

ADMINISTRATION/OPERATIONS COMMITTEE MEETING
MONDAY JUNE 27, 2016
7:00 P.M.
COUNCIL CHAMBER

INTRODUCTORY ITEMS:

Roll Call /Pledge of Allegiance

ACTION:

1. APPROVAL OF MINUTES:

a. May 23, 2016 Adm/Field Operations Meeting

Motion To Approve

2. REVIEW OF INVOICES:

a. Lewis, Rice LLC Invoice – May 2016 Services

Discuss – Send to Council

3. REPORT OF DEPARTMENT HEADS:

a. Communications – Lisa Moffitt

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

c. Finance – Mary Sprung

d. Economic Development – Darren Lamb

e. Planning – Sal Maniaci

1. Proposed Code Revisions Summary

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 JUNE 23, 2016

**MINUTES OF THE
CITY OF WASHINGTON, MISSOURI
ADMINISTRATION/OPERATIONS COMMITTEE
MAY 23, 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, Joe Holtmeier, Josh Brinker

Absent: Jeff Patke, Greg Skornia

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

Approval of Minutes

* March 28, 2016 Administration/Field Operations Meeting

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

Review of Invoices

* Lewis, Rice L.L.C. Invoice – April 2016 Services

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

Review of Department Heads

Communications:

- * Two dispatcher openings.
- * Radio problem from earlier today was fixed by Robert and Wash PC.

Police/Municipal Court/Traffic Committee:

- * Officer Pfeiffer went through surgery last week and will be on sick leave until his retirement.
- * Opening for police officer; deadline for applications is May 27.
- * Art and Winefest went well.
- * Working on the mobile data terminals. Setting up a training date.
- * Had “Breakfast with a Policeman” last Friday at Washington West and Southpoint.

Finance:

- * Department budgets were due Monday; will be working compiling information and data for the next few weeks.

Economic Development:

- * Working on LMI expansion.
- * Moving forward on sale on a lot in Heidmann Industrial Park.
- * Working on a grant application with USDA for a local business that is considering an expansion.

Planning

- * Two public hearings coming up at next P&Z meeting: one for rezoning and one for a special use permit. There will also possibly be an additional plat for LMI and the code revisions will be discussed further.
- * Went out to bids for RFQ for a survey on the International Shoe District to become a national district. Due by June 15.

Engineering:

- * Update on Jefferson Street Bridge: northern wing walls were poured today in preparation of the upcoming storms.
- * Dealing with a lot of storm water related issues due the weather the past few weeks.
- * Working on a box culvert on Sixth and McArthur. A triple wall plastic pipe will be installed; this will be first time that this is installed in the city, it is an approved MoDOT product.
- * Discussing the 2016 paving project with Administration tomorrow.

Building Inspections/Codes:

- * Monthly report is in packet.

Streets & Solid Waste: Report given by Jim Briggs.

- * Culverts were cleaned out after last week's rain.
- * Trash Pickup Regulations: pictures taken by refuse collectors of trash in the past week were handed out. These are of routes that cannot be completed in an 8 hour shift. The ordinance that regulates trash pickup is very lax right now. Unfortunately, some people are taking advantage of this. Staff recommends putting in some restrictions to alleviate the refuse collectors and putting in a special fee for bulk items.

A motion to have staff research solutions was made by Councilmember Brinker, seconded by Councilmember Hidritch, passed without dissent.

- * Bids for new bridge were opened; they all came in higher than what was anticipated. State has not taken an official decision yet on what will happen. MoDOT has a meeting next week; hopefully there will be a recommendation then.
- * Councilman Hidritch wants to know if there is an ordinance limiting the amount of dogs per household. Jim Briggs is not aware of any ordinance like that. Councilman Hidritch would like for this to be looked into. Staff will research this.

- * Contacted the state about grass cutting of right-of-ways. They are behind on their schedule because of all the wet weather.

Airport/Building & Maintenance:

- * Bids for asbestos removal at 316 Lafayette Street building will be opened this week.
- * Working with FEMA on the recent flooding.

Information Technology:

- * Worked on radio problem in Communications.
- * Working on ITI upgrade for police department.

Parks & Recreation:

- * Working on storm cleanup at various parks.
- * Catching up on mowing.
- * Pool opens this Saturday.
- * Camp Washington starts in two weeks.
- * Tartan Days are tentatively scheduled for the first weekend of June 2017.
- * Fence bid came in too high; talked to bidder and price was brought down to what was budgeted. Moving forward with project.

Fire & Emergency Service:

- * Junior fire camp will be held the first week of June.
- * Attended a few trainings.
- * Councilman Hidritch congratulates Chief Halmich for his 50 years of service with the Fire Department.

Water & Wastewater:

- * Private Water Well Ordinance: amendment for code section 700.390. This is regarding private water wells. Current code states that if you are within 200 feet of a water line you have to connect to it. Councilman Sullentrop questions why the 200 feet is in there, and not just anyone in the City limits. Jim Briggs explains that there are some lots in town that would be challenging to hook up because of elevation issues and distance.
- * Councilman Holtmeier wants to know when the permanent chlorination will start. Kevin Quaethem explains that they are already doing that, but are still waiting for the official notification from DNR.

Library:

- * No report

H.R. & Loss Control:

- * No report

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 7:35 p.m. on the following roll call vote; Brinker-aye, Hidritch-aye, Holtmeier-aye, Meyer-aye, Mohesky-aye, Sullentrup-aye.

Adjournment

With no further business to discuss, a motion to adjourn was made at 8:20 p.m. by Sullentrup, seconded by Meyer, passed without dissent.

LEWIS, RICE & FINGERSH, L.C.

ATTORNEYS AT LAW

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MPIONTEK@LEWISRICE.COM

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DIRECT (636) 239-4599

TEL (636) 239-7747
FAX (636) 239-8450

MEMORANDUM

TO: Mary Trentmann
Administrative Secretary

FROM: Janice Meyer
Secretary for Mark C. Piontek

DATE: June 8, 2016

M.S.
B.S.

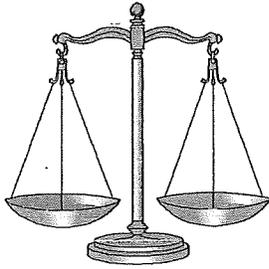
SUBJECT: Legal Services Rendered through May 31, 2016 for the City of Washington

Total Bill.....\$10,093.50

Breakdown of Matters:

700014.13025	General Counsel	4,485.00
700014.64969	Benny Rodriguez	90.00
700014.53902	Valent Aerostructures Chapter 100 Bonds	5,518.50
	TOTAL	\$10,093.50

M.S.
B.S.



WASHINGTON MUNICIPAL COURT

TO: Mayor Sandy Lucy
and City Council

FROM: Craig E. Hellmann; Municipal Judge

DATE: May 25, 2016

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

May 3, 2016

TOTAL \$ 5,864.50

May 17, 2016

TOTAL \$ 4,323.95

Respectfully,

Craig E. Hellmann
Municipal Judge



CITY OF
WASHINGTON
 MISSOURI

FROM Chief Menefee
 TO: Traffic Commission Members
 SUBJECT: June 3, 2016 Committee Meeting
 DATE: June 7, 2016

The June 3, 2016 Meeting Minutes were approved as written.

