

ADMINISTRATION/OPERATIONS COMMITTEE MEETING
MONDAY MAY 23, 2016
7:00 P.M.
COUNCIL CHAMBER

INTRODUCTORY ITEMS:

Roll Call /Pledge of Allegiance

ACTION:

1. APPROVAL OF MINUTES:

a. March 28, 2016 Adm/Field Operations Meeting Motion To Approve

2. REVIEW OF INVOICES:

a. Lewis, Rice LLC Invoice – April 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

f. Engineering – John Nilges

g. Building Inspections/Codes – John McCreery

h. Streets & Solid Waste – Jack Brinker

i. Airport/Building & Maintenance – Brian Boehmer

j. Information Technology – Robert Douglas

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

l. Fire & Emergency Service – Bill Halmich

m. Water & Wastewater – Kevin Quaethem

1. Private Water Well Ordinance

Discuss – Send to Council

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 MAY 19, 2016

**MINUTES OF THE
CITY OF WASHINGTON, MISSOURI
ADMINISTRATION/OPERATIONS COMMITTEE
MARCH 28, 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, Jeff Patke, Greg Skornia, Joe Holtmeier, Josh Brinker

Absent: None

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

Approval of Minutes

* February 22, 2016 Administration/Field Operations Meeting

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

Review of Invoices

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

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

Presentations

* Urban Forestry Council Plant an Oak Tree – Mike Smith: highlighting the importance of planting oak trees in the City both at parks and by private residents.

Review of Department Heads

Communications:

- * National Tele-communicators week April 10-16, 2016, there will be special activities for staff.
- * Meeting with Ambulance District Staff to discuss the transition out of the agency.
- * UPS should be installed by Strictly Tech in the next 2-3 weeks.

Police/Municipal Court/Traffic Committee:

- * Coffee with a Cop was well attended. Next one will be held end of April.
- * Missouri Tartan Fest: April 8 -11. First time held here in Washington, previous festivals have drawn crowds of over 5,000 people per day.

- * Thank you to the Franklin County Sherriff Department, Washington Volunteer Fire Department, and the Washington Ambulance District and State Highway Patrol for their assistance with the funeral of Bill Hanneken.

Finance:

- * Annual Audit is complete and it has been filed.
- * Starting the annual budget process. This year we are developing a 10 year budget plan instead of a 5 year plan.

Economic Development:

- * Meeting with the Franklin County Commission about the proposed site of a veteran's home, more will be shared during the next city council meeting.
- * Industry expansion office in St. Louis.
- * Going on a marketing trip with Missouri Partnership to Cleveland and Pittsburg next week.

Planning

- * Code Revision: A workshop will be held on April 4, 2016 to allow stakeholders to comment on the proposed changes before the April 11 Public Hearing.
- * Two special use permits and a resolution to rename North Old Pottery Road to West Ridge.

Engineering:

- * Jefferson Street Bridge: project is on schedule despite unforeseen complications during the demolition. There will be two change orders because of that.
- * Bluff Road Improvements: changes to the proposed project design. Temporary signals at Vossbrink for the duration of the project. Change in fees for the traffic engineer.
- * High Street: base rock was placed. Request for alternate material for the construction of the roadway.

Building Inspections/Codes:

- * Building Code Update: Change our building code to the 2015 code series. We require five copies of the book and the cost will be approximately \$4,000.

Streets & Solid Waste:

- * Ground compost at the recycling center.
- * Repaired East End baseball field drainage system.
- * Repair storm pipe at Main & Locust & Laura Lane
- * Landfill: Installed a new tarp and an entrance pipe.
- * Purchased half of our order of salt per the contract requirements.
- * Repairing a tractor that was turned over last year.
- * Cleaned up some used tires.
- * Clean up concrete work at the trailer park.

Airport/Building & Maintenance:

- * Flooding: met with FEMA to get reimbursed from the damage caused to the trail from the December 2015 Flooding.
- * Airport Signage: Expected to be completed by next week with the correct address numbers.
- * Security Cameras: 80% complete. Remote sites and training still need to be completed.

Information Technology:

- * 90 trouble tickets completed.
- * Cameras: working with Kevin to complete that project.
- * One computer was infected with a virus, all infected files were restored.

Parks & Recreation:

- * Recreation trails grant: working on the details of grant application.
- * Miller Post: as time allows working on cutting & clearing trails. Working with the insurance company on fencing requirements. Working on covenants on signage and the use of motor vehicles for maintenance.
- * Dog Park: working on bid specifications for the fencing. Also working with Public Works as time allows filling in some low spots.
- * Ball Fields: laser leveled and filling in as needed.

Fire & Emergency Service:

- * No report

Water & Wastewater:

- * Manholes: Manhole replacement program completed on Stafford Street and beginning on Lafayette Street.
- * Fire hydrant flushing: biannual flushing is underway. This is required by MoDNR & ISO rating system.
- * Chlorination: operating under the temporary permit and should be receiving our permit for permanent chlorination soon. Chlorination is being maintained at a consistent level and seems to be operating without complaint.

Library:

- * 2015 Annual Report.
- * Finalizing Summer Reading Program.
- * Volunteers will host a trivia night this Friday.
- * Volunteer Appreciation Party is next Friday, April 8 at 2 p.m.

H.R. & Loss Control:

- * No report

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

* Grace's Place Fire Escape Request:

They need to install an additional fire escape on the second floor because they want to start using this as sleeping quarters. Because of the historical character of the building this will be forwarded to the Historic Preservation Commission.

A motion to forward to the Historic Preservation Commission for Approval was made by Sullentrup, seconded by Brinker, passed without dissent.

* Washington Historic Foundation – Fifth Street School Presentation:

Bridgette Kelch explains that they received confirmation that their bid on Fifth Street School was successful. Idea is to put the Historical Society on the first floor and affordable work force housing on the second floor. Classrooms would be converted into apartments ranging from 500 to 1,000 sq. ft. each.

Will apply for the HOPE VI Affordable Housing HUD Grant. The requirements are that your population is under 50,000, you have an Active Main Street program, less than 100 affordable housing units and you partner with a municipality. Several items will have to be approved at the next Council meeting because the grant is due April 12. Grant money should cover all costs of purchase and renovation of the building. Only one community in the whole country gets this grant per year.

A motion to proceed with grant application and support Washington Historic Foundation in renovation efforts was made by Brinker, and seconded by Sullentrup, passed without dissent.

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 7:55 p.m. on the following roll call vote; Brinker-aye, Hidritch-aye, Holtmeier-aye, Meyer-aye, Mohesky-aye, Patke-aye, Skornia-aye, Sullentrup-aye.

The regular session reconvened at 8:44 p.m.

Adjournment

With no further business to discuss, a motion to adjourn was made at 8:44 p.m. by Patke, seconded by Meyer, passed without dissent.

LEWIS, RICE & FINGERSH, L.C.

ATTORNEYS AT LAW

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MEMORANDUM

TO: Mary Trentmann
Administrative Secretary

FROM: Janice Meyer
Secretary for Mark C. Piontek

DATE: May 13, 2016

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

Total Bill.....\$5,805.00

Breakdown of Matters:

700014.13025	General Counsel	5,625.00
700014.62216	Jonathan W. Julius	90.00
700014.64969	Benny Rodriguez	90.00
	TOTAL	\$5,805.00

CITY OF
WASHINGTON
MISSOURI

MONTHLY ACTIVITIES REPORT

March 2016

POLICE

INCIDENT REPORTS	278
CITATIONS ISSUED	67
NO-REPORT	635
UNFOUNDED	28
WRITTEN/VERBAL WARNING	428
GONE ON ARRIVAL	38
END CALL	2101
TOTAL	3575

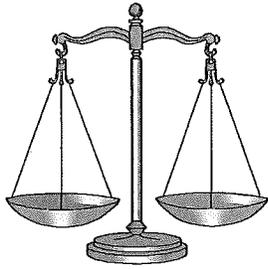
AMBULANCE DISTRICT

EMERGENCY CALLS:	181
ROUTINE TRANSFERS:	84
EMERGENCY TRANSFERS:	6
STAND BY DISTRICT LINE	0
MOVE UP	5
TOTAL # OF AMBULANCE CALLS:	276

FIRE

FIRES, EXPLOSIONS:	7
RESCUE:	14
HAZARDOUS CONDITIONS:	7
SERVICE CALLS:	5
GOOD INTENT CALLS:	8
FALSE CALLS:	9
OTHER:	0
TOTAL # FIRE CALLS	50

911 TRANSFERS	33
OPEN LINE 911 CALLS	87
911 HANG UPS	39
911 CALLS RECEIVED	407
TOTAL 9*1*1 CALLS HANDLED:	566



WASHINGTON MUNICIPAL COURT

TO: Mayor Sandy Lucy
and City Council

FROM: Craig E. Hellmann; Municipal Judge

DATE: March 24, 2016

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

March 1, 2016

TOTAL \$15,440.70

February 16, 2016

TOTAL \$4,111.00

Respectfully,

Craig E. Hellmann
Municipal Judge



CITY OF
WASHINGTON
 MISSOURI

FROM Chief Menefee
 TO: Traffic Commission Members
 SUBJECT: April 1, 2016 Committee Meeting
 DATE: April 5, 2016

The April 1, 2016 Meeting Minutes were approved as written.

