

**ADMINISTRATION/OPERATIONS COMMITTEE MEETING
MONDAY JULY 25, 2016
7:00 P.M.
COUNCIL CHAMBER**

INTRODUCTORY ITEMS:

Roll Call /Pledge of Allegiance

ACTION:

1. APPROVAL OF MINUTES:

- a. June 27, 2016 Adm/Field Operations Meeting

Motion To Approve

2. REVIEW OF INVOICES:

- a. Lewis, Rice LLC Invoice – June 2016 Services

Discuss – Send to Council

3. REPORT OF DEPARTMENT HEADS:

- a. Communications – Lisa Moffitt
b. Police/Municipal Court/Traffic Committee – Chief Menefee/Jim Armstrong
c. Finance – Mary Sprung
d. Economic Development – Darren Lamb
e. Planning – Sal Maniaci
f. Engineering – John Nilges
g. Building Inspections/Codes – John McCreery
h. Streets & Solid Waste – Jim Briggs
i. Airport/Building & Maintenance – Brian Boehmer
j. Information Technology – Robert Douglas
k. Parks & Recreation/Urban Forestry Council – Darren Dunkle
l. Fire & Emergency Service – Bill Halmich
m. Water & Wastewater – Kevin Quaethem
n. Library – Jackie Hawes
o. H.R. & Loss Control – Mary Trentmann
p. Administration (Tourism/Front Street/Property/Senior Center) – Jim Briggs

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

8. EXECUTIVE SESSION:

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

ROLL CALL VOTE

9. ADJOURNMENT:

POSTED BY MARY TRENTMANN, CITY CLERK JULY 21, 2016

**MINUTES OF THE
CITY OF WASHINGTON, MISSOURI
ADMINISTRATION/OPERATIONS COMMITTEE
JUNE 27, 2016**

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

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

Absent: Mark Hidritch

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

Approval of Minutes

* May 23, 2016 Administration/Field Operations Meeting

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

Review of Invoices

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

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

Review of Department Heads

Communications:

- * Handed out monthly activities report; April was last month for ambulance district. 9*1*1 transfers have gone up a lot in May due to that.
- * New Ups system came in.
- * Still short staffed in dispatch.

Police/Municipal Court/Traffic Committee:

- * Open House at Public Safety Building on July 17 from 12.30 till 3:30 p.m.
- * Interviewing for two open positions for officers.
- * Attended the ITI training for CAD and reporting system.

Finance:

- * Sales tax still at about 5.5%.
- * Working on budget.

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Economic Development:

- * Went out for proposals for the PACE administrator; only one that came in was from Energy Equity Funding LLC. Will be making a recommendation to the PACE board at next meeting.

Planning

* Proposed Code Revisions Summary:

Code revisions were proposed to the Planning & Zoning commission, they approved. Public hearing will be at the next Council meeting. Gives full presentation tonight. Goes over the changes that are made to the existing code and explains what they entail.

Councilman Sullentrup is concerned about making everyone aware of the new code regulations. Sal Maniaci explains that they sent a summary to developers, engineers and stakeholders in the area and they were invited for the workshops. There is also a link on the website with the whole document.

After approval a date will need to be set for the new regulations to take effect.

The biggest opposition at the workshops was about the width for cul-de-sacs.

Engineering:

- * Update on Jefferson Street Bridge: began pouring the bridge and sidewalks. The east side barrier wall is skewed to allow for the turning improvements on the east side. Working on backfill operations on north side tomorrow. South side is a little delayed due to the old pipes that were found during demolition. Working with contractor to come up with a change order price for the replacement and repair of the pipes. Cost estimated is around \$24,000.
- * Received bids for the 2016 Overlay project. Three bidders were N.B. West, KJU and Pace. Recommendation will be on the agenda of the next Council meeting.
- * Storm sewer at MacArthur Street is being replaced. Uncertain at this point how long the street will be closed. This will be done in the first week of July.

Building Inspections/Codes:

- * A few commercial permits were submitted.

Streets & Solid Waste:

- * Will be doing some mowing work for the July 4th fireworks.
- * Paving work done at Fire Station 3.

Airport/Building & Maintenance:

- * New radio is ordered; old one is about 25 years old.
- * Improvements will be made to the jet fuel system.
- * Carpet cleaning will be done at Public Safety building, City Hall and the Library.
- * Will be doing an Ameren incentive program at the Public Safety building.

Information Technology:

- * Using ticket system for IT related issues.
- * Received a final invoice for the finalization of the 911 camera system. This was an unforeseen invoice; total cost will be about \$3,000 under budget.

Parks & Recreation:

- * Ash trees east of train depot will be removed next week.
- * Working on preparations for July 4th.
- * Preparing for America in Bloom judges; they will be here July 18 and 19.

Fire & Emergency Service:

- * Junior Fire Camp went well.
- * Attended a driving and texting program at AT&T last week.
- * Completing hose testing; this is done every two years. This is all done by volunteers.
- * Working on plan for July 4th fireworks.
- * Will be informing the new department heads of their roles in the Emergency Management plan.

Water & Wastewater:

- * Electrical upgrades at treatment plant are completed.
- * Wells are operating in good condition.
- * There was a fire hydrant recall. A replacement part will brought out to fix this.

Library:

- * Finishing up a grant report.
- * New e-resource purchased by the state library available: Tumblebook Library Deluxe. This is an online collection of 550 animated talking books for kids in preschool and up to grade 3.
- * Summer reading program is in full force.

H.R. & Loss Control:

- * Franklin County Municipal League dinner is July 20, here in Washington.

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

- * No report

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 8:08 p.m. on the following roll call vote; Brinker-aye, Holtmeier-aye, Meyer-aye, Mohesky-nay, Patke-nay, Skornia-aye, Sullentrup-nay.

Adjournment

With no further business to discuss, a motion to adjourn was made at 8:16 p.m. by Sullentrup, seconded by Meyer, passed without dissent.

LEWIS, RICE & FINGERSH, L.C.

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MEMORANDUM

TO: Mary Trentmann
Administrative Secretary

FROM: Janice Meyer
Secretary for Mark C. Piontek

DATE: July 21, 2016

SUBJECT: Legal Services Rendered through June 30, 2016 for the City of Washington

Total Bill.....\$14,502.00

Breakdown of Matters:

700014.13025	General Counsel	6,024.00
700014.53902	Valent Aerostructures Chapter 100 Bonds	8,388.00
700014.57122	Melton Machine	45.00
700014.63509	Johnny Ray Edwards	45.00
	TOTAL	\$14,502.00

CITY OF
WASHINGTON
MISSOURI

MONTHLY ACTIVITIES REPORT
JUNE 2016

POLICE

INCIDENT REPORTS	266
CITATIONS ISSUED	78
NO-REPORT	592
UNFOUNDED	30
WRITTEN/VERBAL WARNING	453
GONE ON ARRIVAL	36
END CALL	1564
TOTAL	3019

FIRE

FIRES, EXPLOSIONS:	6
RESCUE:	13
HAZARDOUS CONDITIONS:	3
SERVICE CALLS:	2
GOOD INTENT CALLS:	5
FALSE CALLS:	13
OTHER:	0
TOTAL # FIRE CALLS	42

911 TRANSFERS	109
OPEN LINE 911 CALLS	116
911 HANG UPS	60
911 CALLS RECEIVED	318
TOTAL 9*1*1 CALLS HANDLED:	603



CITY OF
WASHINGTON
MISSOURI

FROM Assistant Chief Armstrong
TO: Traffic Commission Members
SUBJECT: July 1, 2016 Committee Meeting
DATE: July 7, 2016, 2016

The July 7, 2016 Meeting Minutes were approved as written.

MEMBERS PRESENT: Mike Grissom Police Department
Walt Meyer City Council
Steve Sullentrup City Council
John Nilges Engineering
Joe Holtmeier City Council
Bill Halmich Emergency Management

MEMBERS ABSENT: Jeff Mohesky City Council
Ed Menefee Police Department

VISITORS: Andrea Lueken Engineering
Jason Holmes Street Department
Jim Armstrong Police Department

OLD BUSINESS:

4A 16-05-0019 Request for added street lighting in the area of Busch Avenue: This request came as a result of Wooser's Pub and Grill relocating to the old brewery location. Historically there have been problems with drinking establishments in that location having large crowds gathering late at night in the dark. Engineering had been in contact with the property owner, who agreed to upgrade the two current lights to 400 watt LED's at his cost. The traffic committee also agreed to request that Ameren add an additional pole with another light on the West end of Busch Avenue along the city right of way. Engineering will be working with Ameren and Street Department to complete the changes. (CLOSED)

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

4B 16-05-0022 Traffic Complaints at Phoenix Center Drive and Rabbit Trail: This item has been addressed numerous times by traffic committee and it continues to be an ongoing issue. The committee discussed the item once again at the previous meeting and agreed that restricting turning movements at this intersection by adding a concrete island or some other type of delineators would reduce the possible turning movements at the intersection by 50%. The committee agreed that this type of restriction may alleviate some of the congestion issues at the intersection. Engineering prepared a diagram of the proposed changes which was reviewed by the traffic committee. The changes involve a right in and right out only on Phoenix Center Drive, which will be designated as such by temporary delineators, signage, and some minor striping work. The committee noted that the proposed changes would be extremely cost effective and for that reason could easily be re-evaluated in the event that the changes are not as effective as they were believed to be. Street department will be taking care of the changes. (CLOSED)

4C 16-01-0004 Request for added room in the right turn lane on Heritage Hills Drive to turn South on MO 47: This item had been closed at the previous meeting. MO-DOT had agreed to make some minor changes to lane striping after meeting with our engineering department which was believed to be a simple solution to the congestion at that intersection. After our last meeting, MO-DOT retracted their agreement due to an oversight on their part. The agreement that had been proposed would have created lanes which were too narrow for MO-DOT standards. The committee discussed alternative solutions which included acquiring additional right of way to add to the right turn lane. The committee agreed that those types of changes would be extremely costly due to the modifications to utilities it would require. The committee agreed that at this time there were no practical strategies to improve traffic conditions at the intersection. (CLOSED)

NEW BUISNESS:

5A 16-07-0027 Complaints about signal timing at South Point Road and MO 100: A complaint was received in reference to the left turn signal for traffic attempting to turn West on MO 100 from South Point Road. The complaint mentioned that the signal only allows about three seconds of green time for left turn traffic. The committee discussed the issue and noted that the three seconds which was mentioned was only for solid green signal time, and did not include flashing yellow signal time which left turn traffic could also use after yielding to oncoming traffic. The committee agreed that MO-DOT would likely not find it reasonable to take additional signal time from the main line (MO-100). The committee agreed that no changes were recommended to the current signal timing at that intersection. (CLOSED)

5B 16-07-0028 Request for changes to the left turn lane at Jefferson and Twelfth Street: It was mentioned that southbound Jefferson traffic has no warning that the lane is about to narrow for the left turn lane which accommodates northbound traffic. The committee reviewed this item and noted that the majority of these types of turn lanes in Washington do provide advanced warning for opposite direction traffic in the form of lane striping. The committee agreed to use the same type of lane striping at this location. Street Department will take care of the changes. (CLOSED)

The meeting was adjourned at 09:30 am

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

The next scheduled meeting will be held on September 2, 2016 at 09:00 a.m. in the Police Department Conference Room. The August meeting will be canceled as in past years due to the Town and Country Fair.