- | | | |
|------------------|------------------|----------------------|
| MEMBERS PRESENT: | Mike Grissom | Police Department |
| | Ed. Menefee | Police Department |
| | Walt Meyer | City Council |
| | Steve Sullentrup | City Council |
| | John Nilges | Engineering |
| | | |
| MEMBERS ABSENT: | Jeff Mohesky | City Council |
| | Jack Brinker | Street Department |
| | Bill Halmich | Emergency Management |
| | Joe Holtmeier | City Council |
| | | |
| VISITORS: | Andrea Lueken | Engineering |
| | Terry Buddemeyer | Washington Ambulance |
| | Jason Holmes | Street Department |
| | Bridgette Kelch | Downtown Washington |
| | Riley Price | Downtown Washington |
| | Sandy Lucy | Mayor |

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: Engineering has surveyed the intersection and has met with a MO-DOT representative on scene. MO-DOT has agreed to make some changes to lane striping at the intersection in order to create additional room in the right turn lane. The item was added to MO-DOT's list of projects and should be completed sometime this summer. (CLOSED)

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 WASHINGTON, MO 63090

4B 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 has been in contact with Ameren and has learned that adding lighting to the area is possible. The two existing lights in the area of the bar belong to the property owner rather than the city. Engineering is working with the property owner on the matter and will brief the committee at the next meeting. (OPEN)

4C 16-05-0021 Review of parking restrictions on several streets which should be designated as "parking on one side only": It was mentioned at a different meeting that there are several streets in town which are not appropriately signed for this type of parking. Engineering gathered a list of streets which may be considered for this type of parking based on street width. The committee reviewed the list and agreed that all of the streets listed were residential, with little or no off street parking available. The committee agreed that it would not be reasonable to restrict parking to one side only on these streets. There were two streets mentioned in which the current parking signage and existing ordinances for one side only parking may not be consistent with one another. Mike Grissom will be checking the existing signage on Birchwood Court and Willows Court and will ensure that the current signage agrees with city ordinance. (CLOSED)

4D 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 is in the process of drafting a diagram of the proposed changes for the committee's review. (OPEN)

4E 16-05-0023 Street lighting concerns at 5th and Cedar: This item was left open from the last meeting so that Engineering could contact Ameren. After contacting Ameren, they learned that a 250 watt LED street light could be added to the intersection for \$16.07 per month. The committee agreed that the added lighting was needed. Engineering will be contacting Ameren to have the lighting installed. (CLOSED)

NEW BUISNESS:

5A 16-06-0024 Request for added signage at the corner of Captains and Steamboat: This request came from a resident who voiced concern about cars speeding in the area and turning around in the cul-de-sac. The resident proposed that the city add "No Outlet" and "Children at Play" signs to alleviate the issue. The committee discussed the matter and agreed that no additional signage was warranted. (CLOSED)

5B 16-06-0025 Request for added caution signage on South Point Road near Jim Peters Signs: The business owner at that location proposed added signage at two locations on South Point Road to help alleviate speed issues in the area. The committee discussed the proposed signage and agreed that the signage could be helpful. The committee noted that only one of the

POLICE DEPARTMENT
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WASHINGTON, MO 63090

proposed signage locations was in the city limits, with the other being in Franklin County's venue. John Nilges will be coordinating with the county to get the signage installed. (CLOSED)

5C 16-06-0026 Review of plans for modifications to curb and sidewalk in the area of Gary Lucy Gallery: Mayor Lucy along with Bridgette Kelch and Riley Price from Downtown Washington briefed the committee on a request to add a parklet in front of Gary Lucy Gallery. Installation of the parklet will require taking two parking spaces directly in front of Gary Lucy Gallery between July 16th and July 30th for the temporary installation of the parklet. The committee discussed the proposition and voiced concerns about pedestrian safety. The committee agreed that installation of the parklet would not be an issue so long as some type of protective barrier was added to protect people using the area. Mike Grissom will draft temporary parking restrictions for the closure of the two parking spaces needed. (CLOSED)

The meeting was adjourned at 09:30 am

The next scheduled meeting will be held on July 1, 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
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WASHINGTON, MO 63090

TRAFFIC DIVISION/CODE ENFORCEMENT (636)390-1088

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	2,827,669.86
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:		\$ 90,255,540.95			

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		
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	\$ 2,827,669.86	

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

5.49%

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		
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	\$353,435.56	

COLLECTIONS 1998 TO PRESENT: \$ 6,559,684.71

OVERALL PERCENTAGE
GROWTH/(REDUCTION) FOR OCTOBER
TO PRESENT: 13.71%

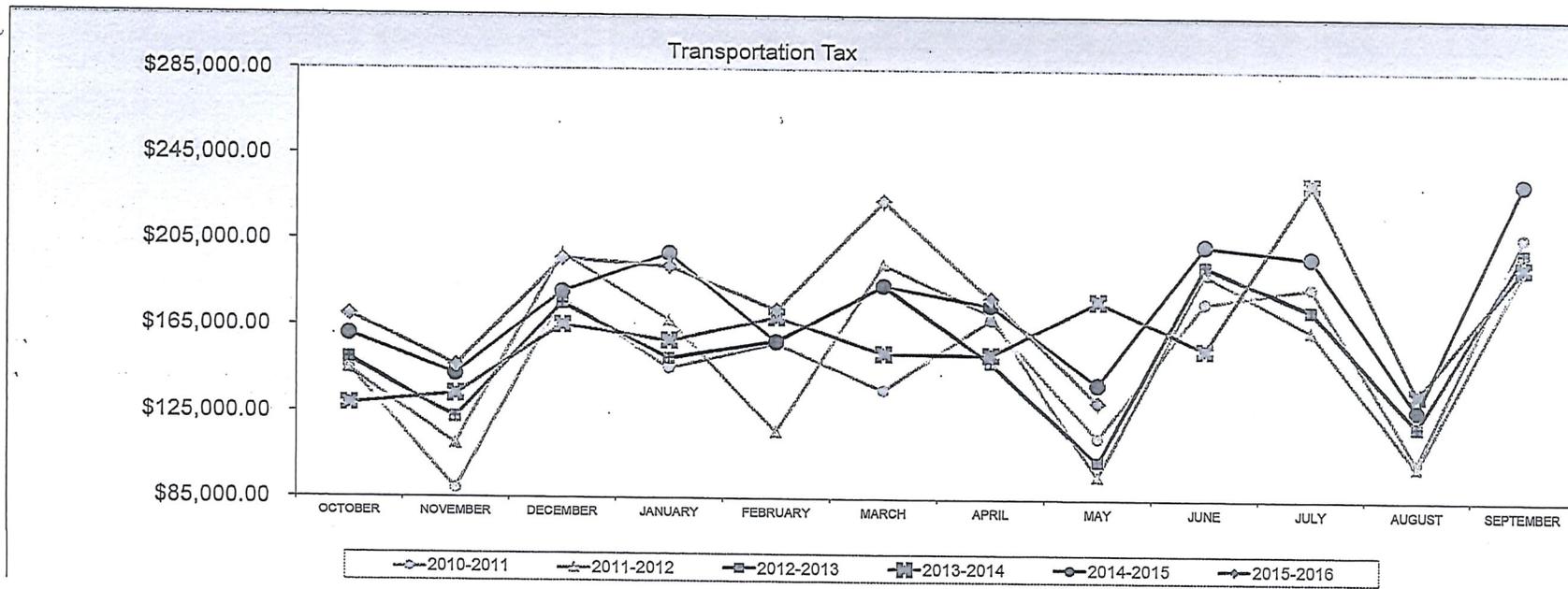
1/2 % TRANSPORTATION SALES TAX

MONTH	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Monthly % Increase/ Decrease
OCTOBER	\$ 145,972.89	\$ 145,120.16	\$ 149,905.71	\$ 129,066.45	\$ 161,107.79	\$ 170,499.34	5.83%
NOVEMBER	89,437.31	110,735.46	122,694.65	133,772.74	142,855.97	147,004.51	2.90%
DECEMBER	177,667.55	198,930.26	175,547.03	165,496.84	181,093.25	196,765.76	8.65%
JANUARY	145,626.04	167,838.37	150,186.07	158,236.29	198,791.80	193,113.86	-2.86%
FEBRUARY	157,114.39	116,473.64	158,119.78	169,500.34	157,805.36	173,113.49	9.70%
MARCH	136,023.70	194,287.93	184,174.85	152,660.68	184,286.08	223,763.91	21.42%
APRIL	168,494.40	171,293.01	148,760.60	152,351.79	175,281.35	178,698.08	1.95%
MAY	114,202.21	96,166.41	102,792.97	177,386.86	138,981.19	130,877.30	-5.83%
JUNE	176,701.87	190,573.43	193,751.29	155,033.96	203,451.14		
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	\$ 1,413,836.25	