MEMBERS PRESENT: Mike Grissom Police Department
 Jack Brinker Street Department
 Ed. Menefee Police Department
 Bill Halmich Emergency Management
 Walt Meyer City Council
 Joe Holtmeier City Council

MEMBERS ABSENT: Jeff Mohesky City Council
 Steve Sullentrup City Council
 John Nilges Engineering

VISITORS: Andrea Lueken Engineering
 Terry Buddemeyer Washington Ambulance
 Brian Boehmer City Administration

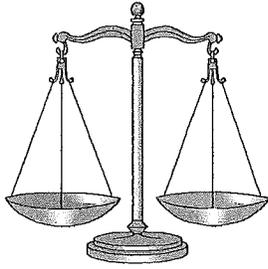
OLD BUSINESS:

4A 16-01-0004 Request for added room in the right turn lane on Heritage Hills Drive to turn South on MO 47: Andrea Lueken has been in contact with MO-DOT in regards to this matter. She said that MO-DOT believes they may be able to make some minor changes to alleviate the issue. Engineering will be conducting a survey of the intersection and following up. (OPEN)

4B 16-03-0012 Request for "No Parking" signage on 8th Street at New Life Church: This item was left on the agenda to give John Nilges a chance to follow up with the church in

3b

POLICE DEPARTMENT
 301 JEFFERSON STREET
 WASHINGTON, MO 63090



WASHINGTON MUNICIPAL COURT

TO: Mayor Sandy Lucy
and City Council

FROM: Craig E. Hellmann; Municipal Judge

DATE: April 27, 2016

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

April 5, 2016

TOTAL \$ 8,849.10

April 19, 2016

TOTAL \$ 9,997.00

Respectfully,

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

Craig E. Hellmann
Municipal Judge

reference to the request. When he did follow up, they changed their mind and no longer wished to make the request. (CLOSED)

NEW BUSINESS:

5A 16-04-0014 Request for improvements to the intersection of Lexington Lane and Bieker Road: This item came from the resident at 2 Lexington Lane. The resident mentioned a roundabout as a possible solution to vehicles speeding through the area. The committee discussed the issue and agreed that no such changes were warranted at this time. Mike Grissom will follow up with the resident in regards to the complaint. (CLOSED)

5B 16-04-0015 Request for designated parking stalls for on street parking on 3rd at Elm: This request came from management at the Old Dutch. They are having issues with people not parking properly and taking up more space than necessary. The committee agreed that painted parking stalls may help alleviate the issue. Jack Brinker will have street department take care of the painting on 3rd Street both east and west of Elm Street. (CLOSED)

5C 16-04-0016 Review the possibility of purchasing radar speed signs to deploy in problem areas: Several quotes have been collected from different manufacturers. The committee discussed, and agreed that this type of signage may help alleviate speed complaints in problem areas. Mike Grissom will be doing further research on specific brands, and the police department will be adding a number of them to their budget request for the upcoming year. (CLOSED)

5D 16-04-0017 Complaints about the left turn lane on 5th Street to turn left into the parking lot at 537 E 5th Street (Tri Fitness and Dollar General): A complaint was received that often times when a vehicle is sitting in the turn lane; traffic traveling the other direction fails to move to the right enough, almost causing a crash. The committee discussed this issue and agreed that it would be best to remove the turn lane all together. This item will be forwarded to city council for a final decision. (CLOSED)

5E 16-04-0018 Request for "Employee Only" parking on the old library upper lot at the corner of Jefferson and 5th Street: The committee agreed to designate the parking lot as parking for "Employees Only". Mike Grissom will take care of getting proper signage per state statute to be able to tow vehicles from the lot. He will then get with engineering to draft an ordinance for council approval. (CLOSED)

The meeting was adjourned at 09:30 am

The next scheduled meeting will be held on May 6, 2016 at 09:00 a.m. in the Police Department Conference Room.

Respectfully,

Chief Ed Menefee
Washington Police Department

CC:
Each Member
Mary Trentmann

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090



CITY OF
WASHINGTON
MISSOURI

FROM Chief Menefee
TO: Traffic Commission Members
SUBJECT: May 6, 2016 Committee Meeting
DATE: May 10, 2016

The May 6, 2016 Meeting Minutes were approved as written.

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

MEMBERS ABSENT: Jeff Mohesky City Council

VISITORS: Andrea Lueken Engineering
Terry Buddemeyer Washington Ambulance

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 been waiting for a response from MO-DOT for some time. In order to expedite this item, our engineering department is going to conduct their own survey of the intersection and will be forwarding that information to MO-DOT.(OPEN)

4B 16-04-0016 Review the possibility of purchasing radar speed signs to deploy in problem areas: This item was discussed at the previous meeting and was closed with the intention of having the police department consider adding some of this signage to their budget. After further research, Mike Grissom learned that it was not going to be practical to use this technology as the police department had originally intended (as temporary signage to be

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

deployed in problem areas). In light of that finding, the item was placed back on the agenda for further discussion by the traffic committee. The committee discussed the fact that the signage was designed to be more of a permanent solution to speed control in areas with ongoing speed issues. With that in mind, the committee discussed possible locations where this type of signage would be warranted. The one area that stood out was Front Street because of the large amount of pedestrian traffic, some of which are intoxicated due to the numerous establishments in the area which serve alcohol. Mike Grissom noted that the City of Washington does not experience a large number of fatal traffic crashes. Dating back to 2010 we have had a total of 4 fatal crashes and 2 of those were pedestrian related. During the same time period, Washington PD investigated a total of 15 injury crashes involving a pedal cycle and another 35 involving pedestrians. The committee concluded that it's recommendation would be to purchase speed display signage for Front Street only at this time as a trial program. The committee recommended that engineering set up speed survey equipment prior to the installation of the speed signage and then again after the signage has been set up for some time. This should give accurate feedback as to the actual effectiveness of speed display signage, which could be evaluated for consideration of adding additional locations in the future. Mike Grissom will send the committee's recommendation along with the quotes that have been collected to City Council for their review. (CLOSED)

NEW BUSINESS:

5A 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 will be looking into the current lighting situation and will bring further information back to the next meeting. (OPEN)

5B 16-05-0020 Request for crosswalk at the intersection of 5th and Cedar: New ADA sidewalk access was recently added to this intersection, however there is no crosswalk to assist pedestrians cross Cedar at 5th. The committee agreed that a crosswalk was necessary to aid pedestrians in the use of the ADA ramps. John Nilges will draft an ordinance and send it to council for approval. The committee also requested that street department repaint the crosswalk that crosses 5th Street at Cedar in the same location when the new one is painted. (CLOSED)

5C 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 will be gathering a list of streets which may be considered for this type of parking based on street width. The committee will revisit the item when the list becomes available. (OPEN)

5D 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 and agreed that making Phoenix Center Drive a right turn only both in and out and adding some sort of delineators or island at the intersection would restrict possible turning movements by 50% and may help alleviate traffic congestion at the intersection. Engineering will be looking at the intersection and bringing information back to the committee. (OPEN)

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

5E 16-05-0023 Street lighting concerns at 5th and Cedar: This item was mentioned while discussing the crosswalk at the same location. This item will be left on the agenda to give engineering a chance to further investigate the matter. (OPEN)

The meeting was adjourned at 09:30 am

The next scheduled meeting will be held on June 3, 2016 at 09:00 a.m. in the Police Department Conference Room.