Respectfully,

Assistant Chief Armstrong
Washington Police Department

CC:
Each Member
Mary Trentmann

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

TRAFFIC DIVISION/CODE ENFORCEMENT (636)390-1088

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

June 2016

Monthly operations for the Finance Department include:

COLLECTOR'S OFFICE:

- * In this month; 7,744 collection transactions totaling \$1,909,952.33 were processed through accounting system.
- * 777 customers paid using Credit Cards (150 utility-in person, 592 utility-online, 26 court- online & 9 court-in person) totaling \$51,752.32.
- * 888 utility customers paid via Check Free (ACH), totaling \$46,651.66.
- * 173 utility customers paid via iPay Solutions (ACH), totaling \$9,621.58.
- * 227 Big Driver receipts totaling \$1,979.21. 186 Pool receipts totaling \$35,223.40.
- * 42 utility customers have paid deposits for new or transferred accounts totaling \$4,400.00.
- * 389 business licenses were issued/renewed totaling \$32,492.25. 14 liquor licenses was issued/renewed totaling \$3,830.00.
- * Construction escrow deposits collected \$350.00 *Street excavation deposits collected \$1,920.00 *Landlord Security deposits collected \$0.00. *Cigarette tax collected totaled \$5,456.60.
- * Franklin County tax collections totaled \$6,737.97. *Delinquent Taxes City - RE: \$35,538.30 PP: \$13,591.10
- *Delinquent Taxes Library - RE: \$4,562.71 PP: \$1,452.70. * Motor fuel tax revenues totaled \$47,900.39.
- *Federal Grants (2) totaling; \$904.75. *State Grants (0) totaling; \$0.00. *FEMA Grants (0) totaling; \$0.00.

Franchise Fees:

- * Ameren \$100,889.44. * AT&T (SWB) franchise fee \$11,046.80. *New Cingular Wireless \$11,714.56 *Laclede Gas \$9,208.08 *Charter Communications (quarterly) \$0.00.* 1% City Sales Tax totaled \$426,728.90. *Local Use tax totaled \$30,670.13.* Transportation Sales tax totaled \$213,364.42. *Capital Improvement Sales Tax totaled \$213,364.43.

TREASURER RESPONSIBILITIES:

FINANCIAL OPERATIONS:

* ACCOUNTS PAYABLE –

- Invoice items processed: 864.
- Checks issued –509 (this includes (26) check runs) for the amount of \$1,952,336.87.
- Credit Card Fees (ETS) paid totaled \$1,050.38 (\$59.47 for court and \$990.91 for Utilities).
- Postage used this month totaled \$1,337.16.

* 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 (3) totaling \$709,060.00. This includes (5) checks and (578) direct deposits and related benefit costs. \$73,318.19 Federal Taxes paid. \$24,725.00 State Taxes paid. \$42,365.08 FICA Taxes paid. \$9,907.93 Medicare Taxes Paid.

* ACCOUNTS RECEIVABLE -

Utilities (Water - Sewer -Trash):

- Billing totals: \$467,925.05; Number of invoices (6,412) number of gallons billed: 70,318,711.
- Final billings sent (69) totaling \$2,474.28. (146 on the shutoff list, (this involves amounts over \$50) with (81) actual shutoffs done.
- Refunds (88) totaling \$1,494.41. (2) Returned checks (NSF), fee collected: \$50.00.
- Bank auto draft collections (811) totaled \$53,569.19. Credit Card draft collections (95) totaled \$4,447.23. (0) Returned Bank auto draft, fees collected: \$0.00.

Landfill and Miscellaneous:

- Landfill invoices (99) sent totaling \$87,880.77 including (0) leachate invoices totaling \$0.00. Miscellaneous invoices (25) (rent/lease, dispatch services, etc.) totaling \$60,706.22. Public Works invoices (11) totaling \$5,430.97; Return Checks (0) totaling \$0.00, fee collected: \$0.00.

MANAGEMENT:

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

MISCELLANEOUS:

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

WASHINGTON 1% SALES TAX

Previous Years 1970 -1990 Total:		\$ 15,522,628.91			
1990-1991	1,548,211.84	2000-2001	2,614,947.25	2010-2011	3,613,372.27
1991-1992	1,672,769.14	2001-2002	2,665,810.02	2011-2012	3,698,652.72
1992-1993	1,784,767.71	2002-2003	2,875,714.84	2012-2013	3,760,065.80
1993-1994	1,963,897.71	2003-2004	3,155,590.86	2013-2014	3,912,118.45
1994-1995	2,099,507.07	2004-2005	3,187,693.12	2014-2015	4,204,694.99
1995-1996	2,109,380.53	2005-2006	3,345,292.87	2015-Present	3,254,398.76
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:		\$ 90,682,269.85			

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 292,032.88	\$ 289,981.69	\$ 299,811.29	\$ 258,132.97	\$ 322,215.68	\$ 340,999.80	5.83%
NOVEMBER	178,913.24	221,470.74	245,399.60	267,546.13	285,712.19	294,009.02	2.90%
DECEMBER	355,374.13	397,861.68	351,227.53	330,994.19	362,186.60	393,531.59	8.65%
JANUARY	291,252.48	335,676.69	300,296.02	316,472.49	397,583.68	386,222.81	-2.86%
FEBRUARY	314,343.36	232,947.48	316,239.76	339,049.11	315,611.21	346,227.45	9.70%
MARCH	272,083.55	388,615.40	368,351.05	305,321.16	368,572.00	447,528.01	21.42%
APRIL	336,871.23	342,585.73	297,520.96	304,712.85	350,563.22	357,396.57	1.95%
MAY	228,551.10	192,428.66	205,586.29	357,248.60	277,962.54	261,754.61	-5.83%
JUNE	353,408.74	381,146.39	387,501.72	310,068.05	406,902.66	426,728.90	4.87%
JULY	368,038.19	327,575.87	346,906.10	464,401.53	396,330.13		
AUGUST	206,758.22	202,883.60	239,933.34	269,841.78	254,968.15		
SEPTEMBER	415,745.15	385,478.79	401,292.14	388,329.59	466,086.93		
TOTALS	\$ 3,613,372.27	\$ 3,698,652.72	\$ 3,760,065.80	\$ 3,912,118.45	\$ 4,204,694.99	\$ 3,254,398.76	

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

5.41%

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

1/2 % CAPITAL IMPROVEMENT SALES TAX

EFFECTIVE: 07-01-89

EFFECTIVE: 07-01-89

EXPIRED: 06-30-94	1989-1994	4,111,148.43
EXPIRED: 06-30-02	1994-2002	9,410,782.24
EXPIRED: 06-30-10	2002-2010	13,334,617.88
EXPIRES: 06-30-18	2010-2018	\$ 11,512,081.04

TOTAL COLLECTIONS TO CURRENT DATE \$ 38,368,629.59

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 146,016.47	\$ 144,990.96	\$ 149,905.59	\$ 129,282.62	\$ 161,107.69	\$ 170,499.84	5.83%
NOVEMBER	89,456.54	110,735.31	122,665.68	133,773.33	142,855.95	147,004.44	2.90%
DECEMBER	177,687.13	198,930.58	175,545.43	165,263.46	181,093.25	196,765.87	8.65%
JANUARY	145,626.26	167,838.53	150,186.08	158,247.98	198,791.64	193,111.70	-2.86%
FEBRUARY	157,171.78	116,473.63	158,119.77	169,520.15	157,805.66	173,113.68	9.70%
MARCH	136,041.63	194,307.70	184,175.14	152,653.02	184,286.03	223,763.88	21.42%
APRIL	168,435.36	171,293.05	148,760.62	152,356.74	175,281.51	178,698.24	1.95%
MAY	114,275.46	96,214.34	102,793.25	178,624.09	138,981.32	130,877.37	-5.83%
JUNE	176,704.60	190,573.08	193,750.98	155,034.08	203,451.34	213,364.43	4.87%
JULY	184,019.06	163,787.92	173,453.00	232,200.60	198,165.05		
AUGUST	103,379.13	101,441.79	119,966.76	134,920.80	127,484.01		
SEPTEMBER	207,872.40	192,739.31	200,646.15	194,164.66	233,043.27		
TOTALS	\$ 1,806,685.82	\$ 1,849,326.20	\$ 1,879,968.45	\$ 1,956,041.53	\$ 2,102,346.72	\$ 1,627,199.45	

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

5.41%

FISCAL YEAR END PERCENTAGE
(POS- OCTOBER TO SEPTEMBER)

Shown Once A Year on November

Report.