COLLECTIONS 2005 TO PRESENT: \$19,515,016.56

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO
PRESENT: 5.49%

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



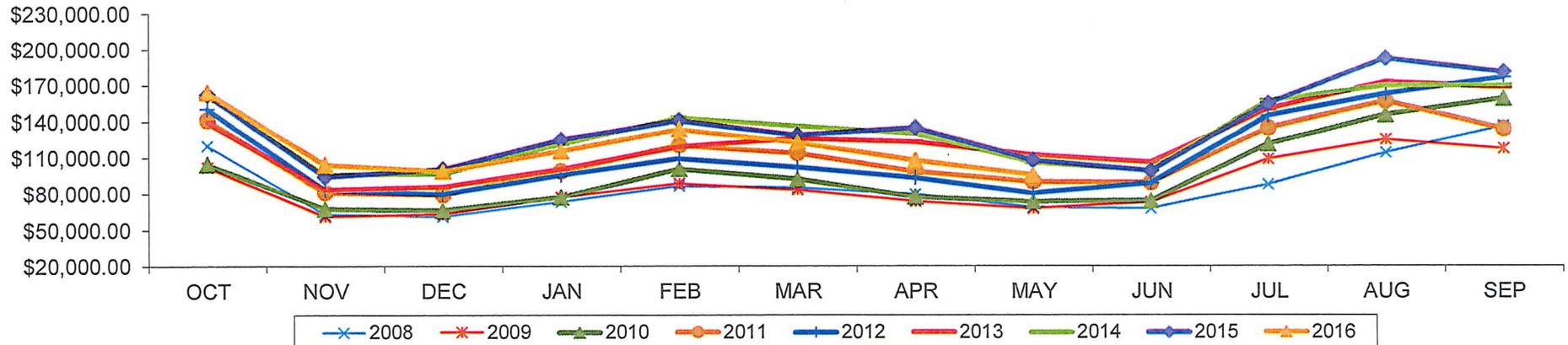
AMEREN U E FRANCHISE FEE REPORT

<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		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	\$944,886.07	

1995-Present **\$22,569,886.00**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -5.31%

AMEREN FRANCHISE FEE COMPARISON



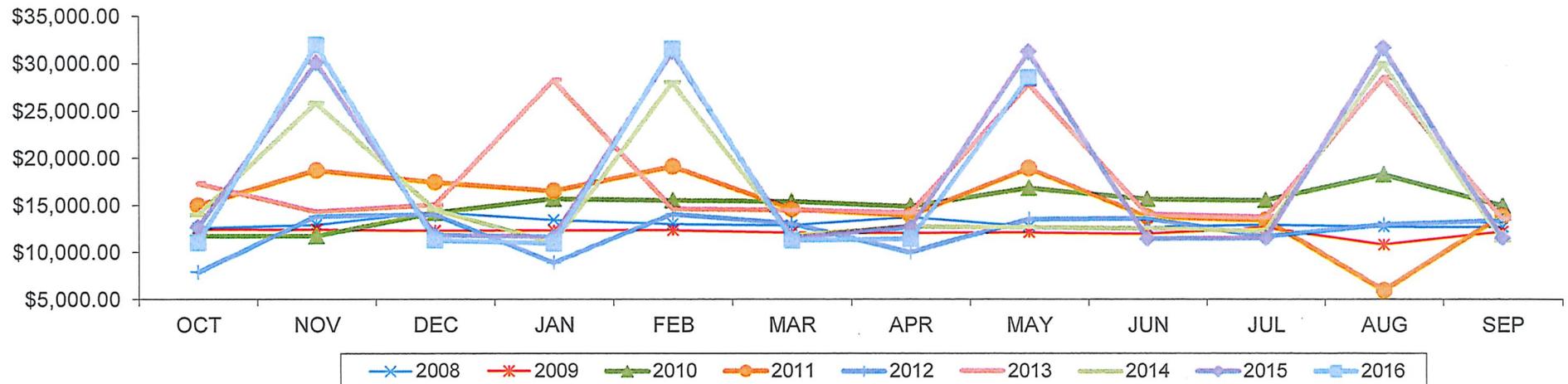
AT +T (SWB) FRANCHISE FEE REPORT

<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	0	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	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	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	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	\$148,207.18	

1995-Present **\$3,491,572.23**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -3.19%

AT&T (SWB) FRANCHISE FEE COMPARISON



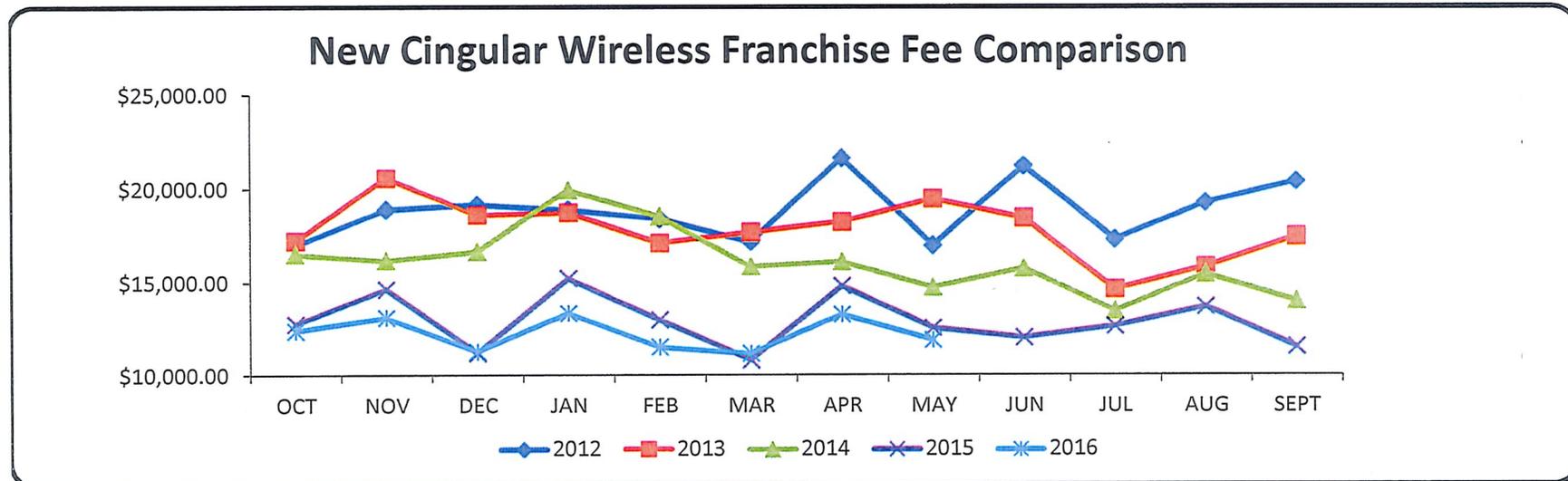
**started keeping track of Southwestern Bell Telephone Company Video Service Franchise Fees for Fiscal Year 2012/2013

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	0	0
JUL	17,356.37	14,644.81	13,495.54	12,657.00	0	0
AUG	19,263.90	15,863.44	15,495.35	13,712.15	0	0
SEPT	20,408.73	17,477.95	14,037.11	11,537.42	0	0
TOTAL	\$209,669.91	\$214,204.63	\$193,743.42	\$155,129.54	\$98,179.98	

2012-PRESENT \$870,927.48

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: **-6.66%**

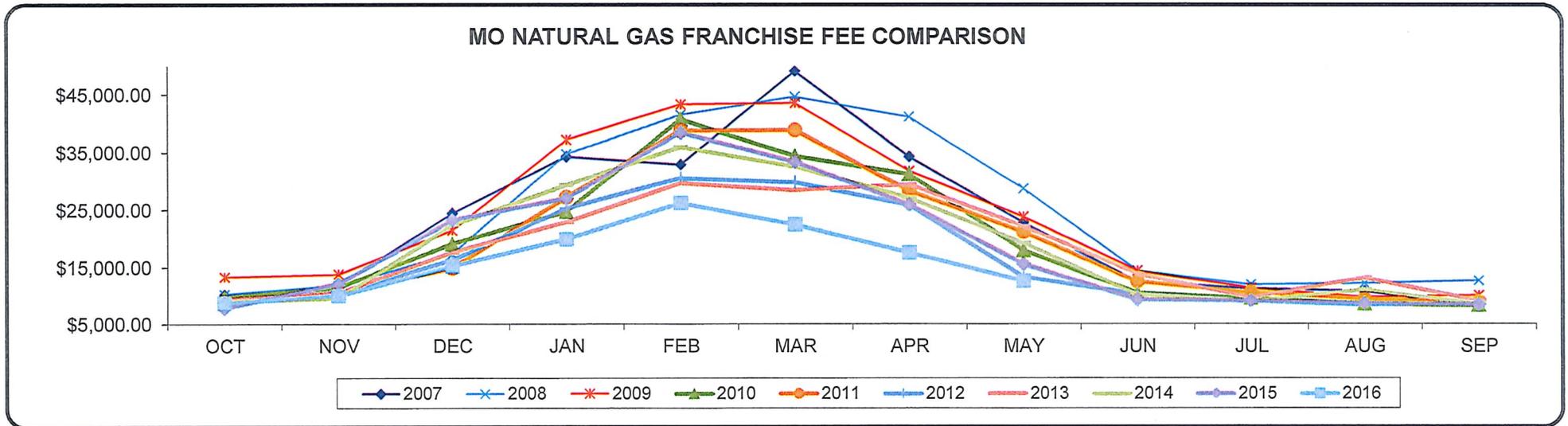


LACLEDE GAS FRANCHISE FEE REPORT

<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>	<u>Increase/ Decrease</u>
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		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	\$133,936.71	