Respectfully,

Chief Ed Menefee
Washington Police Department

CC:
Each Member
Mary Trentmann

POLICE DEPARTMENT
301 JEFFERSON STREET
WASHINGTON, MO 63090

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

March 2016

Monthly operations for the Finance Department include:

COLLECTOR'S OFFICE:

- * In this month; 7,192 collection transactions totaling \$1,898,016.76 were processed through accounting system.
- * 699 customers paid using Credit Cards (151 utility-in person, 510 utility-online, 23 court- online & 15 court-in person) totaling \$45,594.13.
- * 863 utility customers paid via Check Free (ACH), totaling \$46,393.79.
- * 171 utility customers paid via iPay Solutions (ACH), totaling \$9,895.21.
- * 0 Big Driver receipts totaling \$0.00. 0 Pool receipts totaling \$0.00.
- * 51 utility customers have paid deposits for new or transferred accounts totaling \$5,150.00.
- * 20 business licenses were issued/renewed totaling \$648.00. 0 liquor licenses was issued/renewed totaling \$0.00.
- * Construction escrow deposits collected \$700.00 *Street excavation deposits collected \$0.00 *Landlord Security deposits collected \$0.00. *Cigarette tax collected totaled \$4,017.25.
- * Franklin County tax collections totaled \$14,477.23. *Delinquent Taxes City - RE: \$44,365.34 PP: \$20,302.38
- *Delinquent Taxes Library - RE: \$5,634.95 PP: \$2,090.74. * Motor fuel tax revenues totaled \$42,735.04.
- *Federal Grants (1) totaling; \$4,713.60. *State Grants (2) totaling; \$451.22. *FEMA Grants (0) totaling; \$0.00.

Franchise Fees:

- * Ameren \$123,212.06. * AT&T (SWB) franchise fee \$11,282.48. *New Cingular Wireless \$11,185.38 *Laclede Gas \$22,631.68 *Charter Communications (quarterly) \$0.00.* 1% City Sales Tax totaled \$447,528.01. *Local Use tax totaled \$43,602.83.* Transportation Sales tax totaled \$223,763.91. *Capital Improvement Sales Tax totaled \$223,763.88.

TREASURER RESPONSIBILITIES:

FINANCIAL OPERATIONS:

* ACCOUNTS PAYABLE –

- Invoice items processed: 990.
- Checks issued –389 (this includes (15) check runs) for the amount of \$2,282,193.48.
- Credit Card Fees (ETS) paid totaled \$1,083.05 (\$69.38 for court and \$1,013.67 for Utilities).
- Postage used this month totaled \$981.335.

* GENERAL DUTIES –

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

* PAYROLL-

- Payrolls (2) totaling \$460,142.07. This includes (0) checks and (292) direct deposits and related benefit costs. \$44,217.34 Federal Taxes paid. \$15,434.00 State Taxes paid. \$26,905.52 FICA Taxes paid. \$6,292.72 Medicare Taxes Paid.

* ACCOUNTS RECEIVABLE -

Utilities (Water - Sewer -Trash):

- Billing totals: \$366,749.58; Number of invoices (6,393) number of gallons billed: 39,224,118.
- Final billings sent (69) totaling \$2,405.22. (138 on the shutoff list, (this involves amounts over \$50) with (88) actual shutoffs done.
- Refunds (35) totaling \$1,280.19. (1) Returned checks (NSF), fee collected: \$25.00.
- Bank auto draft collections (764) totaled \$40,446.12. Credit Card draft collections (95) totaled \$4,147.11. (0) Returned Bank auto draft, fees collected: \$0.00.

Landfill and Miscellaneous:

- Landfill invoices (131) sent totaling \$88,337.97 including (2) leachate invoices totaling \$3,910.00. Miscellaneous invoices (19) (rent/lease, dispatch services, etc.) totaling \$14,469.07. Public Works invoices (13) totaling \$10,261.46; Grant invoices (1) totaling \$53,155.51; Return Checks (1) totaling \$125.00, fee collected: \$25.00.

MANAGEMENT:

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

MISCELLANEOUS:

- Process cash receipts for utilities, landfill, permits, various departments and miscellaneous receipts.
- Calculate interest and mail monthly statements for account receivable.
- Prepare various reports on sales tax, franchise fees, and major revenue sources.
- Prepare P.O.'s, process invoices for payment and timely mail checks to vendors.
- Calculate payroll and prepare payroll checks/direct deposits and applicable benefits and deduction reports.
- Submitted 9/30/15 CAFR to State, GFOA and bond trustee to be in compliance with reporting requirements and debt covenants.

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	2,208,518.68
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:		\$ 89,636,389.77			

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		
MAY	228,551.10	192,428.66	205,586.29	357,248.60	277,962.54		
JUNE	353,408.74	381,146.39	387,501.72	310,068.05	406,902.66		
JULY	368,038.19	327,575.87	346,906.10	464,401.53	396,330.13		
AUGUST	206,758.22	202,883.60	239,933.34	269,841.78	254,968.15		
SEPTEMBER	415,745.15	385,478.79	401,292.14	388,329.59	466,086.93		
TOTALS	\$ 3,613,372.27	\$ 3,698,652.72	\$ 3,760,065.80	\$ 3,912,118.45	\$ 4,204,694.99	\$ 2,208,518.68	

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

7.63%

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	\$ 10,989,141.00

TOTAL COLLECTIONS TO CURRENT DATE \$ 37,845,689.55

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		
MAY	114,275.46	96,214.34	102,793.25	178,624.09	138,981.32		
JUNE	176,704.60	190,573.08	193,750.98	155,034.08	203,451.34		
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	\$ 1,104,259.41	

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO PRESENT: 7.63%

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		
MAY	35,942.86	33,100.23	40,030.79	39,309.81	51,160.61		
JUNE	30,361.97	38,389.90	37,828.09	34,549.14	23,755.92		
JULY	41,160.59	38,296.32	32,573.48	42,923.16	36,718.28		
AUGUST	27,057.25	35,508.90	34,466.35	39,379.07	40,034.72		
SEPTEMBER	67,630.99	52,859.41	36,514.38	36,183.10	38,837.45		
TOTAL	\$448,268.23	\$442,631.66	\$427,842.27	\$470,886.28	\$450,169.45	\$282,303.04	

COLLECTIONS 1998 TO PRESENT: \$ 6,488,552.19

OVERALL PERCENTAGE
GROWTH/(REDUCTION) FOR OCTOBER
TO PRESENT: 28.46%

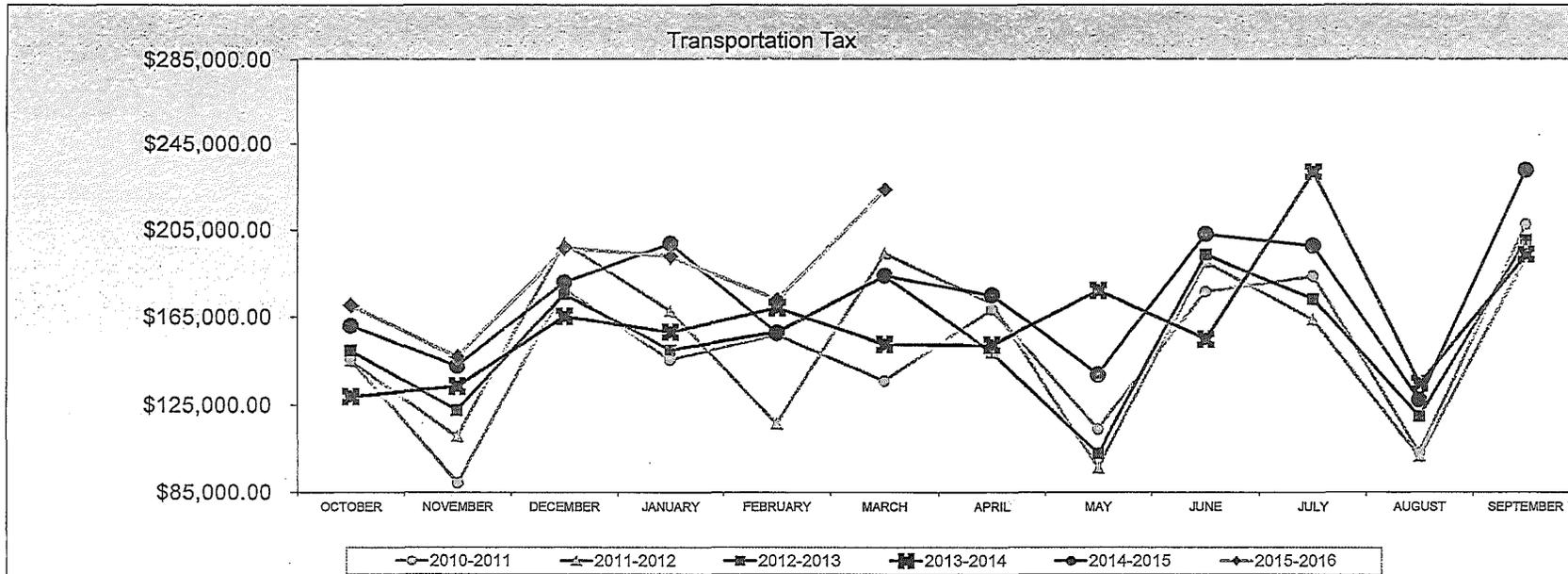
1/2 % TRANSPORTATION SALES TAX

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		
MAY	114,202.21	96,166.41	102,792.97	177,386.86	138,981.19		
JUNE	176,701.87	190,573.43	193,751.29	155,033.96	203,451.14		
JULY	184,019.15	163,768.67	173,452.98	232,200.78	198,165.06		
AUGUST	103,378.29	101,423.54	119,966.65	134,920.91	127,483.86		
SEPTEMBER	207,872.41	192,739.16	200,646.25	194,164.70	233,043.30		
TOTALS	\$ 1,806,510.21	\$ 1,849,350.04	\$ 1,879,998.83	\$ 1,954,792.34	\$ 2,102,346.15	\$ 1,104,260.87	