LOCAL USE TAX

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 30,917.10	\$ 27,488.48	\$ 32,909.43	\$ 33,312.19	\$ 31,939.99	\$ 41,107.57	28.70%
NOVEMBER	37,911.52	35,347.95	33,530.80	57,041.89	39,689.38	38,629.86	-2.67%
DECEMBER	38,115.09	36,708.77	39,878.28	27,444.57	19,842.68	35,667.91	79.75%
JANUARY	31,685.09	25,681.62	35,302.29	39,436.96	18,771.89	73,750.32	292.88%
FEBRUARY	42,783.37	45,250.63	49,145.13	60,108.24	56,934.67	49,544.55	-12.98%
MARCH	29,232.08	37,589.12	34,500.54	31,924.09	52,588.73	43,602.83	-17.09%
APRIL	35,470.32	36,410.33	21,162.71	29,274.06	39,895.13	28,592.66	-28.33%
MAY	35,942.86	33,100.23	40,030.79	39,309.81	51,160.61	42,539.86	-16.85%
JUNE	30,361.97	38,389.90	37,828.09	34,549.14	23,755.92	30,670.13	29.11%
JULY	41,160.59	38,296.32	32,573.48	42,923.16	36,718.28		
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	\$384,105.69	

COLLECTIONS 1998 TO PRESENT: **\$ 6,590,354.84**

OVERALL PERCENTAGE
GROWTH/(REDUCTION) FOR OCTOBER
TO PRESENT: **14.80%**

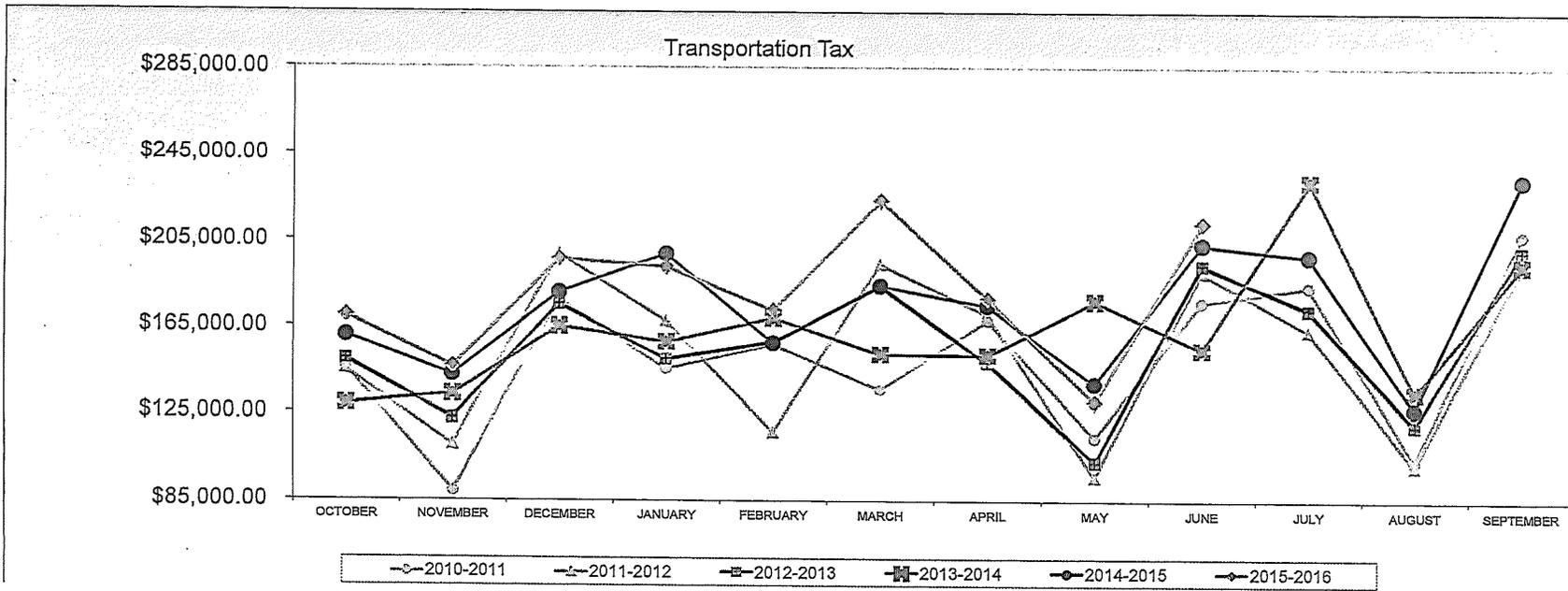
1/2 % TRANSPORTATION SALES TAX

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 145,972.89	\$ 145,120.16	\$ 149,905.71	\$ 129,066.45	\$ 161,107.79	\$ 170,499.34	5.83%
NOVEMBER	89,437.31	110,735.46	122,694.65	133,772.74	142,855.97	147,004.51	2.90%
DECEMBER	177,667.55	198,930.26	175,547.03	165,496.84	181,093.25	196,765.76	8.65%
JANUARY	145,626.04	167,838.37	150,186.07	158,236.29	198,791.80	193,113.86	-2.86%
FEBRUARY	157,114.39	116,473.64	158,119.78	169,500.34	157,805.36	173,113.49	9.70%
MARCH	136,023.70	194,287.93	184,174.85	152,660.68	184,286.08	223,763.91	21.42%
APRIL	168,494.40	171,293.01	148,760.60	142,351.79	175,281.35	178,698.08	1.95%
MAY	114,202.21	96,166.41	102,792.97	177,386.86	138,981.19	130,877.30	-5.83%
JUNE	176,701.87	190,573.43	193,751.29	155,033.96	203,451.14	213,364.42	4.87%
JULY	184,019.15	163,768.67	173,452.98	232,200.78	198,165.06		
AUGUST	103,378.29	101,423.54	119,966.65	134,920.91	127,483.86		
SEPTEMBER	207,872.41	192,739.16	200,646.25	194,164.70	233,043.30		
TOTALS	\$ 1,806,510.21	\$ 1,849,350.04	\$ 1,879,998.83	\$ 1,954,792.34	\$ 2,102,346.15	\$ 1,627,200.67	

COLLECTIONS 2005 TO PRESENT: \$19,728,380.98

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO
PRESENT: 5.41%

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



AMEREN U E FRANCHISE FEE REPORT

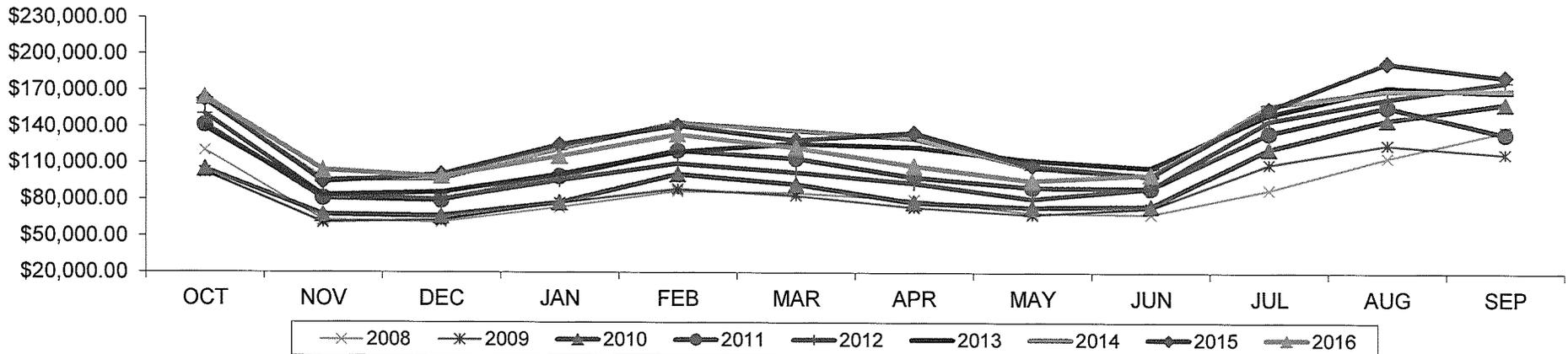
<u>MONTH</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Increase/ Decrease</u>
OCT	\$120,610.00	\$102,485.59	\$105,124.18	\$141,772.88	\$150,832.45	\$139,853.11	\$161,967.65	\$162,777.06	\$164,412.59	1.00%
NOV	63,606.01	61,461.75	68,099.12	81,521.88	83,813.07	83,664.43	96,626.77	94,748.58	104,441.67	10.23%
DEC	61,923.91	63,450.46	66,720.46	79,622.52	80,297.08	86,085.23	97,081.51	100,789.73	99,254.66	-1.52%
JAN	73,807.80	77,513.17	77,697.31	99,051.77	96,116.53	100,829.33	122,046.71	125,423.36	115,792.75	-7.68%
FEB	87,244.33	88,914.17	101,103.43	120,737.15	109,768.12	119,435.62	143,573.59	141,256.13	133,962.63	-5.16%
MAR	85,912.23	83,720.55	93,004.35	114,035.49	102,725.79	126,557.75	137,069.04	129,381.65	123,212.06	-4.77%
APR	80,266.50	74,092.92	77,963.05	98,742.13	93,960.78	123,507.13	130,783.22	135,281.52	108,011.34	-20.16%
MAY	69,419.96	68,136.59	73,810.83	90,234.96	80,909.43	112,412.77	106,620.25	108,246.36	95,798.37	-11.50%
JUN	68,322.83	73,246.19	74,807.15	89,594.24	89,399.83	106,609.87	99,944.03	99,528.70	100,889.44	1.37%
JUL	88,380.71	109,112.06	121,965.39	135,102.51	145,252.08	150,598.14	157,653.27	155,164.70		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** **\$1,045,775.51**

1995-Present **\$22,670,775.44**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -4.71%