1995-Present **\$3,702,134.56**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -27.44%

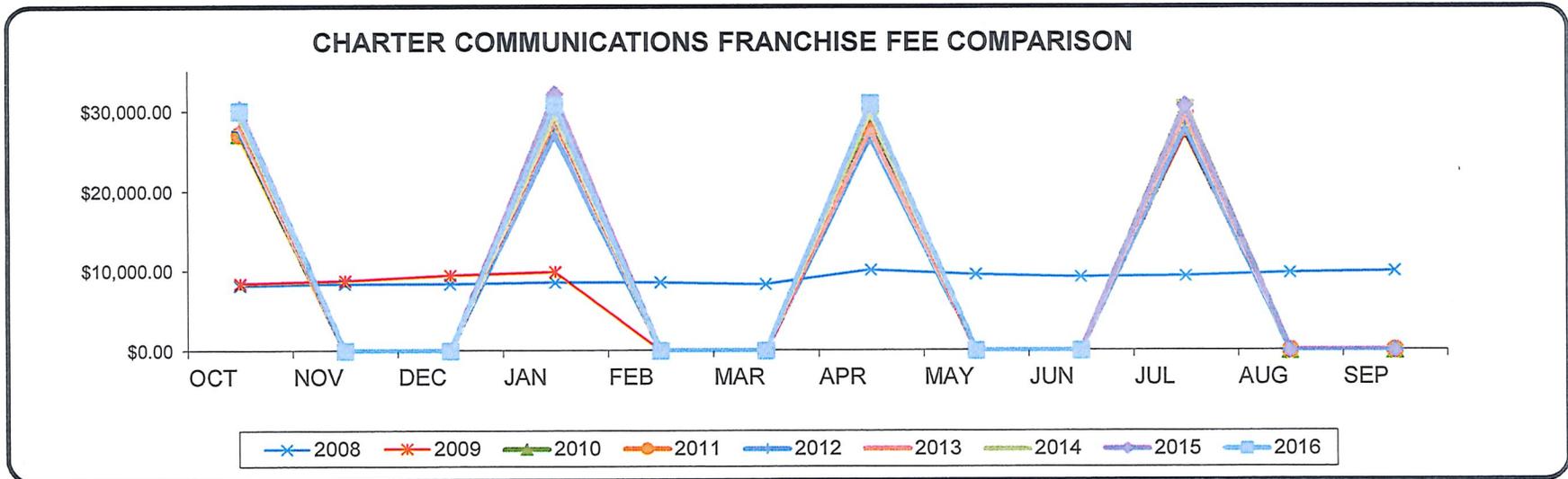


CHARTER COMMUNICATIONS FRANCHISE FEE REPORT

<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	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%



Background

The City adopted what is now known as the Zoning Code in July of 1988. Although it has seen a handful of amendments, it has not been comprehensively updated in almost 30 years. In April of 2013 the City adopted a new Comprehensive Plan. In preparing the plan, a large amount of citizen input was gathered and analyzed to gauge how the public preferred/anticipated the City's growth. The Comprehensive Plan included a number of objectives for the City to achieve as it grows based on the citizen input. Although Washington had adopted a new comprehensive plan, the development codes had not been updated/modernized to accommodate the plan. In July of 2014, Washington retained PGAV to help revise the code. This included primarily a reorganization of the layout but also included revising individual sections as well.

Reorganization of the existing code

What was previously referred to as the Zoning Code will now be known as the Development Code. The change is to clarify that the reorganized code includes regulations that pertain to items that are not specifically zoning related. The new chapter layout will be as follows:

- Chapter 400 – Zoning
- Chapter 405 – Sign Regulations
- Chapter 410 – Subdivision Regulations
- Chapter 415 – Flood Damage Prevention
- Chapter 420 – Stormwater Management Standards
- Chapter 425 – Fire Hydrants and Connections
- Chapter 430 – Urban Redevelopment

The original code consisted of 28 chapters that all were designated under the "Zoning" umbrella. Previously, for example, each zone district was its own chapter. Now Chapter 400 will consist of articles that define each zone district. Also, stormwater guidelines and fire hydrant requirements were part of the Subdivision regulations previously. Now they will be freestanding chapters as they should have been originally since regulations on stormwater retention and fire hydrant locations were enforced whether a subdivision was being done or not.

Newly Defined Planned Zoning Districts

Some changes to the zoning code will clean up how Planned Districts are requested and reviewed. Currently, the City offers certain residential, commercial, and industrial districts that require a development plan to be approved as well. The revised code will eliminate these districts and replace them with “PD’s” or “Planned Districts”. The planned districts will be renamed as follows:

Old Zoning District	New PD District
R-4	PD-R Planned Residential
C-4	PD-C Planned Commercial
M-3	PD-I Planned Industrial
PUD	PD-MXD – Planned Mixed Use
Senior Community	PD-R Planned Residential

A Planned District will have minimum acreage requirements depending on use and are meant to allow developers the chance to design a larger development that may not conform to our standard zoning/subdivision regulations in non-planned districts. Density of a planned district will be determined by the existing underlying district or determined by staff if it is newly annexed property. A planned district will be reviewed as a development plan and a rezoning in one single request. The review and approval will be very similar to the preliminary and final plat review, requiring the following steps.

1. Sketch Plan review - in-house with staff, informal
2. Preliminary Development Plan Approval – reviewed by P&Z and City Council
3. Final Development Plan Approval – Reviewed by City Council, must be final development plan to be recorded

Zoning Matrix

The new zoning code will incorporate a zoning matrix that lists uses and what zone district they are permitted in. The uses are pulled from the NAICS which is a comprehensive list and will help business owners know exactly what zone district their proposed use requires.

Miscellaneous Revisions to the Supplemental Zoning Regulations

A table has been added detailing all off street parking requirements for use. We have amended the regulations for some larger-scale developments including high schools, nursing homes, and hospitals. We have also decreased the minimum parking for general retail to be 1 space per 250 square feet.

A parking diagram has also been added displaying the requirements for parking drive isles, stall widths, etc. for different parking lot layouts. We were previously using St. Louis County standards for parking lot design because our code does not specify parking lot layout. The new code will incorporate uniform parking lot design standards.

We will be implementing a formal Site Plan application and review process for commercial and industrial development. The requirements have not changed, but there will now be an application with a checklist of items that need to be noted on a site plan to reduce the chance of staff rejecting plans based on missing info. This application will be required for all non-residential development that isn't a special use permit or part of a planned district. Small non-residential expansions of existing facilities will be exempt from this process as well.

Other items in Chapter 400 Article IV have been updated to add clarity as well. For example, we have specified setbacks for decks in residential areas, language has been added defining a certified solar panel installer, performance standards have been added regarding order/noise/heat/lighting in commercial and industrial areas as well as other miscellaneous language clean ups.

Changes to Chapter 410 – Subdivision Regulations

There have been some changes to the subdivision regulations. They are as follows:

1. Update minimum cul-de-sac width to 96 ft. of pavement within 100 ft. of ROW. Our current code was contradicting the International Fire Code and staff felt it was important to be consistent with the fire code that has already been adopted by the City.
2. Sidewalks required on one side of newly constructed major and collector streets. The Comprehensive Plan lists "expanding the City's pedestrian and bike network" as an important objective. Incorporating sidewalks into these new streets will help the City achieve this objective.
3. The revised code allows a developer to ask for a private street as part of a Planned Development only.