COLLECTIONS 2005 TO PRESENT: \$19,205,441.18

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO
PRESENT: 7.63%

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



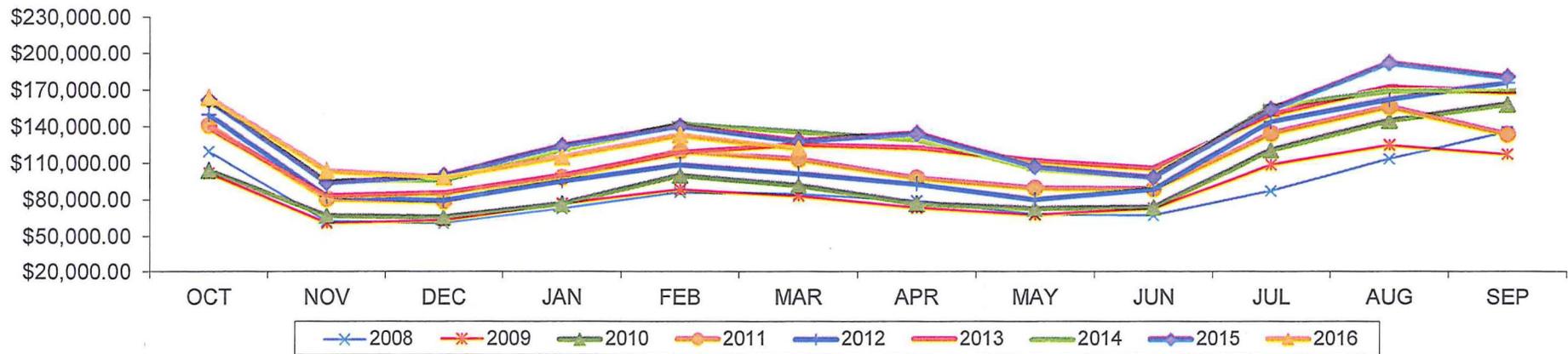
AMEREN U E FRANCHISE FEE REPORT

MONTH	2008	2009	2010	2011	2012	2013	2014	2015	2016	Increase/ Decrease
OCT	\$120,610.00	\$102,485.59	\$105,124.18	\$141,772.88	\$150,832.45	\$139,853.11	\$161,967.65	\$162,777.06	\$164,412.59	1.00%
NOV	63,606.01	61,461.75	68,099.12	81,521.88	83,813.07	83,664.43	96,626.77	94,748.58	104,441.67	10.23%
DEC	61,923.91	63,450.46	66,720.46	79,622.52	80,297.08	86,085.23	97,081.51	100,789.73	99,254.66	-1.52%
JAN	73,807.80	77,513.17	77,697.31	99,051.77	96,116.53	100,829.33	122,046.71	125,423.36	115,792.75	-7.68%
FEB	87,244.33	88,914.17	101,103.43	120,737.15	109,768.12	119,435.62	143,573.59	141,256.13	133,962.63	-5.16%
MAR	85,912.23	83,720.55	93,004.35	114,035.49	102,725.79	126,557.75	137,069.04	129,381.65	123,212.06	-4.77%
APR	80,266.50	74,092.92	77,963.05	98,742.13	93,960.78	123,507.13	130,783.22	135,281.52		0
MAY	69,419.96	68,136.59	73,810.83	90,234.96	80,909.43	112,412.77	106,620.25	108,246.36		0
JUN	68,322.83	73,246.19	74,807.15	89,594.24	89,399.83	106,609.87	99,944.03	99,528.70		0
JUL	88,380.71	109,112.06	121,965.39	135,102.51	145,252.08	150,598.14	157,653.27	155,164.70		0
AUG	114,710.39	125,584.43	146,100.14	157,273.41	163,516.90	173,075.38	170,137.38	193,194.92		0
SEP	137,110.04	118,050.37	159,661.51	134,516.80	177,192.06	168,964.30	170,627.43	181,662.41		0
TOTAL	\$1,051,314.71	\$1,045,768.25	\$1,166,056.92	\$1,342,205.74	\$1,373,784.12	\$1,491,593.06	\$1,594,130.85	\$1,627,455.12	\$741,076.36	

1995-Present **\$22,366,076.29**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -1.76%

AMEREN FRANCHISE FEE COMPARISON



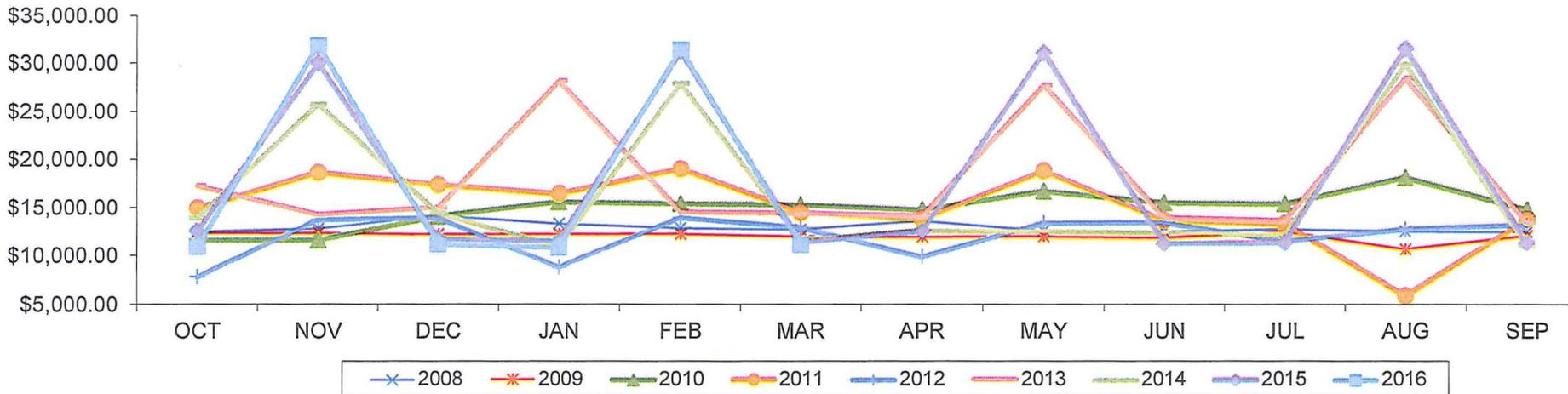
AT +T (SWB) FRANCHISE FEE REPORT

<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		0
MAY	12,778.74	12,103.48	16,878.98	18,925.37	13,537.38	27,796.37	12,694.67	31,239.15		0
JUN	12,680.34	11,958.89	15,714.77	13,800.22	13,624.66	14,055.41	12,583.04	11,443.33		0
JUL	12,963.86	12,634.01	15,585.10	13,441.52	11,693.95	13,764.01	12,308.03	11,499.93		0
AUG	12,764.59	10,795.61	18,325.68	5,992.93	12,955.62	28,529.60	30,099.57	31,710.18		0
SEP	12,697.16	12,200.64	15,009.66	13,899.07	13,404.09	13,585.78	11,264.73	11,532.25		0
TOTAL	\$157,012.65	\$145,641.48	\$180,930.31	\$181,381.27	\$147,204.03	\$216,003.65	\$197,073.72	\$219,277.84	\$108,184.92	

1995-Present **\$3,451,549.97**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -0.90%