AMEREN FRANCHISE FEE COMPARISON



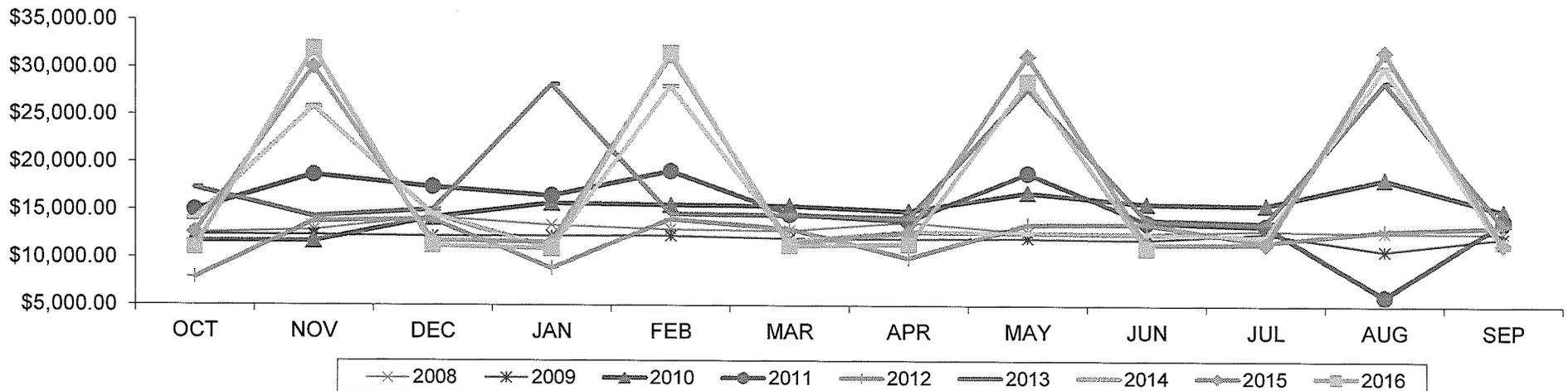
AT +T (SWB) FRANCHISE FEE REPORT

<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	31,538.80	0.8%
MAR	12,889.09	12,089.23	15,450.81	14,585.83	13,093.01	14,522.40	11,795.51	11,522.69	11,282.48	-2.1%
APR	13,786.37	12,048.17	14,935.67	13,935.70	10,030.23	14,228.95	12,779.58	12,690.53	11,452.15	-9.8%
MAY	12,778.74	12,103.48	16,878.98	18,925.37	13,537.38	27,796.37	12,694.67	31,239.15	28,570.11	-8.5%
JUN	12,680.34	11,958.89	15,714.77	13,800.22	13,624.66	14,055.41	12,583.04	11,443.33	11,046.80	-3.5%
JUL	12,963.86	12,634.01	15,585.10	13,441.52	11,693.95	13,764.01	12,308.03	11,499.93		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	\$159,253.98	

1995-Present **\$3,502,619.03**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -3.21%

AT&T (SWB) FRANCHISE FEE COMPARISON



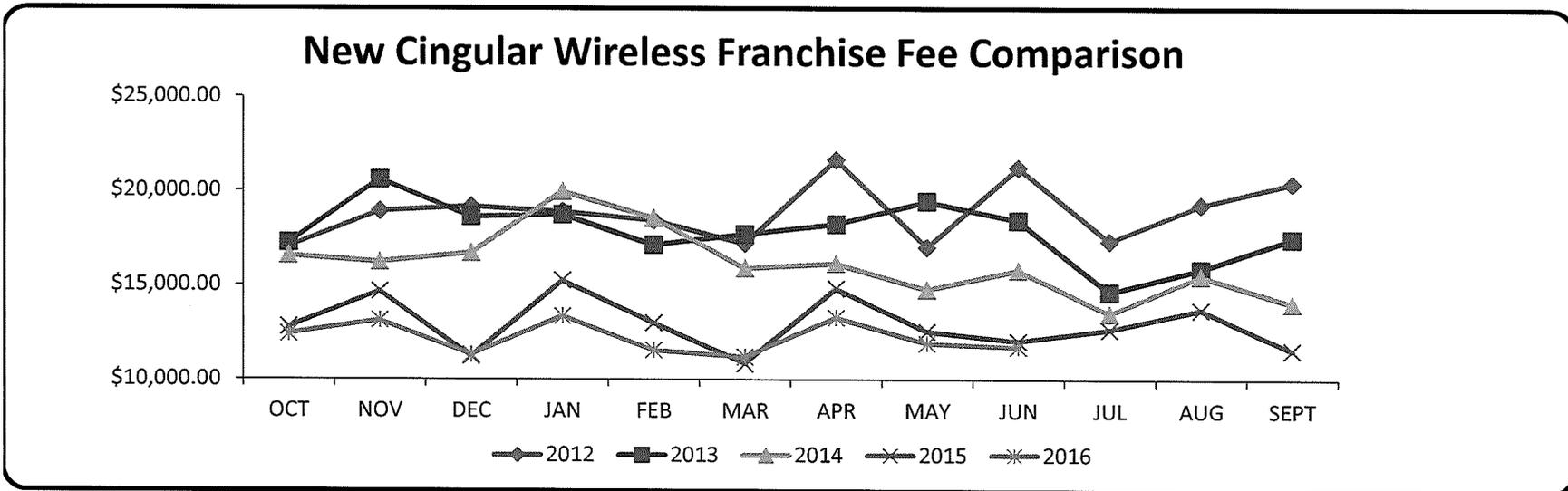
**started keeping track of Southwestern Bell Telephone Company Video Service Franchise Fees for Fiscal Year 2012/2013

NEW CINGULAR WIRELESS FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	Increase/ Decrease
OCT	\$17,046.41	\$17,257.00	\$16,581.28	\$12,781.29	\$12,423.99	-2.8%
NOV	18,928.26	20,599.82	16,240.07	14,677.75	13,136.75	-10.5%
DEC	19,181.77	18,625.83	16,717.33	11,217.67	11,300.89	0.7%
JAN	18,912.84	18,740.96	19,970.37	15,254.34	13,376.41	-12.3%
FEB	18,447.14	17,141.00	18,569.60	13,009.82	11,543.01	-11.3%
MAR	17,221.07	17,708.96	15,903.27	10,838.40	11,185.38	3.2%
APR	21,663.67	18,245.17	16,154.02	14,841.57	13,294.77	-10.4%
MAY	17,033.61	19,454.59	14,774.95	12,562.86	11,918.78	-5.1%
JUN	21,252.55	18,445.10	15,804.53	12,039.27	11,714.56	-2.7%
JUL	17,356.37	14,644.81	13,495.54	12,657.00		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	\$109,894.54	

2012-PRESENT \$882,642.04

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

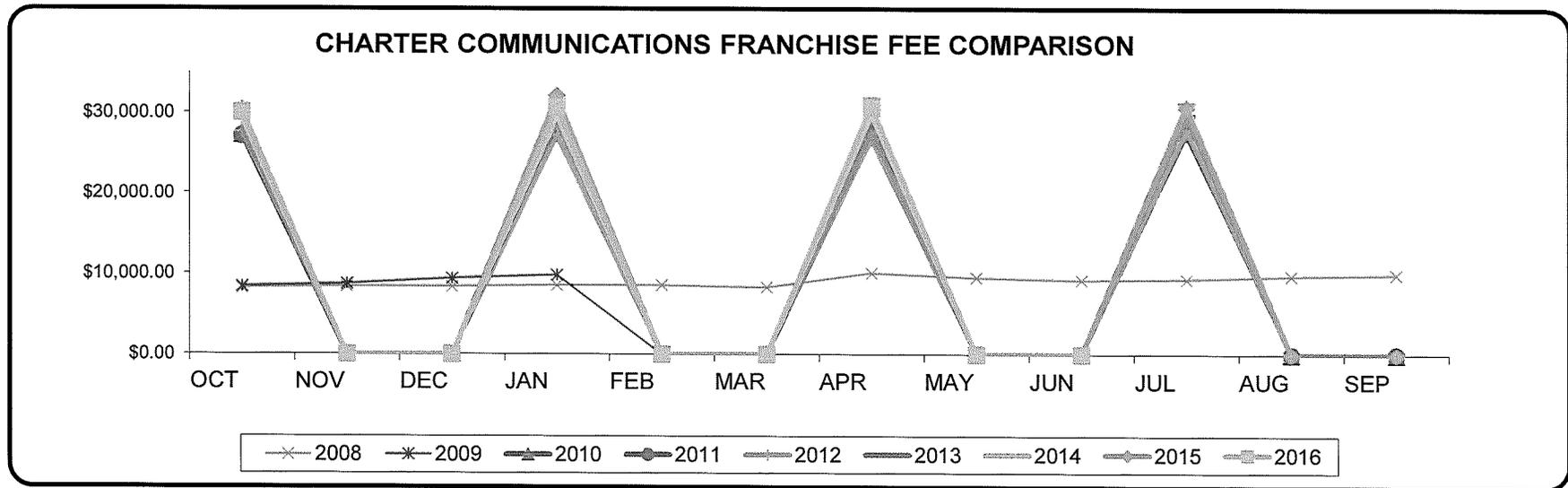


CHARTER COMMUNICATIONS FRANCHISE FEE REPORT

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

1995-Present **\$2,122,044.11**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -1.7%