Our review process for subdivisions will not change, however we will be updating our applications to include comprehensive checklists of what needs to be submitted with each application. We will also be adding a new application for the Final Plat Process. This will help us separate the preliminary and final platting processes as they are in the current code.

Sign Regulations

The new code will have additional regulations for Electronic Message Display signs. The code specifies the type of transitions a property owner can have between messages and how fast the messages change. The code also prohibits these signs as well as back-lit cabinet signs from any nationally registered historic district or designated review area. The revised code also updates some language pertaining to off-premise signs and billboards to align with state statutes.

Misc. Changes

Some additional information has been added to the fire hydrant location requirements. The revised code specifies how the spacing between hydrants shall be measured, that hydrants shall be placed at intersections, and under what conditions hydrants will be required on both sides of the street.

The remaining updates consists of language clean-up to stormwater regulations, defining new items throughout the code, and updating the various chapters to match any relevant revised state statutes. Language has also been added defining acceptable pipe material and paving fabrics that have become relevant in the past 30 years. We have identified some areas that were considered troublesome and/or confusing and have tried to clarify a purpose and intent for all of the development codes.

For additional information please contact Sal Maniaci at 636-390-1016 or by email at smaniaci@ci.washington.mo.us

June 2016 Permit Totals

ISSUED DATES: 6/01/2016 THRU 6/21/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	1	3,400.00	25.00
COM-BLD - COMMERCIAL BUILDING	1	598,322.00	3,883.72
DECK - DECK	3	12,900.00	75.00
DEMO - DEMOLITION	2	15,925.00	75.00
ELE-P - ELECTRICAL SERVICE	5	33,700.00	150.00
FPD - FLOODPLAIN DEVELOPMENT	1	0.00	0.00
IND-ALT - INDUSTRIAL ALTERATION	1	30,000.00	90.00
MOBILE - MOBILE HOME SETUP	2	10,000.00	150.00
OPC-COM - COMMERCIAL OCCUPANCY	3	0.00	150.00
OPC-IND - INDUSTRIAL OCCUPANCY	1	0.00	50.00
OPR-MF - MULTI FAMILY OCCUPANCY	20	0.00	340.00
OPR-SF - SINGLE FAMILY OCCUPANCY	36	0.00	965.00
OPR-TF - TWO FAMILY OCCUPANCY	3	0.00	50.00
SGN - SIGN	2	5,600.00	100.00
STEX - STREET EXCAVATION	1	2,000.00	30.00
VAR - VARIANCE	2	0.00	120.00
*** TOTALS ***	84	711,847.00	6,253.72

ISSUED DATES: 1/01/2016 THRU 6/21/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	6	106,045.00	209.80
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	1	598,322.00	3,883.72
DECK - DECK	13	118,400.00	527.00
DEMO - DEMOLITION	9	258,925.00	375.00
ELE-P - ELECTRICAL SERVICE	25	52,055.00	650.00
ELE-T - ELECTRIC SVC - TEMP	2	100,200.00	75.00
FIRE - FIRE SPRINKLER SYSTEM	4	12,540.00	125.00
FIREWORKS - FIREWORKS	1	3,500.00	0.00
FPD - FLOODPLAIN DEVELOPMENT	4	0.00	0.00
GARAGE - GARAGE	2	93,500.00	374.00
GRADING - GRADING	2	571,500.00	255.00
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	23	0.00	1,150.00
OPC-IND - INDUSTRIAL OCCUPANCY	1	0.00	50.00
OPR-MF - MULTI FAMILY OCCUPANCY	135	0.00	2,300.00
OPR-SF - SINGLE FAMILY OCCUPANCY	239	0.00	6,755.00
OPR-TF - TWO FAMILY OCCUPANCY	43	0.00	940.00
PREP - PRELIMINARY PLAT	6	0.00	457.00
RES-ADD - RESIDENTIAL ADDITION	10	211,918.65	1,007.25
RES-ALT - RESIDENTIAL ALTERATION	28	903,798.00	4,796.20
RES-SF - SINGLE FAMILY BUILDING	11	2,341,485.00	18,856.09
REZ - REZONING	1	0.00	150.00
SGN - SIGN	17	89,655.00	850.00
SPU - SPECIAL USE	4	0.00	600.00
STEX - STREET EXCAVATION	5	9,850.00	150.00
SUBD - SUBDIVISION DEVELOPMENT	1	85,000.00	275.00
SWP - SWIMMING POOL	3	184,000.00	677.00
SWR - SEWER LATERAL/REPAIR	7	52,500.00	175.00
VAR - VARIANCE	4	0.00	240.00
*** TOTALS ***	650	10,536,393.65	63,025.06

PARKS AND RECREATION

MONTHLY REPORT

May 2016

ADMINISTRATION

1. **Fees and Charges** – Staff continued to work on the review and implementation of program fees to become compliant with the Revenue and Pricing Policies.
2. **Ordinances** – Continued to work and finalize recommended changes to both the Urban Forestry and Parks and Recreation Ordinances.
3. **Dog Park Concept Plan** – Prepared Specifications and went out to bid for fencing.
4. **Lions Lake Playground** – Continued to work on costs estimates and design.
5. **Pool Painting Bid** – Awarded bid to Bazan Painting.
6. **Pool Diving Board Bid** – Awarded bid.
7. **Tennis Court Repairs** – Went out to bid and awarded bid to McConnell & Associates.
8. **Fencing Bid** – Prepared bid specifications and went out to bid.
9. **Arts Policy** – Continued to work on the development of an Arts Policy.
10. **Adopt – A – Park Program** – Continued to work on creating new guidelines for the Adopt-A-Park-Program.
11. **Budget** – Worked on the development of Parks & Recreation budget.
12. **Banners** – Prepared bid specifications and went out to bid for downtown banners.
13. **Rotary Presentation** – Made a presentation to the Rotary Club regarding the grant application for the Rotary Riverfront Trail West End Expansion Project.

RECREATION PROGRAMS AND FACILITIES

1. Facility Rentals

Category	May	YTD
Pavilions	42	63
Facilities	19	119
Baseball Fields	197	222
Soccer Fields	6	8
Rugby	0	0
Football	7	7
Pool	0	0
Total	42	89

2. Special Events

Category	May	YTD
Walks/Runs YMCA	1	6
Street Collections Lions Club	2	4
Other (Festivals/Concerts) ECC Concert, WINGS, Winefest, Borgia Field Day, Bike Rodeo, Grace's place car show, fireworks, Sunset, Music @ Market & VFW Memorial Day	10	19
Total	13	29

3. Programs

- a. Continue to oversee Camp Washington.
- b. Continued to oversee pool, swim lessons and Jr. Lifeguard class
- c. Continued to adjust program fees and charges to reflect the adopted Revenue and Pricing Policy.
- d. Continued to work on field reservations and billing

MAINTENANCE ACTIVITIES

1. Maintenance Hours

Category	May	YTD
Trash Pickup and Removal	193.7	816.95
Restroom Cleaning	111	582.75
Pavilion Cleaning	66.25	285.25
Playground Inspections/Repairs	65.75	322.75
Sidewalks, Pathways, Trails	50.5	212.75
Fair	0	0
Landscape Beds	120.25	702.5
Flood	14.5	290.5
Boat Docks	21	76.75
Athletic Fields	0	278
Irrigation	5.5	14
Mowing	532.25	952.75
Trimming	22.5	93
Building Maintenance	104	925.5
Tree Maintenance	59.25	456.75
Turf Maintenance	16.75	68.5
Street Lights	2.5	49
Wetlands, Lakes & Ponds	0	8.75
Vehicle & Equipment Work	115	1360.25
Special Events	120.75	240.25
Snow	0	170.25
Training	0	101.75
Other	33	131.75
Total	1651.45	8163.95

2. May 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. Picnic Tables - Finished putting together new picnic tables.
- c. Storm Damage – Cleaned up and removed trees.
- d. Riverfront Trail/Bridge - Removed hazard and bat habitat trees identified by SCI/MoDOT.
- e. McLaughlin Field – Coordinated with Public Works to install drainage.
- f. Miller-Post Property – Cut in trails.
- g. Landscaped Beds – Began cleaning out and preparing beds for mulching.
- h. Fertilization – Fertilized all athletic fields and various parks.
- i. Heritage Transportation Park – Worked with Master Gardeners on re-landscaping.
- j. Plant New trees – Planted the Project Communitree trees in Hillermann Park.
- k. Tree Trimming and Removals – Continued tree trimming and removals throughout the park system as well as selected street trees.
- l. Ball Fields - Continued prepping fields for season.
- m. Put out hanging basket and barrel downtown
- n. Turn on Irrigations
- o. Riverfront Trial - Put in Side walk and bench beds

3. June Planned Projects/Operations

- a. Tree Trimming and Removals – Continue tree trimming and removals throughout the park system as well as selected street trees
- b. Miller-Post Property – Continue to cut in trails and began surfacing.
- c. Riverfront Trail – Continue to work on cleanup efforts from flood.