AT&T (SWB) FRANCHISE FEE COMPARISON



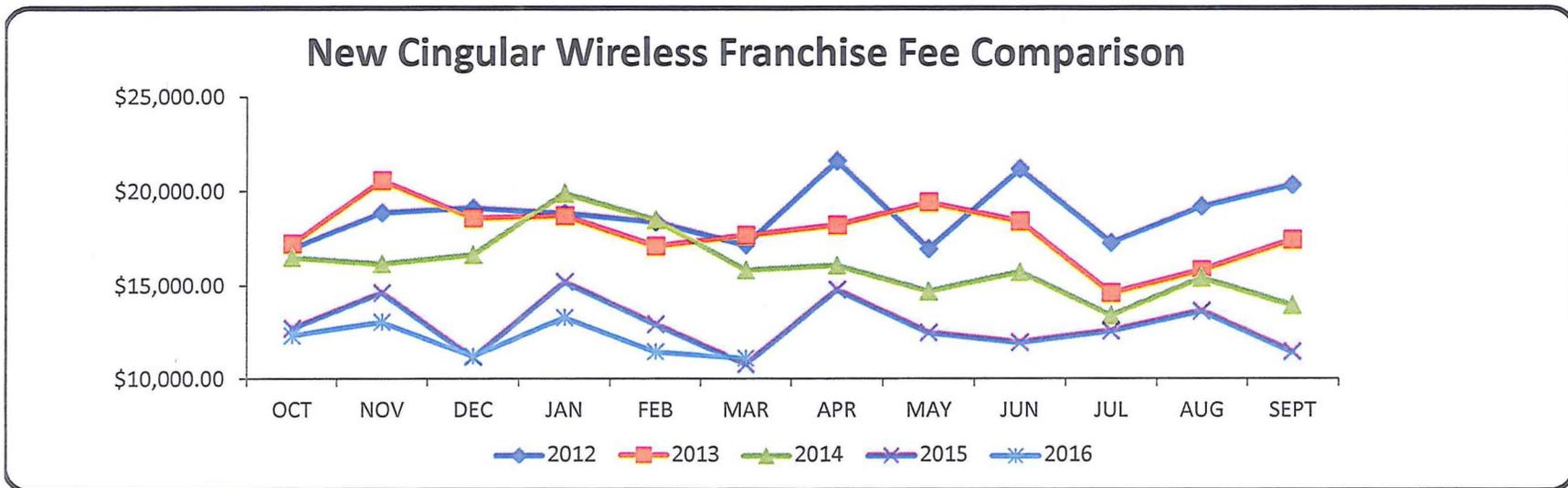
**started keeping track of Southwestern Bell Telephone Company Video Service Franchise Fees for Fiscal Year 2012/2013

NEW CINGULAR WIRELESS FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Increase/ Decrease</u>
OCT	\$17,046.41	\$17,257.00	\$16,581.28	\$12,781.29	\$12,423.99	-2.8%
NOV	18,928.26	20,599.82	16,240.07	14,677.75	13,136.75	-10.5%
DEC	19,181.77	18,625.83	16,717.33	11,217.67	11,300.89	0.7%
JAN	18,912.84	18,740.96	19,970.37	15,254.34	13,376.41	-12.3%
FEB	18,447.14	17,141.00	18,569.60	13,009.82	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		0
MAY	17,033.61	19,454.59	14,774.95	12,562.86		0
JUN	21,252.55	18,445.10	15,804.53	12,039.27		0
JUL	17,356.37	14,644.81	13,495.54	12,657.00		0
AUG	19,263.90	15,863.44	15,495.35	13,712.15		0
SEPT	20,408.73	17,477.95	14,037.11	11,537.42		0
TOTAL	\$209,669.91	\$214,204.63	\$193,743.42	\$155,129.54	\$72,966.43	

2012-PRESENT \$845,713.93

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -6.19%

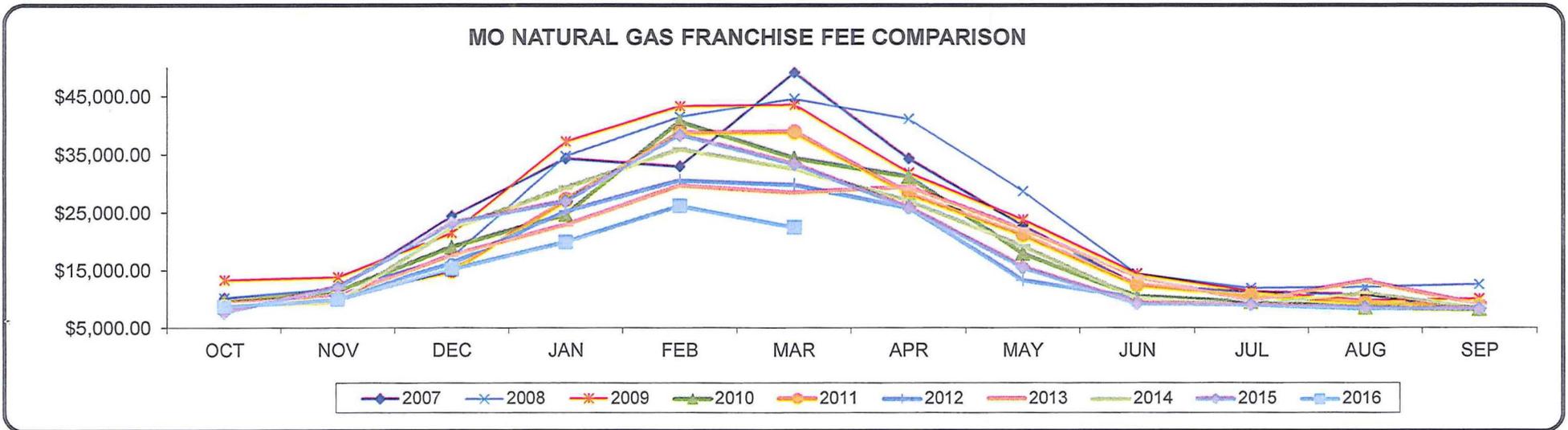


LACLEDE GAS FRANCHISE FEE REPORT

<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		0
MAY	22,919.98	28,861.09	23,844.64	18,109.86	21,261.06	13,515.35	22,237.77	19,399.81	15,707.15		0
JUN	12,604.58	14,575.82	14,502.36	10,709.45	12,617.26	10,538.59	14,008.46	10,421.45	9,473.56		0
JUL	11,467.13	12,140.74	11,457.96	9,750.32	10,805.39	9,227.31	9,825.41	9,135.48	9,266.94		0
AUG	10,969.57	12,359.98	9,852.66	8,735.80	9,553.18	8,590.31	13,243.73	11,236.67	8,831.94		0
SEP	8,148.81	12,826.07	10,154.87	8,469.55	9,034.32	8,759.74	9,205.41	8,679.59	8,594.33		0
TOTAL	\$264,127.95	\$283,396.57	\$274,816.57	\$228,168.18	\$231,682.77	\$199,150.77	\$216,918.97	\$225,727.08	\$220,743.53	\$103,401.30	

1995-Present **\$3,671,599.15**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -27.60%

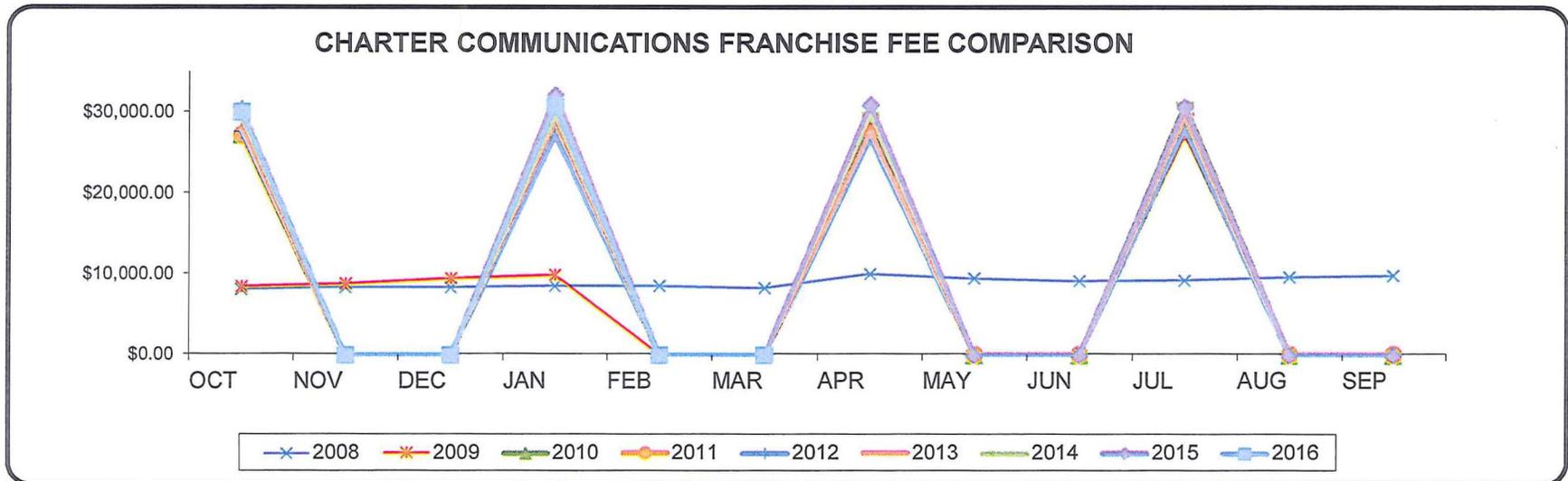


CHARTER COMMUNICATIONS FRANCHISE FEE REPORT

<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		0
MAY	9,573.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
JUN	9,240.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
JUL	9,328.20	27,237.64	27,772.21	27,824.33	27,955.33	29,722.85	31,128.65	30,709.42		0
AUG	9,737.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
SEP	9,924.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL	\$108,539.33	\$90,254.22	\$112,084.77	\$111,270.93	\$109,798.72	\$114,497.83	\$119,866.29	\$124,108.60	\$60,822.34	