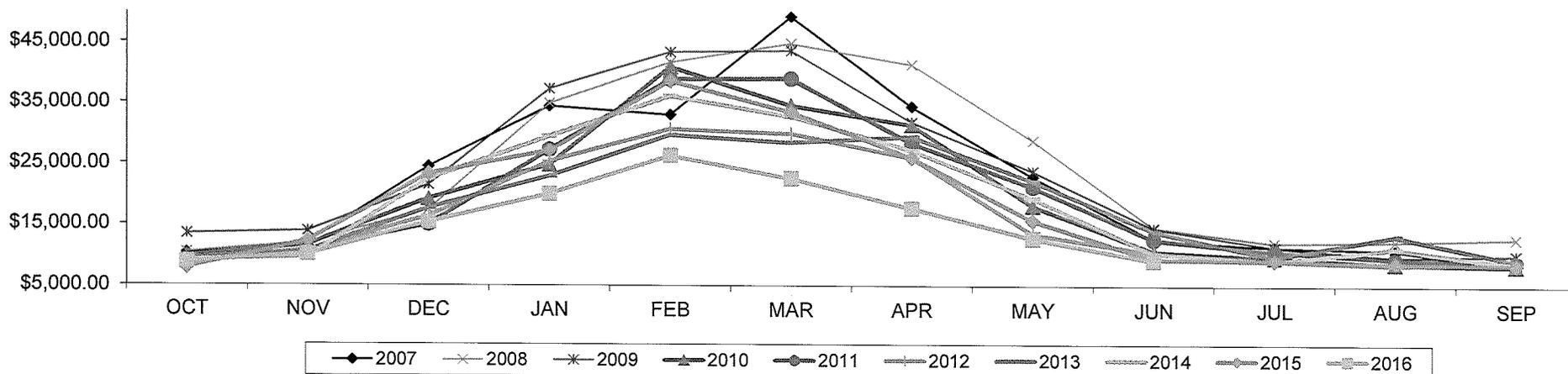
LACLEDE GAS FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2007</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	\$10,295.08	\$10,425.11	\$13,408.57	\$9,827.42	\$9,012.87	\$9,259.90	\$9,448.88	\$9,062.72	\$7,912.15	\$8,827.09	11.6%
NOV	12,045.39	12,018.04	13,882.53	11,637.29	10,780.86	10,710.02	10,569.18	9,671.87	12,271.78	10,132.09	-17.4%
DEC	24,526.50	17,508.94	21,528.39	19,214.08	15,018.83	16,406.66	17,697.98	22,483.85	23,357.46	15,391.95	-34.1%
JAN	34,439.05	34,889.07	37,321.05	24,863.26	27,290.28	25,436.86	22,953.48	29,473.09	27,155.50	20,054.25	-26.2%
FEB	33,041.41	41,668.83	43,376.64	40,913.41	38,896.44	30,690.36	29,713.54	36,106.37	38,594.62	26,364.24	-31.7%
MAR	49,233.15	44,802.90	43,588.99	34,553.25	38,984.77	29,962.03	28,525.13	32,770.66	33,524.99	22,631.68	-32.5%
APR	34,437.30	41,319.98	31,897.91	31,384.49	28,427.51	26,053.64	29,490.00	27,285.52	26,053.11	17,745.49	-31.9%
MAY	22,919.98	28,861.09	23,844.64	18,109.86	21,261.06	13,515.35	22,237.77	19,399.81	15,707.15	12,789.92	-18.6%
JUN	12,604.58	14,575.82	14,502.36	10,709.45	12,617.26	10,538.59	14,008.46	10,421.45	9,473.56	9,208.08	-2.8%
JUL	11,467.13	12,140.74	11,457.96	9,750.32	10,805.39	9,227.31	9,825.41	9,135.48	9,266.94		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	\$143,144.79	

1995-Present **\$3,711,342.64**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -26.23%

MO NATURAL GAS FRANCHISE FEE COMPARISON



July 2016 Permit Totals

APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 7/01/2016 THRU 7/19/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
DECK - DECK	2	17,000.00	70.00
OPC-COM - COMMERCIAL OCCUPANCY	3	0.00	150.00
OPR-MF - MULTI FAMILY OCCUPANCY	6	0.00	60.00
OPR-SF - SINGLE FAMILY OCCUPANCY	23	0.00	565.00
OPR-TF - TWO FAMILY OCCUPANCY	9	0.00	230.00
RES-ADD - RESIDENTIAL ADDITION	2	57,128.00	249.00
RES-ALT - RESIDENTIAL ALTERATION	6	432,703.62	1,852.61
RES-SF - SINGLE FAMILY BUILDING	2	327,452.00	3,269.00
STEX - STREET EXCAVATION	3	2,090.00	1,908.51
SWP - SWIMMING POOL	2	19,000.00	305.20
*** TOTALS ***	58	855,373.62	8,659.32

APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2016 THRU 7/19/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	8	118,451.00	284.80
BLAST - BLASTING	1	9,000.00	0.00
CARN - CARNIVAL	1	12,000.00	50.00
COM-ADD - COMMERCIAL ADDITION	8	2,726,000.00	9,372.00
COM-ALT - COMMERCIAL ALTERATION	14	746,550.00	3,480.00
COM-BLD - COMMERCIAL BUILDING	2	948,322.00	5,143.72
DECK - DECK	17	137,650.00	672.00
DEMO - DEMOLITION	10	286,735.00	496.43
ELE-P - ELECTRICAL SERVICE	27	54,055.00	700.00
ELE-T - ELECTRIC SVC - TEMP	2	100,200.00	75.00
FIRE - FIRE SPRINKLER SYSTEM	4	12,540.00	125.00
FIREWORKS - FIREWORKS	2	18,500.00	0.00
FPD - FLOODPLAIN DEVELOPMENT	4	0.00	0.00
GARAGE - GARAGE	2	93,500.00	374.00
GRADING - GRADING	3	587,847.00	16,602.00
HIST - HISTORIC DESIGN REVIEW	7	0.00	0.00
IND-ALT - INDUSTRIAL ALTERATION	7	1,221,650.00	3,845.00
MOBILE - MOBILE HOME SETUP	6	28,000.00	375.00
OPC-COM - COMMERCIAL OCCUPANCY	28	0.00	1,350.00
OPC-IND - INDUSTRIAL OCCUPANCY	1	0.00	50.00
OPR-MF - MULTI FAMILY OCCUPANCY	144	0.00	2,420.00
OPR-SF - SINGLE FAMILY OCCUPANCY	276	0.00	7,815.00
OPR-TF - TWO FAMILY OCCUPANCY	55	0.00	1,230.00
PREP - PRELIMINARY PLAT	7	0.00	532.00
RES-ADD - RESIDENTIAL ADDITION	12	269,046.65	1,256.25
RES-ALT - RESIDENTIAL ALTERATION	36	1,359,501.62	6,773.81
RES-SF - SINGLE FAMILY BUILDING	15	3,093,929.00	25,638.09
REZ - REZONING	1	0.00	150.00
SGN - SIGN	20	105,155.00	1,075.00
SPU - SPECIAL USE	5	0.00	750.00
STEX - STREET EXCAVATION	9	17,240.00	2,088.51
SUBD - SUBDIVISION DEVELOPMENT	1	85,000.00	275.00
SWP - SWIMMING POOL	5	203,000.00	982.20
SWR - SEWER LATERAL/REPAIR	7	52,500.00	175.00
VAR - VARIANCE	4	0.00	240.00
*** TOTALS ***	751	12,286,372.27	94,395.81

Washington Regional Airport (FYG)
Board Meeting Minutes
Wednesday June 28, 2016 @ 3:00 pm
at Washington Regional Airport
BFA #124

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

1. Approve minutes of 4-12-2016 – approved as submitted
2. Hangar Rent Update (Kevin) – Hangar A12 is empty, it is a twin hangar. We have a waiting list of 9 for small hangars when it comes open
3. Airport Equipment/Hangar A-12 – remove item from next agenda. Washington Aviation and the Airport have all fuel and mowing equipment out of that hangar.
4. General Maintenance (Board)
 - a. Council approved budget items:
 1. Roof Repairs – shooting for going OTB for roof repairs in the next 2 weeks.
 2. Office Doors – Brian will get the specs from Joe
 3. Unicom/Radio – Unicom/Radio is ordered and will be in in the next 2 weeks.
 4. Monument Sign – Complete – Remove from the next agenda. We have gotten 2 compliments on the monument sign from people who drive by.
 5. Monument Sign Lighting – the Water Dept will run the conduit for the lighting. Brian will ask an electrician for a recommendation on the lighting.
 6. Jet Fuel – required monitoring – we are having APEX (our maintenance firm) check into the requirements to make sure that we have to monitor both the truck and the tank before we spend any money on monitoring on the tank.
 - b. Hangars – the post have all been reinforced. – remove from next agenda.
 - c. Grounds:
 1. The trees have been removed, we will now keep this item on the list until the stumps are removed.
 2. We still need to drill the holes to drain the water
 3. Site into Lake Creek at the Katy Trail
 - d. Runway – Kevin will remind the Street Dept. every other week about the crack filling and painting.
 1. Fill cracks
 2. Repaint striping and arrows
 - e. Pavilion Roof – The Parks Dept. will probably not be doing this; we will keep this on the agenda so it gets done this fall.
 - f. Airport Security – all signs have been installed.
 1. Wireless security tied into the City's new network
 - g. Asphalt Parking Lot – Sealing – still on the Street Dept.'s list of things to do.
5. St. Clair Airport Update (Brian) – MoDOT has started the environmental impact study (EIS)
6. Updating the Master Plan/Airport Layout Plan (ALP) (Brian) – the Master Plan is currently at MoDOT for comments
 - a. Minimum Standards – There was a new draft of the Minimum Standards distributed to the Board. We anticipate that a final recommendation will be made to the City Council within 2 months.
 - b. Daily Airport Operations – WAI is continuing to collect and send the business hour counts to CMT.

- c. Runway Counter from CMT – CMT is not responding with information on runway counters, so Annette Hellmann with BFA will get quotes from traffic firms.
 - d. What is the length and width of the runway in the Master Plan? (question from Transportation).
 - 1. We think that the current Master Plan will show widening to 100 feet and lengthening to 5500 feet. We will check into the possibility that it may go all the way to 6500 feet long.
 - 2. One of the major benefits of the Master Plan would be the definition of the need for the additional aerial easements for the expansion.
7. Public Presentations and WAI website update (Ray) – No news
8. Airport Way Finding Signing (Ray II) – No news
9. Avgas Phase-Out (Ray II) – no additional information
10. Monthly Reports – submit to Transportation Board
- a. Ask Bianca to give a summary of the fuel taxes that we paid on the Jet Fuel and Avgas for the past 2 years.
 - b. Also see if there is a breakdown on the taxes that were paid.
 - c. Need to get with Brian to get a total on what we get for operating repairs from the Federal Government.
 - d. All of this information needs to be compiled for the next meeting.
11. Other Business
12. Schedule Next Meeting – September 6th @ 3:00 pm @ the Airport

**MINUTES OF THE REGULAR MEETING OF THE
URBAN FORESTRY COUNCIL
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
WEDNESDAY, MAY 18, 2016**

A meeting of the Urban Forestry Council took place on Wednesday, May 18, 2016. Those in attendance included Chair Mike Smith, Committee Members John Steffens, April Murdoch, Bill Davit, Josh Kresse, and Franz Mayer; Parks liaison Josh Wargo, Parks Horticulturalist/Arborist. Members not present include Jim Jackson and Tom Johnson; and Council liaisons Mark Hidritch, Josh Brinker and Jeff Patke.

Agenda Item #1: Call Meeting To Order – Chairperson Smith called the meeting to order at 6:30 pm.

Agenda Item #2: Pledge of Allegiance

Agenda Item #3: Approval of Minutes – A motion was made by Chairman Smith, seconded by Committee Member Steffens to accept the February 17th and March 16th minutes as submitted. **The motion was approved by a vote of 5-0-1.**

Agenda Item #4: Communications – None.