- d. Paint – Continue to paint Parks office.
- e. Buildings - Continue to conduct preventative maintenance (Light Bulbs/Filters)
- f. Equipment - Continue to conduct preventative maintenance.
- g. McLaughlin Field – As weather and conditions allow, finish grade and install surface drains.
- h. Dog Park - As weather and conditions allow, work with Public Works to develop parking lot and roadway.
- i. Landscape beds –Continue Maintenance
- j. Medians – Weed and Mulch.
- k. Lakeview Ballfield - Parking lot lights repair.
- l. Soccer Field #1 – Add dirt and laser level to gain positive drainage.
- m. Irrigation – Startup irrigation to make necessary repairs.



Washington Fire Department

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

Professional Volunteer Service Since 1852

Member

COMPANY MEETING

May 25, 2016

• Firefighters
Association of
Missouri

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.

• Franklin-
Casscade
Firefighters
Association

The invocation was led by Matt Frankenberg.

The Pledge of Allegiance was led by Bill Rombach.

The minutes of the April 27, 2016 meeting were approved as distributed. A motion was made by Capt. Blake Marquart and seconded by Larry Schmitt. Motion passed unanimously.

The Treasurer's report (Company) was approved as read. Balance of \$18,198.00, (City) approved as distributed. Motion was made by Larry Schmitt and seconded by Capt. Blake Marquart to approve and it passed unanimously.

REPORT OF FIRES

Attached.

SAFETY

Last week's Near Miss report pointed to an incident where medics responded to a woman down, while one of the medics was retrieving gear from the ambulance, he noticed a gunman out of the corner of his eye. He shouted to police who had also responded, who then fired on the perpetrator. Situational awareness likely saved their lives. Having police respond when available is also a great idea.

REPORT OF CAPTAINS

Section One: Read & Capt. Doug Holdmeyer thanked those who attended Robyn's father's memorial service.

Section Two: Did hose test on 124 and 175 on 5/10. Two sections of 2.5" hose failed. Did air mask maintenance on 124 and 193. 5/17 new front tires were installed and alignment was done on 193, thanks to Captain Bill Pritchett. Held section training on 5/18.

Section Three: Held section training with 1's and 2's. Justin Fuse did a PR at the bike rodeo.

Section Four: Did spring cleaning on 5/7. Section training on 5/18. Did engine house cleanup on 5/19. Hose test will be done on 6/5.

Section Five: Attended company training and section training, did hose test on 5/23.

Section Seven: New airbags are in service.

MINUTES OF CAPTAINS MEETING- No meeting held.

ROLL CALL OF MEMBERSHIP: Present- 43 Absent- 23 Excused-1

PROPOSAL OF NEW MEMBERSHIP: Don Peters made a motion to table the application of Katelyn Bennett pending further information. Motion was seconded by Capt. Bill Pritchett and passed unanimously.

CORRESPONDENCE AND BILLS- Chief Halmich read thank you letters from Bill Hanneken family, Sheriff Toelke-for Mike Copeland's service, Colleen Himmelberg-family member was an accident victim, and thank you and congrats on his 50th anniversary in the department to Chief Halmich from Smiley and Mickey Holtmeier. Also read was correspondence from the Circuit Court regarding the estate of Vera Holtmeier. Motion made to pay the bills was made by Mark Frankenberg and seconded by John Borgmann. Motion passed unanimously.

REPORTS OF COMMITTEES

FIRE PREVENTION DIVISION- Received fire alarm testing info from Mercy and reviewing presently. Updated Knox keys, fire alarm keys and swipe cards at Mercy Hospital. The officers need to tour the building with recent updates to the fire alarm system and HVAC. Updated key was put in Knox box at St. Peters Church. Met with Wal-Mart assistant manager about fireworks being sold in the store. Received a complaint from Wal-Mart manager that Target is selling fireworks. Target was contacted and letter follow-up to remove fireworks from retail stock. Complete report is attached.

TRAINING DIVISION- Thanks to all who attended the Webinar- From Overhaul to Fireball. Thanks to those who helped with Firefighter 2 practical skills exam. Remember, Live Burn starts early next week at 18:30. Complete report and schedule are attached.

PUBLIC RELATIONS- No report

COMMUNICATIONS- No report

DATA PROCESSING- No report

EQUIPMENT MAINTENANCE- Up and running.

RURAL ASSOCIATION- Chief Halmich gave a brief update on the ongoing rural district initiative. Get involved. More to follow.

BUILDING MAINTENANCE- Specs for lock and key replacement are being reviewed. Irrigation system at Station 3 has been serviced and turned on. 5/17 spring cleaning was held at HQ, discovered a rodent problem and several interior lights out of service, needing to be replaced.

COMPRESSOR/CASCADE- Up and running. Did air test on 5/21, waiting on results. Filled system several times.

AIR MASK- No report.

COMPLIANCE- No report.

EXPLORER POST 2415- Attended Overhaul to Fireball class on 5/2, held advisor's meeting on 5/5, 9 Explorers attended Kingdom City service on 5/15. Thanks to quartermaster for working with the Explorer's on shirts. Thanks to Ann for putting together the photo album of the trip to Kingdom City.

LADIES AUXILIARY- No report.

IMPROVEMENTS MEETING- discussed 179 upgrade. Discussed the new Washington Community FPD, will be back on the ballot on August 2. Discussed Cad-ITI conversion and new alarm ordinance. Complete minutes are attached.

SOCIAL COMMITTEE- Meal next month will be at 7pm.

HOSE LOADERS- Balance on hand: \$ 2372.80.

SPECIAL COMMITTEES:

Quartermaster- A reminder was issued to get gear inspection sheets done and turned in.

Historian- The 1917 went to Kingdom City

Photographer- No report

Chaplain- No report

Auditor- No report

UNFINISHED BUSINESS: The following were nominated to maintain their current officer positions:

1. Bill Halmich for Chief
2. Tim Frankenberg for Deputy Chief
3. Mark Skornia for Assistant Chief
4. Matt Coleman for Secretary
5. Doug Trentmann for Treasurer

A motion was made to close the nominating process and hold elections next month for each of these individuals by Lt. Heath Schaefer and seconded by Don Hahne. Motion passed unanimously.

NEW BUSINESS: Terry Sullentrup gave a brief report on the recent trip to the memorial in Kingdom City.

Lisa Luehrs was present and mentioned that those struggling with mental health issues are welcome to reach out to her.

Terry Sullentrup made a motion to form an investigative committee to look into the possibility of adding Kenny Strubberg and Norvin Moritz to the memorial stone. Seconded by Lt. Heath Schaefer. Motion passed unanimously.