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

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



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

April 2016

Monthly operations for the Finance Department include:

COLLECTOR'S OFFICE:

- * In this month; 6,685 collection transactions totaling \$1,872,193.00 were processed through accounting system.
 - * 725 customers paid using Credit Cards (164 utility-in person, 505 utility-online, 44 court- online & 12 court-in person) totaling \$51,472.54.
 - * 804 utility customers paid via Check Free (ACH), totaling \$42,936.74.
 - * 137 utility customers paid via iPay Solutions (ACH), totaling \$6,774.59.
 - * 0 Big Driver receipts totaling \$0.00. 0 Pool receipts totaling \$0.00.
 - * 43 utility customers have paid deposits for new or transferred accounts totaling \$4,500.00.
 - * 54 business licenses were issued/renewed totaling \$3,297.00. 7 liquor licenses was issued/renewed totaling \$1,927.50.
 - * Construction escrow deposits collected \$0.00 *Street excavation deposits collected \$0.00 *Landlord Security deposits collected \$0.00. *Cigarette tax collected totaled \$6,188.45.
 - * Franklin County tax collections totaled \$18,101.31. *Delinquent Taxes City - RE: \$40,571.56 PP: \$18,199.76
 - *Delinquent Taxes Library - RE: \$5,327.22 PP: \$1,839.87. * Motor fuel tax revenues totaled \$46,026.88.
 - *Federal Grants (6) totaling; \$45,030.54. *State Grants (1) totaling; \$575.80. *FEMA Grants (0) totaling; \$0.00.
- Franchise Fees:
- * Ameren \$108,011.34. * AT&T (SWB) franchise fee \$11,452.15. *New Cingular Wireless \$13,294.77 *Laclede Gas \$17,745.49 *Charter Communications (quarterly) \$30,969.27. * 1% City Sales Tax totaled \$357,396.57. *Local Use tax totaled \$28,592.66. * Transportation Sales tax totaled \$178,698.08. *Capital Improvement Sales Tax totaled \$178,698.24.

TREASURER RESPONSIBILITIES:

FINANCIAL OPERATIONS:

* ACCOUNTS PAYABLE –

- Invoice items processed: 969.
- Checks issued –587 (this includes (16) check runs) for the amount of \$1,301,239.59.
- Credit Card Fees (ETS) paid totaled \$1,039.63 (\$100.87 for court and \$938.76 for Utilities).
- Postage used this month totaled \$1,408.085.

* GENERAL DUTIES –

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

* PAYROLL-

- Payrolls (2) totaling \$436,647.96. This includes (0) checks and (278) direct deposits and related benefit costs. \$43,059.97 Federal Taxes paid. \$14,649.00 State Taxes paid. \$25,375.21 FICA Taxes paid. \$5,934.53 Medicare Taxes Paid.

* ACCOUNTS RECEIVABLE -

Utilities (Water - Sewer -Trash):

- Billing totals: \$366,746.20; Number of invoices (6,393) number of gallons billed: 39,284,678.
- Final billings sent (118) totaling \$3,645.12. (143 on the shutoff list, (this involves amounts over \$50) with (97) actual shutoffs done.
- Refunds (35) totaling \$1,280.19. (1) Returned checks (NSF), fee collected: \$25.00.
- Bank auto draft collections (800) totaled \$43,264.03. Credit Card draft collections (98) totaled \$4,656.32. (0) Returned Bank auto draft, fees collected: \$0.00.

Landfill and Miscellaneous:

- Landfill invoices (135) sent totaling \$76,668.88 including (2) leachate invoices totaling \$4,080.00. Miscellaneous invoices (33) (rent/lease, dispatch services, etc.) totaling \$7,590.67. Public Works invoices (17) totaling \$8,205.73; 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.
- Began annual budget process.

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	2,565,915.25
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:		\$ 89,993,786.34			

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		
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	\$ 2,565,915.25	

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

6.80%

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	\$ 11,167,839.24

TOTAL COLLECTIONS TO CURRENT DATE

\$ 38,024,387.79

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		
JUNE	176,704.60	190,573.08	193,750.98	155,034.08	203,451.34		
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	\$ 1,282,957.65	

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

6.80%

FISCAL YEAR END PERCENTAGE
(POS- OCTOBER TO SEPTEMBER)

Shown Once A Year on November

Report.

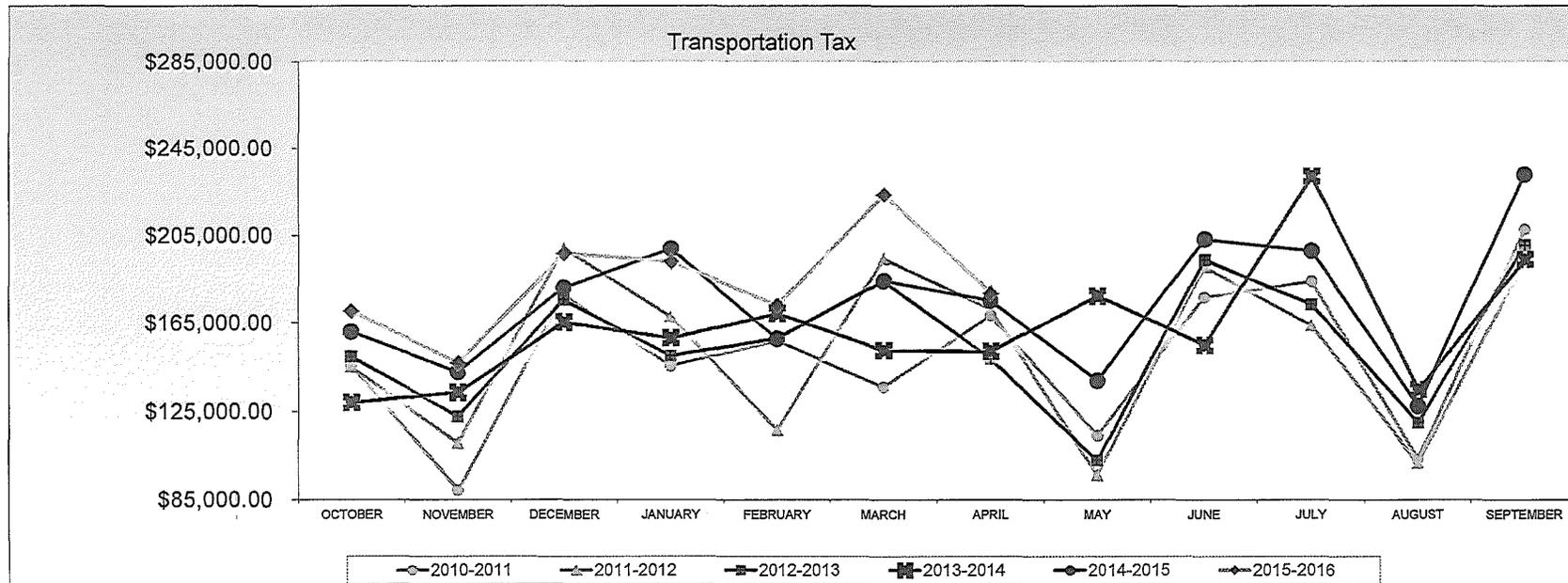
1/2 % TRANSPORTATION SALES TAX

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		
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	\$ 1,282,958.95	

COLLECTIONS 2005 TO PRESENT: \$19,384,139.26

OVERALL PERCENTAGE GROWTH/
(REDUCTION) FOR OCTOBER TO
PRESENT: 6.80%

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		
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	\$310,895.70	