Agenda Item #5: Parks Report – Mr. Wargo reported the following:

- a. Tree Trimming and Removal –Staff removed various trees, limbs and debris caused by the recent storms.
- b. Communitree Grant –Planted trees with members of the UFC around Lions Lake, and finished planting trees in Lakeview Park and in the Valley.
- c. Spring Replacement Trees – Planted replacement trees within Hillermann Park.
- d. Landscaping – Re-landscaped the Main and Elm Parking Lot.
- e. Heritage Transportation Park – Assisted Master Gardeners with the landscaping.

Agenda Item #6: Council Report – None.

Agenda Item #7: Old Business

- a. Water Tower Scout Project – Chairman Smith reported that the ID tags are in and have been drilled, and that they are waiting on the wood to come in.

New Projects – Discussion took place in regards to having meetings in January, March, May, July, September, and November; and having work days in February (pruning), April (planting), June (mulching), August (watering), and October (planting). A motion was made by Committee

Member Kresse, seconded by Committee Member Steffens to go with the proposed schedule. **The motion was approved by a vote of 5-0-1.**

a) Plant an Oak Tree Campaign –

- Chairman Smith reported that he would like to do a follow up on the oak tree campaign.

Agenda Item #8: New Business

- a. T.R.I.M. Grant – Mr. Wargo reported that in accordance with the Emerald Ash Borer Management Plan that was recently adopted, staff will begin working on the necessary elements on putting together an application for a Tree Inventory through the T.R.I.M. Grant with the Missouri Department of Conservation.

Agenda Item #9: Next Meeting – Work Day on June 15th and Meeting on July 20th, 2016.

Agenda Item #10: Adjournment - A motion was made by Committee Member Kresse, seconded by Committee Member Steffens to adjourn the meeting. **The motion was approved by a vote of 5-0-1.**

MINUTES SUBJECT TO COMMITTEE APPROVAL



Washington Fire Department

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

Professional Volunteer Service Since 1852

Member

- Firefighters Association of Missouri
- Franklin-Gasconade Firefighters Association

COMPANY MEETING

June 29, 2016

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

The Auxiliary provided a meal prior to the start of the meeting. Bryce Kahn was presented a Good Neighbor Award. Rich Ulsas and Wilma Adams brought the Immanuel Lutheran Church's Comfort dog to the meeting to introduce to the department.

The invocation was led by Joe Klak.

The Pledge of Allegiance was led by Jim Frankenberg.

The minutes of the May meeting were approved as distributed.

The Treasurer's report (Company) was approved as read- balance of \$18,758.90, (City) approved as distributed.

Council Liaisons Mark Hidritch and Jeff Patke were in attendance

REPORT OF FIRES

(see attached list)

There was a rekindle of a vehicle fire last week, make sure the battery has been disconnected.

A bale failed in the ON position- Good work by the members involved.

Search on east Highway 100 went well- victim was found, returned later that morning.

SAFETY- An emotionally disturbed person in Pennsylvania recently broke into a fire station, stole an apparatus and crashed it. We work with EDP's more frequently. This could also apply to those on the run at an alarm. We have had a personal vehicle stolen from the scene in the past. Be constantly aware of the scene and keep an eye on equipment.

REPORT OF CAPTAINS

Section One: Held section training on 6/15, Attended officers training on 6/22. 117's alternator was repaired on 6/27. Front intake swivel was repaired on 6/28. Still working on a fuel gauge fix for 113.

Section Two: 6/14 A/C was charged on 124. Did Flag Day PR on 6/12, Eggdrop for VFW Homecoming on 6/18. Took 124 to "Don't Text and Drive" campaign on 6/25. 193 Filled in for 117 on 6/25. Chad Campbell requested to go inactive due to the fact that he has moved out of the district- his request was approved. Luke Daugherty requested to go back on Active duty, will be contingent upon discussion at Captain's Meeting, captains given power to act.

Section Three: 6/12 Did hose test, 2 sections failed. 6/15 trained on Dry Hydrants. Back flushed all and flowed deck gun. 6/22 went thru all pumpers, 1, 3, and 4-equipment was all in the same compartments. Need to back 133 into the station until after July 8th, new concrete back ramp needs to cure. We need help with Fourth of July Fireworks standby.

Section Four: Did hose test on 6/05, section training on 6/15, held engine house cleanup on 6/16.

Section Five: Held section training on dry hydrant at Cobblestone on 6/15. Did hose test on 6/13, Held Engine House Cleanup on 6/6. District meeting held at station on 6/7.

Section Seven: Held section training on Mayday and Repeater Ops on 6/15, taught Explorer training on 6/26 on rappelling.

MINUTES OF CAPTAINS MEETING- No meeting held this month.

ROLL CALL OF MEMBERSHIP: Present- 41 Excused- 2 Absent -23

PROPOSAL OF NEW MEMBERSHIP: Katelyn Bennett- Third reading, accepted as trainee.

CORRESPONDENCE AND BILLS- Motion made/seconded/passed to pay the bills. There will be an open house at Public Safety building on July 17- 10th anniversary 12:30 – 3:30. Next month's Company meeting will start with a meal at 7:00 provided by the First Christian Church. Pottery Road will be closed starting on July 1. It will be open for Emergency traffic at night, but will have to move barricades. We will have daily contact to inform which addresses are effected. Working on IAP for Fireworks from Captain Jeff Aholt. List of streets that are 28' or less was discussed. Captains to review still areas for additional streets to add to the list.

The proposed Rural Fire Rescue Safety Proposition was discussed. Tax Campaign, NIMS organizational chart was distributed. Will be on KLPQ on July 20. We have solicited letter from local insurance agents. Will be conducting a door to door campaign starting soon. Mailing out informational postcards. Updating and printing brochures. WRFA (501C3) is paying for advertising out of their reserves.

Lt. Rich Eaton was presented a Chief's Commendation for his Engineer's Operations at the fires at 322 Stafford, and 635 W. Fifth- total of 8.5 hours on the pump.

Still working on basement repairs at HQ after pin hole water leak in the wall upstairs. Chief Halmich met with Tim Baker on the history of Franklin County 911. Letter was received from Bob Kohne requesting to go to Life Member status.

REPORTS OF COMMITTEES

FIRE PREVENTION DIVISION- Attended P & Z meeting, recommended update code be sent to the Council for approval. Sent a letter to Downtown Washington regarding the Fire Show that they recently sponsored. Received sprinkler drawings for LMI and Frick's Meat. Fire Protection plans have not been submitted for Homestead's addition. Got Quotes for sprinkler testing at stations and training center. New code books for review are in . WalMart in Phoenix had a fire in the fireworks display inside the store. There is a city ordinance banning fireworks. Please set the example and have a safe 4th of July. Complete report is attached.

TRAINING DIVISION- July 4 will be Fireworks at the Fairgrounds, there is a CPR Instructor Course at Mercy on 7/20. Complete training schedule attached.

PUBLIC RELATIONS- Thanks to all who have been taking PR assignments.

COMMUNICATIONS- No Report.

DATA PROCESSING- No Report.

EQUIPMENT MAINTENANCE- Everything is running. Compliments to Larry Schmitt on the alternator issue on 117, pay attention to gauges.

RURAL ASSOCIATION- (see report under "Correspondence")

BUILDING MAINTENANCE- Water pipe in the wall behind the women's restroom leaked and caused damage to the first floor and the lower level. Thanks to all who helped with salvage. Worked with ServePro restoration for 3 days to dry out the building. Sought bids for repairs to floors, cove base, drywall, electrical outlets and carpet. Waiting for insurance adjustor. The ramp behind Station 3 has been replaced with concrete, crews will return to make final repairs to the asphalt. Everyone needs to stay off of the ramp until July 8. Weeds have been sprayed at the training center.

COMPRESSOR/CASCADE- Up and running.

COMPLIANCE- No report.

EXPLORER POST 2415- Junior Fire Academy was held July 7-10. Did rapelling training on 6/26, thanks to Section 7.

LADIES AUXILIARY- Provided meal tonight. After the fair parade will hold a BBQ.

OFFICERS/IMPROVMENTS MEETING- Discussed 179 upgrade. Discussed rural election coming up on August 2. Status reports were given on Pumper Standardization, Water Supply manual, Nozzle conversion and hose tests. Complete minutes are attached.

HOSE LOADERS- Balance on Hand- \$ 2,431.17.

SPECIAL COMMITTEES:

Quartermaster- Nothing.

Historian- Nothing.

Photographer- Discussed submitting our own photos to the Missouriian.

Chaplain- Nothing.

Auditor- Nothing.

UNFINISHED BUSINESS: Attendance Update. Company Officer Elections were as follows: Chief- Bill Halmich, Deputy Chief Tim Frankenberg, Asst. Chief Mark Skornia, Secretary Matt Coleman, Treasurer Doug Trentmann. See Terry if you are interested in the Emmitsburg trip this year.

NEW BUSINESS: This year's Fire Academy Class was name in honor of Past Chief Don Hahne.

KITTY: Pat Placke

CLEAN-UP- Section Five

ADJOURNMENT- The meeting was adjourned at 8:58 p.m.

