.1 million visits

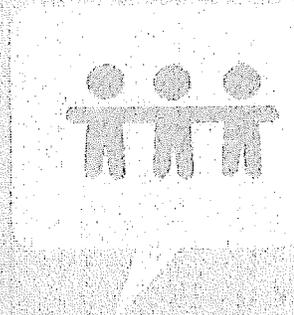
28.4 million visits to library outlets

15.7 million virtual visits

Summer Reading



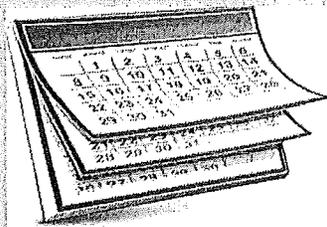
Summer reading programs enhance student achievement and prevent fall-off of reading skills



197,949 children and teens attended summer reading programs in 2015

Access to Services

Public libraries are open the equivalent of 101 years each calendar year



93,515 programs were offered in 2014

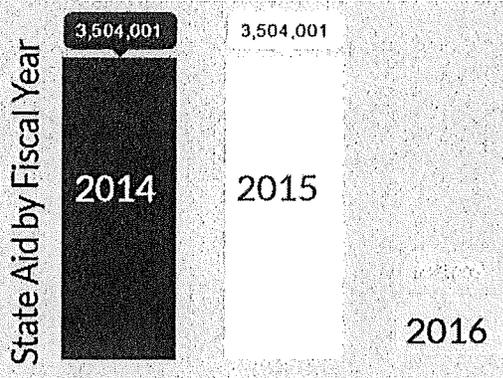
In FY15 over 82 million searches were conducted in online resources at public libraries, schools, and colleges. These resources provide access to both scholarly and general interest information.



Missouri State Library

Data obtained from the 2015 Public Library Survey, Summer Reading Program, and MOREnet.

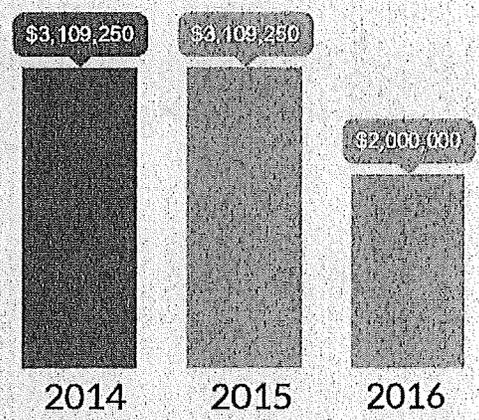
State Funding



The Missouri Constitution specifies that funds will be appropriated each year to support public libraries. Libraries use these funds for books and other materials, programs staff, and other costs. In FY2015, funding provided \$.50 per person, while in FY2016, only \$.13 per person was appropriated.

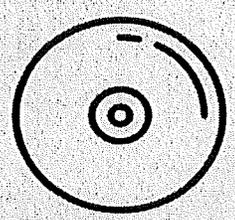
REAL PROGRAMS

Internet access services are heavily used in public libraries. These funds support the costs paid by libraries for internet access and technical support through MOREnet. Funds also pay for online resources used by people in public libraries and by K-12 and college students and teachers.



Athlete and Entertainer Fund

FY16: \$800,000



Public libraries use these funds to purchase books, eBooks, magazines, DVDs, audiobooks and other items to support learning and research by children, students and adults.



These state funds are used to meet match and maintenance of effort requirements for Missouri to receive federal funding through the Library Services and Technology Act.