KITTY: \$15.00 to Bob Kohne

CLEAN-UP- Section 4

ADJOURNMENT- The meeting was adjourned at 8:45pm

Respectfully Submitted,

Lt. Matt Coleman
Company Secretary

Washington Fire Department

Month end Incident lists

Alarm Date Between {5/1/2016} And {5/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
Fire				
L1 Building fire	1	2.77%	\$0	0.00%
L3 Cooking fire, confined to container	1	2.77%	\$0	0.00%
31 Passenger vehicle fire	1	2.77%	\$0	0.00%
33 Rail vehicle fire	1	2.77%	\$0	0.00%
54 Dumpster or other outside trash receptacle	1	2.77%	\$0	0.00%
	<u>5</u>	<u>13.88%</u>	<u>\$0</u>	<u>0.00%</u>
Rescue & Emergency Medical Service Incident				
11 Medical assist, assist EMS crew	1	2.77%	\$0	0.00%
21 EMS call, excluding vehicle accident with	3	8.33%	\$0	0.00%
22 Motor vehicle accident with injuries	7	19.44%	\$0	0.00%
24 Motor Vehicle Accident with no injuries	2	5.55%	\$0	0.00%
65 Watercraft rescue	1	2.77%	\$0	0.00%
	<u>14</u>	<u>38.88%</u>	<u>\$0</u>	<u>0.00%</u>
Hazardous Condition (No Fire)				
00 Hazardous condition, Other	2	5.55%	\$0	0.00%
21 Chemical hazard (no spill or leak)	1	2.77%	\$0	0.00%
24 Carbon monoxide incident	1	2.77%	\$0	0.00%
40 Electrical wiring/equipment problem, Other	1	2.77%	\$0	0.00%
	<u>5</u>	<u>13.88%</u>	<u>\$0</u>	<u>0.00%</u>
Service Call				
22 Water or steam leak	1	2.77%	\$0	0.00%
31 Smoke or odor removal	1	2.77%	\$0	0.00%
	<u>2</u>	<u>5.55%</u>	<u>\$0</u>	<u>0.00%</u>
False Alarm & False Call				
730 System malfunction, Other	1	2.77%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	8.33%	\$0	0.00%
742 Extinguishing system activation	2	5.55%	\$0	0.00%
743 Smoke detector activation, no fire -	1	2.77%	\$0	0.00%
745 Alarm system activation, no fire -	3	8.33%	\$0	0.00%
	<u>10</u>	<u>27.77%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 36

Total Est Loss: \$0

Washington Fire Department

Month end Incident lists

Alarm Date Between {5/1/2016} And {5/31/2016}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
6-0000185-000	05/02/2016	22:19:42	7570 Hwy 100	322 Motor vehicle accident with
6-0000186-000	05/04/2016	09:15:39	2227 Hwy A	742 Extinguishing system activat
6-0000187-000	05/04/2016	10:25:47	1 Tiemann DR /INTERSECTN	133 Rail vehicle fire
6-0000188-000	05/04/2016	18:28:15	6244 Yellow Brick RD	743 Smoke detector activation, n
6-0000189-000	05/05/2016	18:30:47	5982 Hwy 100 /INTERSECTN	324 Motor Vehicle Accident with
6-0000190-000	05/06/2016	12:44:44	1635 A Roy DR	531 Smoke or odor removal
6-0000191-000	05/06/2016	17:12:00	1926 Charlottes WAY	735 Alarm system sounded due to
6-0000192-000	05/07/2016	18:34:18	1060 Washington Square CT	154 Dumpster or other outside tr
6-0000193-000	05/08/2016	21:30:07	207 W Fourth ST	311 Medical assist, assist EMS c
6-0000194-000	05/09/2016	09:22:43	1110 Washington Square CT	742 Extinguishing system activat
6-0000195-000	05/10/2016	01:46:46	5489 Hwy 100 /INTERSECTN	322 Motor vehicle accident with
6-0000196-000	05/10/2016	07:28:10	2315 E Fifth ST	322 Motor vehicle accident with
6-0000197-000	05/11/2016	14:39:25	201 Grand AVE	321 EMS call, excluding vehicle
6-0000198-000	05/11/2016	19:51:56	4 Chamber DR	730 System malfunction, Other
6-0000199-000	05/13/2016	12:59:48	840 West Pride DR	735 Alarm system sounded due to
6-0000200-000	05/13/2016	15:22:19	4183 Old Hwy 100 /INTERSE	322 Motor vehicle accident with
6-0000201-000	05/15/2016	22:17:43	215 Lange DR	745 Alarm system activation, no
6-0000202-000	05/19/2016	20:58:28	813 Jefferson ST	440 Electrical wiring/equipment
6-0000203-000	05/20/2016	14:42:43	808 Louis ST	421 Chemical hazard (no spill or
6-0000204-000	05/21/2016	16:38:45	201 Grand AVE	321 EMS call, excluding vehicle
6-0000205-000	05/22/2016	15:49:16	4485 Old Hwy 100 /100	322 Motor vehicle accident with
6-0000206-000	05/23/2016	23:37:10	1797 W Main ST	111 Building fire
6-0000207-000	05/24/2016	13:35:39	1000 Madison AVE	745 Alarm system activation, no
6-0000208-000	05/24/2016	15:11:56	1121 Columbus LN	735 Alarm system sounded due to
6-0000209-000	05/26/2016	05:03:35	4054 Jones LN /INTERSECTN	322 Motor vehicle accident with
6-0000210-000	05/27/2016	09:08:31	1107 Washington SQ	131 Passenger vehicle fire
6-0000211-000	05/27/2016	13:22:30	101 Elbert DR	400 Hazardous condition, Other
6-0000212-000	05/27/2016	14:06:02	700 E Fifth ST	321 EMS call, excluding vehicle
6-0000213-000	05/27/2016	18:12:10	209 Walnut ST	113 Cooking fire, confined to co
6-0000214-000	05/28/2016	10:11:00	2621 E Fifth ST	424 Carbon monoxide incident
6-0000215-000	05/28/2016	14:29:19	761 Pottery Tower LN	324 Motor Vehicle Accident with
6-0000216-000	05/30/2016	09:36:52	5860 Hwy 100	400 Hazardous condition, Other
6-0000217-000	05/30/2016	09:57:15	101 Elbert DR	365 Watercraft rescue
6-0000218-000	05/30/2016	13:12:35	700 Fremont ST /APTC	522 Water or steam leak
6-0000219-000	05/31/2016	14:24:11	201 Grand AVE	745 Alarm system activation, no
6-0000220-000	05/31/2016	17:48:38	4300 St. Johns RD /INTERS	322 Motor vehicle accident with

Total Incident Count 36

MINUTES OF THE BOARD OF PUBLIC WORKS
Tuesday, May 10, 2016

The Regular Meeting of the Board of Public Works was held on Tuesday, May 10, 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	Absent
Ex-officio Member	Mike Radetic	Absent

OTHERS:

Council Representative	Jeff Mohesky	Absent
Council Representative	Josh Brinker	Absent
Council Representative	Steve Sullentrup	Present
Council Representative	Greg Skornia	Absent
Mayor	Sandy Lucy	Absent
City Administrator	James A. Briggs	Absent
Public Works Director	Brian Boehmer	Present
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 April 12, 2016 meeting. The motion passed without dissent.

Wastewater

A walk through has been done and Electric Unlimited is 99% complete. They have a few seal offs to do, this is where they pour a liquid down the boxes to seal all wires off, they held off until they were for sure the wiring was complete. By next month we should be able to finalize this project. Everything is operating correctly, all systems are up and running and is connected

to the SCADA system and reading zero. The tones are working if there were a problem they would sound and no one would be allowed to enter that part of the building.

A motion to approve the partial Pay Request #3 in the amount of \$85,700.00 to Electric Unlimited for the Waste Water Treatment Plant Explosion Proofing.

Mr. Vossbrink made motion to approve and Mr. Vietmeier second the motion.

All in favor aye, all oppose, none. It has been approved.

Missouri Department of Natural Resources (MDNR) did an inspection at the treatment plant last week, all went good there were no issues. This was a follow up from the inspection of three years ago. At that time there were no issues. The SSO inspection is scheduled for May 19, 2016 same people will come in and inspect the collection side. This happens every three (3) years and we have had no issues in the past years.

Water - Permanent Chlorination Installation

We have received comments back from the MDNR. There are a few things they feel need to be done. We need to put a vent pipe going outside the building from the tanks. We need to move some of the analyzing ports, they were too close to the injection point. So we are working with them on that to see how far they need to be moved. They requested full body rubber suits, breathing equipment along with other safety equipment that ties into the gas monitoring. Donohue will be responding back with them, this is still a work in progress. All equipment is installed and we are working under the temporary order. We are still tweaking it a bit. Calls have dropped considerably. We have a routine of flushing hydrants at dead ends that has been working real well.

A motion to approve the partial Pay Request #2 & #3 in the amount of \$653.53 to Donohue has been made.