Respectfully Submitted,

Capt. Doug Holdmeyer
Acting Company Secretary

Washington Fire Department

Month end Incident lists

Alarm Date Between {6/1/2016} And {6/30/2016}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
16-0000221-000	06/02/2016	06:11:00	711 W Third ST	321 EMS call, excluding vehicle
16-0000222-000	06/02/2016	07:38:33	1481 Marbach DR	745 Alarm system activation, no
16-0000223-000	06/03/2016	07:47:20	6325 Avantha DR	442 Overheated motor
16-0000224-000	06/03/2016	14:23:19	225 Cedar ST	412 Gas leak (natural gas or LPG
16-0000225-000	06/03/2016	17:18:18	6300 Country Club RD	321 EMS call, excluding vehicle
16-0000226-000	06/03/2016	19:25:30	4705 Old Hwy 100	743 Smoke detector activation, n
16-0000227-000	06/04/2016	20:25:59	3153 Hwy A	131 Passenger vehicle fire
16-0000228-000	06/05/2016	16:26:33	100 W Tenth ST	671 HazMat release investigation
16-0000229-000	06/06/2016	07:14:15	2621 E Fifth ST	744 Detector activation, no fire
16-0000230-000	06/06/2016	18:22:21	705 Fremont ST	561 Unauthorized burning
16-0000231-000	06/08/2016	14:02:24	144 Baker ST /Villa Ridge	341 Search for person on land
16-0000232-000	06/08/2016	15:09:43	3070 Hwy A	311 Medical assist, assist EMS c
16-0000233-000	06/09/2016	14:57:11	2701 Rabbit Trail DR	733 Smoke detector activation du
16-0000234-000	06/09/2016	22:02:23	1900 Hwy 47 /INTERSECTN	322 Motor vehicle accident with
16-0000235-000	06/10/2016	10:05:03	5852 Hwy 100 /INTERSECTN	463 Vehicle accident, general cl
16-0000236-000	06/10/2016	16:14:35	200 E Fourteenth ST	522 Water or steam leak
16-0000237-000	06/10/2016	18:02:08	227 Elm ST	743 Smoke detector activation, n
16-0000238-000	06/11/2016	16:36:14	1701 A Roy DR	100 Fire, Other
16-0000239-000	06/11/2016	19:59:30	243 High ST	743 Smoke detector activation, n
16-0000240-000	06/12/2016	09:08:24	506 W Fifth ST	733 Smoke detector activation du
16-0000241-000	06/15/2016	05:16:27	743 Southern Hills TRL	733 Smoke detector activation du
16-0000242-000	06/16/2016	11:04:55	5594 Hwy 100 /INTERSECTN	611 Dispatched & cancelled en ro
16-0000243-000	06/16/2016	11:24:29	851 E Fifth ST /SUITE 154	611 Dispatched & cancelled en ro
16-0000244-000	06/16/2016	11:33:30	1699 W Main ST	745 Alarm system activation, no
16-0000245-000	06/17/2016	01:03:03	1635 A Roy DR	735 Alarm system sounded due to
16-0000246-000	06/17/2016	04:13:23	1635 A Roy DR	733 Smoke detector activation du
16-0000247-000	06/17/2016	11:53:41	550 Bluejay DR	745 Alarm system activation, no
16-0000248-000	06/21/2016	22:59:50	3101 Recreation DR	324 Motor Vehicle Accident with
16-0000249-000	06/22/2016	11:46:21	4748 Hwy 100 /INTERSECTN	352 Extrication of victim(s) fro
16-0000250-000	06/22/2016	15:34:19	703 Meadowlark DR	321 EMS call, excluding vehicle
16-0000251-000	06/23/2016	17:34:49	900 E Third ST /INTERSECT	652 Steam, vapor, fog or dust th
16-0000252-000	06/24/2016	09:53:33	840 West Pride DR	745 Alarm system activation, no
16-0000253-000	06/25/2016	06:44:13	901 E Fifth ST	111 Building fire
16-0000254-000	06/25/2016	15:29:17	2901 Neier RD /Union, MO	611 Dispatched & cancelled en ro
16-0000255-000	06/26/2016	10:23:28	1115 E Eighth ST	321 EMS call, excluding vehicle
16-0000256-000	06/26/2016	14:30:46	5220 Hwy 100 /SUITE B	322 Motor vehicle accident with
16-0000257-000	06/27/2016	01:06:05	201 Ladera LN	341 Search for person on land
16-0000258-000	06/27/2016	14:07:40	13 Southwinds CIR	131 Passenger vehicle fire
16-0000259-000	06/27/2016	16:46:30	13 Southwinds CIR	131 Passenger vehicle fire
16-0000260-000	06/27/2016	17:24:34	6405 Hwy 100 /INTERSECTN	142 Brush or brush-and-grass mix
16-0000261-000	06/30/2016	06:55:52	7 Laura LN	321 EMS call, excluding vehicle
16-0000262-000	06/30/2016	09:38:29	7438 Hwy Kk /INTERSECTN	322 Motor vehicle accident with

Total Incident Count 42

Washington Fire Department

Month end Incident lists

Alarm Date Between {6/1/2016} And {6/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	2.38%	\$0	0.00%
111 Building fire	1	2.38%	\$0	0.00%
131 Passenger vehicle fire	3	7.14%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	1	2.38%	\$0	0.00%
	6	14.28%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	1	2.38%	\$0	0.00%
321 EMS call, excluding vehicle accident with	5	11.90%	\$0	0.00%
322 Motor vehicle accident with injuries	3	7.14%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	2.38%	\$0	0.00%
341 Search for person on land	2	4.76%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	2.38%	\$0	0.00%
	13	30.95%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	2.38%	\$0	0.00%
442 Overheated motor	1	2.38%	\$0	0.00%
463 Vehicle accident, general cleanup	1	2.38%	\$0	0.00%
	3	7.14%	\$0	0.00%
5 Service Call				
522 Water or steam leak	1	2.38%	\$0	0.00%
561 Unauthorized burning	1	2.38%	\$0	0.00%
	2	4.76%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	3	7.14%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	2.38%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	2.38%	\$0	0.00%
	5	11.90%	\$0	0.00%
7 False Alarm & False Call				
733 Smoke detector activation due to	4	9.52%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	2.38%	\$0	0.00%
743 Smoke detector activation, no fire -	3	7.14%	\$0	0.00%
744 Detector activation, no fire -	1	2.38%	\$0	0.00%

Washington Fire Department

Month end Incident lists

Alarm Date Between {6/1/2016} And {6/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
745 Alarm system activation, no fire -	4	9.52%	\$0	0.00%
	13	30.95%	\$0	0.00%

Total Incident Count: 42

Total Est Loss: \$0

MINUTES OF THE BOARD OF PUBLIC WORKS
Tuesday, June 14, 2016

The Regular Meeting of the Board of Public Works was held on Tuesday, June 14, 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	Present
Member	Brad Mitchell	Present
Ex-officio Member	Mike Radetic	Present

OTHERS:

Council Representative	Jeff Mohesky	Absent
Council Representative	Josh Brinker	Absent
Council Representative	Steve Sullentrup	Absent
Council Representative	Greg Skornia	Absent
Mayor	Sandy Lucy	Absent
City Administrator	James A. Briggs	Present
Public Works Director	Brian Boehmer	Absent
Water/Wastewater Superintendent	Kevin Quaethem	Present
Public Works Secretary	Beverly Hoyt	Present
City Engineer	John Nilges	Present
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. Vietmeier and seconded by Mr. Vossbrink to approve the minutes from the regular May 10, 2016 meeting. The motion passed without dissent.

Wastewater

Electric Unlimited is 100% complete. Nothing further to be done, final will be presented to the board next month. All systems are up and running with no problems.

Odor at the Wastewater Treatment Plant has been minimal. There are a few odors early in the mornings on the trail that are contributed to possibly the mixers that are running at the plant. We are pressing one to two times a week.

Water – Siemens Presentation by Wes Walker

Scope – Year One - Test Results (Recap) - Main question is has Siemens met their guarantee? After a thorough review of City billing, numbers of meters and sizes of meters that were contracted have been run. There is a notable difference in size of meters, 5/8" was about 655 less and the 3/4" was 471 more. Original test back in 2011 the 5/8" tested low and were not capturing all the water for metering and billing. The 3/4" was incredibly high close to 100%, 1" and 1-1/2 was 94.7% accurate. The guarantee was for the 5/8" and 2" only, the 3/4", 1" and 1 1/2 were already 100% accurate in performance.

The actual test results for the 5/8" and 2" were down 20% from baseline year. The 5/8" and 2" actually captured 489,817 kgal water and sewer, baseline year of 504,217 of water and sewer. If the existing meters were still in place 404,143 kgal would have been captured that would be an additional 85,674 kgals captured from the 5/8" and 2" (489,817). Contract guaranteed 108,171 kgal. Additional revenue captured is \$217,148. All that was really seen was \$22,497 less than contracted.

Close out of project was 2013, the reduction between pumped and metered kgal reduced by 29%. In 2014 the gap increased. Meters are testing within manufactured range. We knew there were some differences but we didn't know how many meters were 5/8" or 2" for sure until they were installed. We should have revised once the as-built documentation was received and revised the calculations.

Where do we go from here? The pumped and billed water is going in a different direction. As far as pumped we have had to do an excessive amount of flushing throughout 2014 and 2015 which put a lot of unused water on the ground that's not metered. The meters are performing above where they should. The change in consumption is not a result of meter accuracy. This is a result of a lot of variables, meter use, population change, weather, it's impossible to know what the consumptions of next year will be. It could be up 20%.

Increase from year one to three it's the water being captured times the water and sewer rates. If the existing meters had been kept in place they would have degraded, they were at 75.8% accurate. The increase is a result of the amount of water flowing through at the rate captured times the water and sewer rates. Table 1.2 explicitly states that we will not predict the fluctuations in usage it's impossible. The actual billable usage is calculated by multiplying the water we know that went through it divided by the accuracy of the meters there were versus the meters Siemens installed.

The City was told that these new meters would show an increase in consumption, but this has not happened. We still have not seen savings in increased sales that would result in sufficient revenue to pay off debt. It's not happening. The Board has asked Siemens to return in July for further discussion.

Donohue - Hydraulic Study

Donohue will come back for July Board meeting to present their presentation. The Hydraulic Model calibrated system is well maintained. Well 10 issues with low pressure and high pressure is due to Well 10 running and turned off. While well is running psi is 100 or higher, when well shuts off it drops to 35 psi. The ground elevation cannot be fixed.

Storage Tank Volume – Enduro stand pipe is 80 feet tall. Top 10 to 15 feet is usable, when it goes below that level you can't maintain the 30 psi. We calculated the needed storage compared to the usable storage, there is a storage surplus. Based on strictly storage numbers there's no justification for a new tank at this time.

An additional tank is recommended on the east side of town just so we could allow for new growth. It would alleviate the pressure fluctuation near Well 10 area. It also can help maintain fire flow if a catastrophic power outage occurred. It would maintain pressure in the system. Well 10 pressure fluctuation is due to lack of storage and the fact there is only one 8" connection to that area to the rest of the system. Another transmission to connect to the rest of the system would make for a better connection.