COLLECTIONS 1998 TO PRESENT: **\$ 6,517,144.85**

OVERALL PERCENTAGE
GROWTH/(REDUCTION) FOR OCTOBER
TO PRESENT: **19.73%**

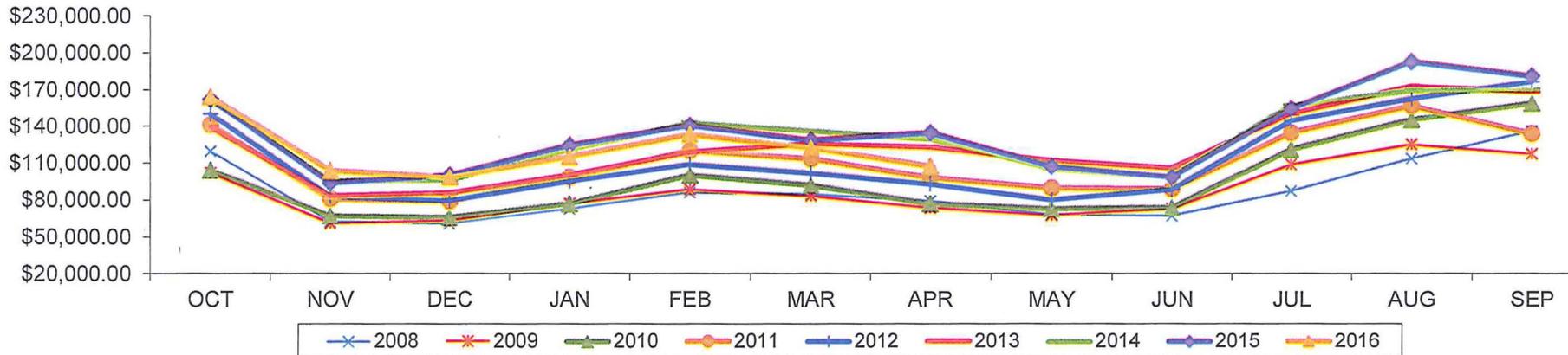
AMEREN U E FRANCHISE FEE REPORT

<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		0
JUN	68,322.83	73,246.19	74,807.15	89,594.24	89,399.83	106,609.87	99,944.03	99,528.70		0
JUL	88,380.71	109,112.06	121,965.39	135,102.51	145,252.08	150,598.14	157,653.27	155,164.70		0
AUG	114,710.39	125,584.43	146,100.14	157,273.41	163,516.90	173,075.38	170,137.38	193,194.92		0
SEP	137,110.04	118,050.37	159,661.51	134,516.80	177,192.06	168,964.30	170,627.43	181,662.41		0
TOTAL	\$1,051,314.71	\$1,045,768.25	\$1,166,056.92	\$1,342,205.74	\$1,373,784.12	\$1,491,593.06	\$1,594,130.85	\$1,627,455.12	\$849,087.70	

1995-Present **\$22,474,087.63**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -4.56%

AMEREN FRANCHISE FEE COMPARISON



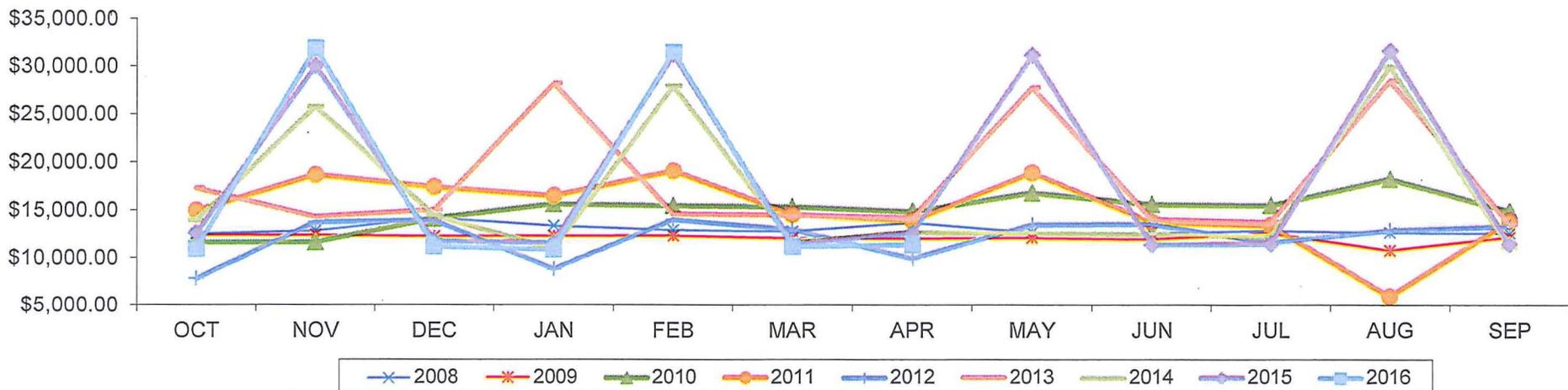
AT +T (SWB) FRANCHISE FEE REPORT

<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		0
JUN	12,680.34	11,958.89	15,714.77	13,800.22	13,624.66	14,055.41	12,583.04	11,443.33		0
JUL	12,963.86	12,634.01	15,585.10	13,441.52	11,693.95	13,764.01	12,308.03	11,499.93		0
AUG	12,764.59	10,795.61	18,325.68	5,992.93	12,955.62	28,529.60	30,099.57	31,710.18		0
SEP	12,697.16	12,200.64	15,009.66	13,899.07	13,404.09	13,585.78	11,264.73	11,532.25		0
TOTAL	\$157,012.65	\$145,641.48	\$180,930.31	\$181,381.27	\$147,204.03	\$216,003.65	\$197,073.72	\$219,277.84	\$119,637.07	

1995-Present **\$3,463,002.12**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -1.82%

AT&T (SWB) FRANCHISE FEE COMPARISON



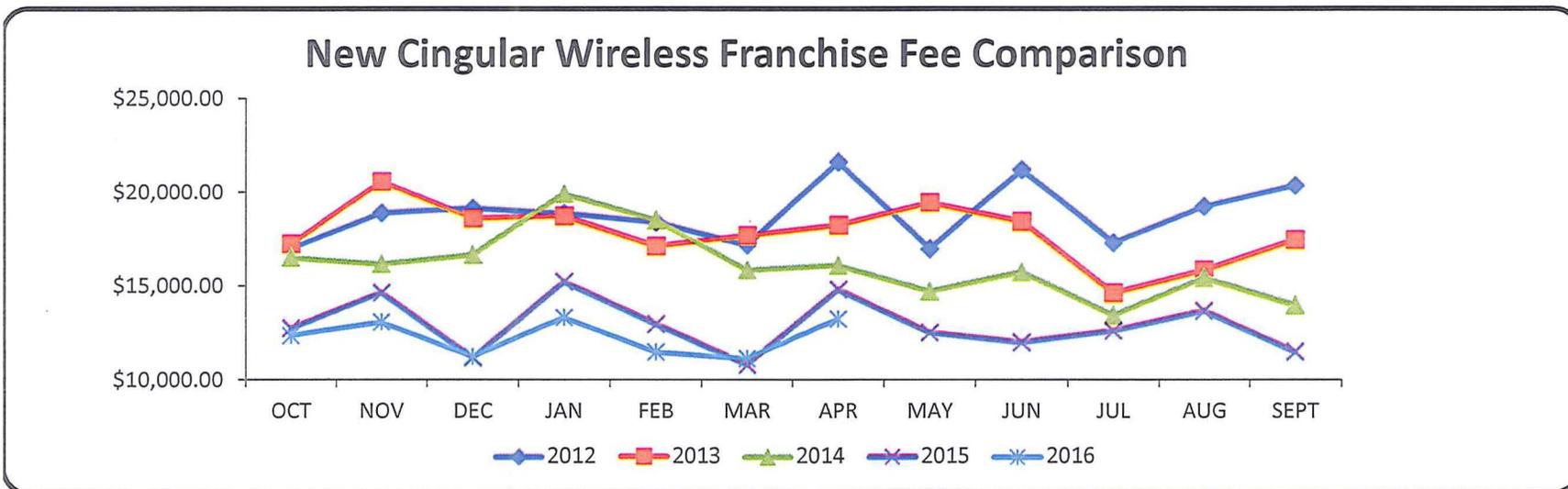
**started keeping track of Southwestern Bell Telephone Company Video Service Franchise Fees for Fiscal Year 2012/2013