Motion made by Mr. Vossbrink and second by Mr. Vietmeier. No discussion?

All in favor aye, all oppose, none. It has been approved.

Hydraulic Study

We will be meeting with Kelly Simpson from Donohue this week to go over the whole study and hopefully finalize it by the 23rd of this month. We will bring this back next month on the Agenda for final approval. The software has been installed and we will be training on this soon. This program was used for the current pay request coming up next for discussion of the extension on High Street. Kelly will be here next month to discuss the finalization.

A motion was made by Mr. Vietmeier and second by Mr. Vossbrink to pay Donohue in the amount of \$2,900.00 for Pay Request #11.

All in favor aye, all oppose, none. It has been approved.

Earlier we approved an invoice in the amount of \$653.50 for Invoice #2 and #3 for Donohue and there was an adding error. The corrected amount of balance remaining has been circled to show the error and the new correct balance of this contract being \$392.10.

Pay request KJ Unnerstall pipes on High Street – The development on High Street requires the water line size for fire flow to be 8 inch. Using the hydraulic study and anticipating possible growth to the south of that development it showed we should upsize that to at least a 12", we arranged with Unnerstall to do all the work and use of his materials. This was actually a lower price than we could have done in-house. This invoice is a final pay request in the amount of \$12,790.00.

Motion made by Mr. Vietmeier and second by Mr. Vossbrink to approve final pay request in the amount of \$12,790.00.

All in favor aye, all oppose, none. It has been approved.

Siemen Industry

Talked with Scott White – They did apologize for the lengthy time that it has taken. There was a lot of data to go through, a few issues presented itself with Tyler, but he will be here at next months' meeting to go over all of this with the Board.

We have had very few issues with the meters, a few maintenance issues but nothing major.

Connection to Public Water Line

This was requested sometime back with regard to the private wells. Once these wells went out or needed repairs they would need to be connected to our City water if they are within 200 feet of their property. If there were an annexation the same code would apply. There was a bill that was presented to the Senate but fell flat this year. However this will be brought back next year and Missouri Rural Water Associates has a person that will lobbying against every year.

A motion was made by Mr. Vossbrink and second by Mr. Vietmeier to approve City Code 700.390.

All in favor aye, all oppose, none. It has been approved.

Other:

None

Old Business:

None.

Open Discussion:

Mr. John Nilges, City Engineer addressed the Board with regards to a couple of water main breaks and about the progress of the Jefferson St. Bridge.

Next Scheduled Meeting Date:

The next scheduled meeting date is June 14, 2016.

Adjourn:

There being no further business the meeting adjourned on a motion by Mr. Vossbrink and seconded by Mr. Vietmeier. 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: 6/14/16 Signature: Robert Vossbrink
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: June 6, 2016

RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS –MAY 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		\$ 653.53	\$ 392.07

MAY 2016

Water Pumped May 2016. 69,235,237 2.23 mgd
 Wastewater Effluent Flow May 2016. 98,600,000 3.18 mgd
 Missouri One Call Locate messages received for locates.....169
 Meters Issued as new. 2
 Meters Issued as replacements.....0
 Meters Issued as new for irrigation systems0
 Water breaks repaired.6
 Sewer Routines12
 Delinquent Accounts actually shut off in May 2016.26

WATER DEPARTMENT FIELD WORK PERFORMED – MAY 2016

- | | |
|--------------------------------------|---|
| 1. Shop Maintenance | 13. Water Break @ 6 th St. & Washington Ave. |
| 2. Meter/Swapping/Repair | 14. Repair Service Line @ Elbert Dr. |
| 3. Repair/Replace/Number Hydrants | 15. Hydrant Repair @ 901 8 th Street |
| 4. Check Wells/Lift Stations/Heaters | 16. Hydrant Repair @ 8 th & Hancock |
| 5. Missouri One Call Locates | 17. Hydrant Repair @ Phoenix Center |
| 6. Hydrant Flushing/Painting | 18. Hydro Test @ Heritage Propane |
| 7. Dig up/Repair Curb Stops | 19. Mr. Manholes |
| 8. Water Samples | 20. Deliver Chlorine to Wells |
| 9. Repair Water Break @ Sand Plant | 21. Meter Rereads |
| 10. Water Break @ Dawn Dr. | 22. Worked on Antennas |
| 11. Water Break @ Meadow Drive | |
| 12. Water Break @ #7 Catawba | |

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – MAY 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. Sewer Call @ 810 Fairview
11. Call out @ West End Lift Station
11. Hauled Sludge
12. Cleaned Clarifiers
13. Replaced Various Hoses
14. Vehicles & Equipment Maintenance
15. Camera Various Sewer Lines
16. Sprayed for Weeds
17. MDNR Visit & Inspection

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

Present: Linda Sellmeyer, Donna Kohne, Norma Brinker, Maria Brady-Smith, Jackie Hawes, Jeff Holtmeier, Jeff Patke, Katie Schonaerts

Call to order Linda Sellmeyer

Approval of March meeting minutes Maria Brady-Smith
Norma Brinker moved that the Board accept the minutes for the March 2016 meeting. Katie Schonaerts seconded and the motion passed.

Director's report Jackie Hawes

- Monthly statistics were in the packet. Jackie reported that check outs were up from last year. There are 90 new patrons, 37 of which reside in our district. They processed 66 passports. The door count about the same as last year. Internet usage, both pc and wireless, was down from the previous year. Seventy-four meetings were held, forty of those by the library.
- Jackie will be attending a meeting tomorrow (April 26) regarding the summer food program. The Library will host the lunches on Tuesdays from 11-1. They will try to have them outside, weather permitting. We will be providing the space, and the program organizers will be providing food and activities.
- Summer reading program flyers will be distributed in the May water bill.
- Jackie reported on a new program that will be offered called "Living a Healthy Life." The library will be partnering with the Mid-East Area Agency on Aging for this six week class.
- Jackie will be attending MPLD summer conference on June 1 through June 3.

- The library received a second check from the Avery Trust for the amount of \$14,956.07. The check was deposited in Library Development fund.
- Jackie is working on budget.
- The monthly budget report is in the packet.

Old Business

- Jackie gave an update on the parking situation. The city is working on the issue, and the following options have been discussed. Old library lot (5th & Jefferson) will be designated employees only. The city fleet, engineering employees, and finance floor employees will park in this lot. City administration will park in the back corner of Public Safety building. Police and dispatch will park at US Bank lot. Library employees will park at the back of the main library lot, and hopefully the city will acquire a nearby parking lot for library employees. In addition, the main library lot will have a time limit (ex: 2-hours). Jackie discussed concerns on limiting this parking lot to 2 hours.
- Jackie discussed a purchase request. She reported that they are almost out of patron cards. Buying new ones will cost about \$1500. This amount could be taken out of undesignated memorial fund. Jeff Holtmeier moved to approve that this amount be taken out of the fund. Norma Brinker seconded and the motion passed.

New Business

- There was no new business except to remind Board members that there will be no meeting in May.

There being no more matters for discussion, Norma Brinker moved that we adjourn. Jeff Holtmeier seconded and the motion passed.

The next meeting will be on Monday, June 27, 2016 at 6:30 PM in the Library Meeting Room.

**Washington Public Library
Monthly Report
May 2016**

CIRCULATION

	Juvenile Check-outs	Total Check-outs
May 2016	6,250	12,303
May 2015	6,989	12,736

Reciprocal Lending Agreement

	Circulation	(Previous yr.)
WPL Patrons	3,874 (31%)	4,353 (34%)
Scenic Patrons	<u>8,429 (69%)</u>	<u>8,383 (66%)</u>
Total	12,303	12,736

Patrons added 100 (34 WPL)

Passports processed 28

Door Count (30 days open)

May 2016	16,374
May 2015	10,572

Internet Usage

May 2016	1,884 PC users 3,970 wireless sessions
May 2015	2,525 PC users 2,372 wireless sessions

Meeting Room Usage

46 meetings/programs, 16 by the library

PROGRAMS

Adult Book Discussion Groups (3)	28
Chess Club (2)	14
Sit & Be Fit (4)	42
Saturday Cinema	3
Volun-Teens	10
SFB K/8 th Grade Buddies Storytime	45
You Got Game!	11
LEGOs Club	<u>15</u>
Total attendees	168