Another recommendation is a control valve on the Enduro tank. Well 11 is closely located to the Enduro stand pipe. Well 11 turns on and the stand pipe fills quickly then Well 11 turns off. We recommend putting a control valve inlet on the Enduro stand. This would force the Well 11 water to feed into the system instead of directly into the pipe tank and the tank will fill more slowly allowing Well 11 to stay on longer instead of off and on all day.

There are a lot of areas in the older part of town that have smaller mains and old cast iron main. A plan needs to be implemented that would allow replacing those in a systematic way with a larger main, or PVC main.

ISO would come in the hottest part of the year available fire flow from tanks. Residential Code – 1000 per minutes, 1500 in commercial with Well 10 and 11 having backup generator we have met that flow. We can maintain a 20 psi for 8 hours if there were a power outage. Which is plenty of time for staff to go to Well 10 and 11 to make sure generators are working. With 10 and 11 running it lasts about 18 hours, giving time to get portable generators to Well 5 to get kicked on. With all three on in a no power situation we can maintain 20 psi for over a five day period. They don't operate at full capacity but 20 psi is the DNR's requirement and we meet that.

System in a whole is in good shape, we do have some deficiencies. The study gives us a change to calculate water line sizes on expansion projects. We tried this out on a couple of projects in our offices it works nice.

Donohue will have a final report at the July meeting.

Permanent Chlorination

Donohue & Associates, Chris has sent all the paperwork to DNR after the initial requirements for more information was needed. The system is up and running. There is one thing we still need to do and that is put vents outside the buildings. We are holding off until we get the permit.

The Public Works is still fielding calls with regard to dirty water and odor issue, but they are to a minimum of four or five per month.

Fire Chief Halmich spoke briefly about the fire flow and discussed the fire hydrants that are coded by color and a little on the ISO that is to be done early this summer. He reminded us that we need to do flow tests periodically to maintain flow.

A motion was made by Mr. Mitchell and second by Mr. Vossbrink to adjourn for Executive Session.

All in favor aye, all oppose, none. It has been approved to go into Executive Session.

Return from Executive Session:

Chairman Voss had to leave to be in court. Mr. Vossbrink brought up that his term is expiring in June of this year and he has elected not to renew his term. Mr. Vossbrink was an officio for six years and has served on the Board for nine years. He feels it is time to let someone else move up. Mr. Mike Radetic was asked and has accepted the position. Mr. Vossbrink says he will be here to answer any questions anyone might have, always happy to help.

Board thanked him for his time and service.

Next Scheduled Meeting Date:

The next scheduled meeting date is August 9, 2016.

Adjourn:

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

Prepared by: Beverly Hoyt
Beverly Hoyt
Public Works Secretary

Adopted and Approved By the Board of Public Works:

Date: 7-12-2016 Signature: John Vietmeler
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: July 6, 2016

RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS –JUNE 2016

PROJECT	VENDOR	CONTRACT AMOUNT	PREVIOUSLY APPROVED	CURRENTLY APPROVED	BALANCE
Hydraulic Study	Donohue	\$ 58,000.00	\$2,900.00		\$11,600.00
WWTP Electrical Modifications	Electric Unlimited	\$274,300.00	\$85,700.00		\$23,100.00
Permanent Chlorination System Design	Donohue	\$ 6,535.00	653.50	\$ 392.10	\$ -0-

JUNE 2016

Water Pumped June 2016. 85,058,652 2.84 mgd
 Wastewater Effluent Flow June 2016. 61,030,000 2.03 mgd
 Missouri One Call Locate messages received for locates.....196
 Meters Issued as new. 1
 Meters Issued as replacements.....0
 Meters Issued as new for irrigation systems0
 Water breaks repaired.5
 Sewer Routines48
 Delinquent Accounts actually shut off in June 2016.45

WATER DEPARTMENT FIELD WORK PERFORMED – JUNE 2016

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Shop Maintenance 2. Meter/Swapping/Repair 3. Repair/Replace/Number Hydrants 4. Check Wells/Lift Stations/Heaters 5. Missouri One Call Locates 6. Hydrant Flushing/Painting 7. Dig up/Repair Curb Stops 8. Water Samples 9. Repair Water Break @ International 10. Water Break @ 905 E. 5th 11. Water Break @ Meadowlark 12. Water Break @ Stafford & 5th | <ol style="list-style-type: none"> 13. Water leak repair @ Dawn Valley 14. Repair Service Line @ 1210 W. 9th St. 15. Repair Valve @ Hancock 5th & Madison 16. Repair Curb Stop @ Riverview, Stafford 17. Mr. Manhole (8th St. Caroline Dr., Zero Ave. 18. Installed gravity flow pipe Well 8 19. Recalibrate Analyzer 20. Repair Hydrant @ 106 Jade 21. Repair Hydrant @ 1086 Washington Square 22. Repair Hydrant @ 1005 Marilyn 23. Sinkhole @ 426 Cedar |
|--|--|

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – JUNE 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. Televised Sewer Main @ Anniston
11. Worked on Elevators @ WLLS
11. Hauled Sludge
12. Cleaned Clarifiers
13. Replaced Various Hoses
14. Vehicles & Equipment Maintenance
15. Camera Various Sewer Lines
16. Sprayed for Weeds @ Painted Handrails
17. Sampling for DMR-QA
18. Sewer Call @ 107 Dawn
19. Inspected Sewer Main @ 6th

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 June 28, 2016 Meeting of the
Washington Public Library Board of Trustees

Present: Leon Hove, Jackie Hawes, Norma Brinker, Donna Kohne, Linda Sellmeyer, Linda Bartle, Diane Lick, Jeff Holtmeier

Call to order

President Hove

Approval of April meeting minutes

Maria Brady-Smith

Norma Brinker moved to accept the minutes of the April, 2016 meeting. Linda Bartle seconded and the motion passed.

Friends of the Library report

Diane Lick

Diane Lick reported that the Friends plan to send Jackie and two other staff members to the National conference. They have written 24 letters for the Paddington Bear event. They are making plans for the annual book sale, which will be held on the third weekend in September.

Director's report

Jackie Hawes

- The financial report was distributed to the Board. There was no discussion or questions regarding the report.
- The statistical was also distributed to the Board. Jackie reported that checkouts down a little from last year. The Scenic Regional stats remained steady. We added a hundred new patrons and the door count was way up. PC usage is down, although wireless is up. There were forty-six meetings and programs.
- Updates-
 - o Jackie reminded the Board members to like their Facebook page.
 - o She reported that the summer Food Program is going well, they are averaging 25 children a week. It is supported by volunteers, so library staff is not participating. The lunches are served outside, but the meeting room is available in case of rain.

- The Tween Lock In was successful. There were 36 participants, 10 teen volunteers and 3 staff members who attended.
- The Paint Party was a tremendous success. It was led by part-time clerk, Peggy Warden. It was limited to 16 participants, but they had over 70 phone calls on the first day of sign-ups. The program was full within two hours. They plan to repeat the program in the fall.
- The Paddington Bear Birthday Bash had over 100 participants.
- Jackie attended the MPLD Conference in June. Some of the things she learned about were:
 - New e-resource called TumbleBook LibraryDeluxe. It is an online collection of 550 animated talking books for children in preschool through grade 3.
 - Wolfner Library services, which is for the blind and visually impaired. Services they offer include braille and audio books and magazines, ebooks, telephone newspaper services, descriptive videos, music, equipment and accessories, large print books, an adult winter reading program, dial-in book club and a children's summer reading program. Patrons can complete an application, and books/materials are mailed directly to them.
 - State and Federal Library Funding was also discussed. Regarding the state, the REAL program got \$2,750,00, State Aid was \$2,723,776 (\$.45 per capita), A &E was \$1,010,000. Federal funding included \$231,000,000 for the Institute of Museum and Library Services, which was a million dollar increase from the previous year.

Jackie reported that the Arkansas Library Association database has been hacked. She indicates that the MLA's web presence, which is hosted by MoreNet, is considered secure.

Jeff Holtmeier made a motion to accept the Director's report. Norma Brinker seconded and the motion passed.

Old business-none

New business

- 2015-16 Preliminary Budget-
 - Jackie highlighted some of the big changes, such as contracted services going up by \$1000. Training and seminars went up due to the Friends sending staff to national conference in Chicago. Professional dues and memberships increased (MLA, regional organization, trustees, ALA, Public Library Assn) as well as postage, subscriptions, and small tools/equipment/furnishings. Adult programs have increased, and Jackie would like to add storage space for the materials. She indicated that they need to repair or replace some upholstery on couches and furniture. Regarding books and visuals, she is trying to replace some nonfiction.
 - Diane Lick moved that the Board accept the Preliminary Budget. Jeff Holtmeier seconded and the motion passed.
- Jackie thanked the leaving board members for their service: Donna Kohne, Linda Sellmeyer and Maria Brady-Smith. The Mayor is working on replacing these board members, and appointments will be made in July.

There being no more matters for discussion, Linda Sellmeyer moved that we adjourn. Donna Kohne seconded, and the motion passed.

The next meeting of the Board is scheduled for Monday, July 25, 2016 at 6:30 PM in Library Meeting Room B.

**Washington Public Library
Monthly Report
June 2016**

CIRCULATION

	Juvenile Check-outs	Total Check-outs
June 2016	10,101	16,874
June 2015	10,053	16,813

Reciprocal Lending Agreement

	Circulation	(Previous July)
WPL Patrons	4,824 (29%)	5,470 (33%)
Scenic Patrons	<u>12,050 (71%)</u>	<u>11,343 (67%)</u>
Total	16,874	16,813

Patrons added 116 (44 WPL)

Passports processed 33

Door Count (30 days open)

June 2016	13,007
June 2015	13,850

Internet Usage

June 2016	2,042	PC users
	4,512	wireless sessions
June 2015	2,357	PC users
	4,473	wireless sessions

Meeting Room Usage

73 meetings/programs (40 by the library)

PROGRAMS

Preschool Storytime (7)	330
Tot Time (8)	250
Adult Book Discussion Groups (2)	21
Marionette Show	100
Cinema Nights (3)	35
Volun-Teens	10
Chess Club (2)	25
Paint Party	18
LEGOs Club	110
Write It! Walk It! Post It!	33
Owlets Presentation	25
Tween Lock-In	49
Color Me Calm	10
Paddington	105
You Got Game!	<u>8</u>
Total attendees	1,129