NEW CINGULAR WIRELESS FRANCHISE FEE REPORT

<u>MONTH</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Increase/ Decrease</u>
OCT	\$17,046.41	\$17,257.00	\$16,581.28	\$12,781.29	\$12,423.99	-2.8%
NOV	18,928.26	20,599.82	16,240.07	14,677.75	13,136.75	-10.5%
DEC	19,181.77	18,625.83	16,717.33	11,217.67	11,300.89	0.7%
JAN	18,912.84	18,740.96	19,970.37	15,254.34	13,376.41	-12.3%
FEB	18,447.14	17,141.00	18,569.60	13,009.82	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		0
JUN	21,252.55	18,445.10	15,804.53	12,039.27		0
JUL	17,356.37	14,644.81	13,495.54	12,657.00		0
AUG	19,263.90	15,863.44	15,495.35	13,712.15		0
SEPT	20,408.73	17,477.95	14,037.11	11,537.42		0
TOTAL	\$209,669.91	\$214,204.63	\$193,743.42	\$155,129.54	\$86,261.20	

2012-PRESENT \$859,008.70

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -6.87%



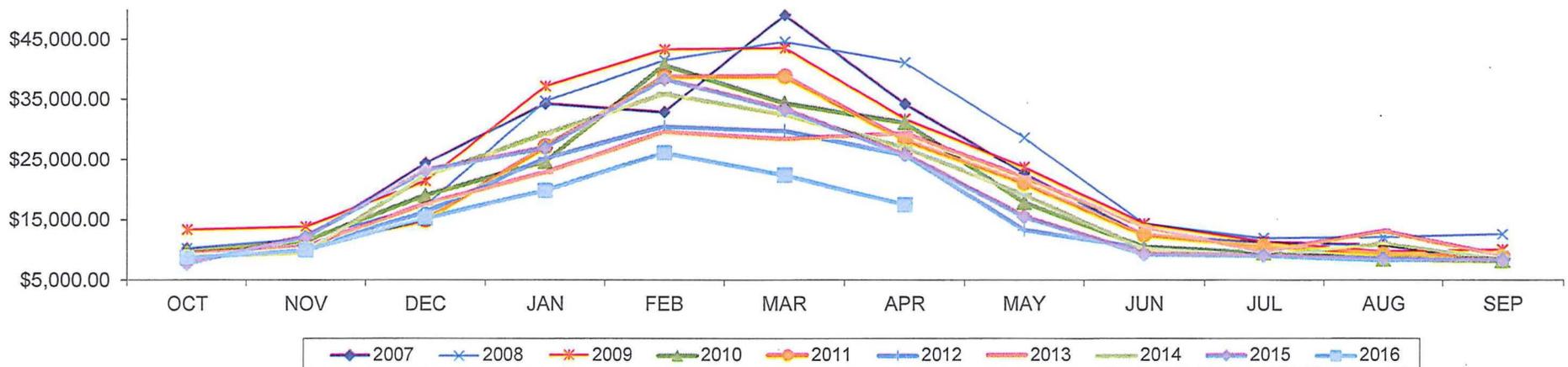
LACLEDE GAS FRANCHISE FEE REPORT

MONTH	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Increase/ Decrease
OCT	\$10,295.08	\$10,425.11	\$13,408.57	\$9,827.42	\$9,012.87	\$9,259.90	\$9,448.88	\$9,062.72	\$7,912.15	\$8,827.09	11.6%
NOV	12,045.39	12,018.04	13,882.53	11,637.29	10,780.86	10,710.02	10,569.18	9,671.87	12,271.78	10,132.09	-17.4%
DEC	24,526.50	17,508.94	21,528.39	19,214.08	15,018.83	16,406.66	17,697.98	22,483.85	23,357.46	15,391.95	-34.1%
JAN	34,439.05	34,889.07	37,321.05	24,863.26	27,290.28	25,436.86	22,953.48	29,473.09	27,155.50	20,054.25	-26.2%
FEB	33,041.41	41,668.83	43,376.64	40,913.41	38,896.44	30,690.36	29,713.54	36,106.37	38,594.62	26,364.24	-31.7%
MAR	49,233.15	44,802.90	43,588.99	34,553.25	38,984.77	29,962.03	28,525.13	32,770.66	33,524.99	22,631.68	-32.5%
APR	34,437.30	41,319.98	31,897.91	31,384.49	28,427.51	26,053.64	29,490.00	27,285.52	26,053.11	17,745.49	-31.9%
MAY	22,919.98	28,861.09	23,844.64	18,109.86	21,261.06	13,515.35	22,237.77	19,399.81	15,707.15		0
JUN	12,604.58	14,575.82	14,502.36	10,709.45	12,617.26	10,538.59	14,008.46	10,421.45	9,473.56		0
JUL	11,467.13	12,140.74	11,457.96	9,750.32	10,805.39	9,227.31	9,825.41	9,135.48	9,266.94		0
AUG	10,969.57	12,359.98	9,852.66	8,735.80	9,553.18	8,590.31	13,243.73	11,236.67	8,831.94		0
SEP	8,148.81	12,826.07	10,154.87	8,469.55	9,034.32	8,759.74	9,205.41	8,679.59	8,594.33		0
TOTAL	\$264,127.95	\$283,396.57	\$274,816.57	\$228,168.18	\$231,682.77	\$199,150.77	\$216,918.97	\$225,727.08	\$220,743.53	\$121,146.79	

1995-Present **\$3,689,344.64**

OVERALL PERCENTAGE GROWTH/(REDUCTION) FOR OCT. TO PRESENT: -28.26%

MO NATURAL GAS FRANCHISE FEE COMPARISON

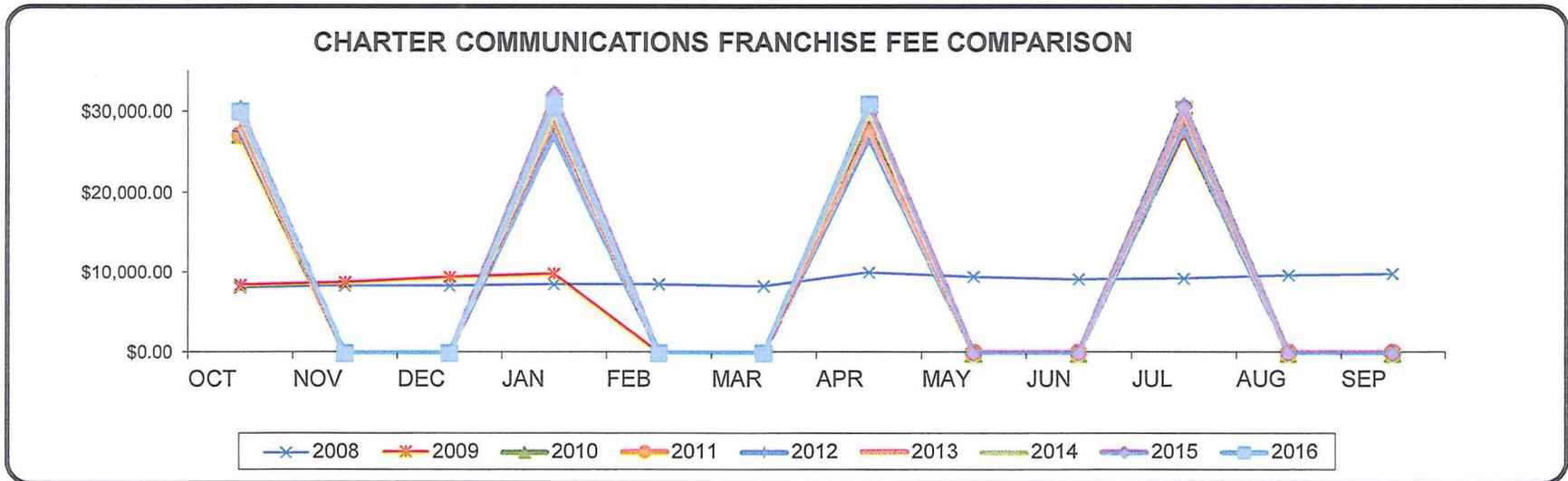


CHARTER COMMUNICATIONS FRANCHISE FEE REPORT

<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%



Permit Totals

PROJECTS: ALL
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 4/01/2016 THRU 4/12/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
COM-ADD - COMMERCIAL ADDITION	1	15,000.00	75.00
COM-ALT - COMMERCIAL ALTERATION	1	30,000.00	165.00
DECK - DECK	1	6,000.00	25.00
ELE-P - ELECTRICAL SERVICE	1	500.00	25.00
ELE-T - ELECTRIC SVC - TEMP	1	200.00	25.00
GRADING - GRADING	1	566,500.00	240.00
OPC-COM - COMMERCIAL OCCUPANCY	1	0.00	50.00
OPR-MF - MULTI FAMILY OCCUPANCY	9	0.00	100.00
OPR-SF - SINGLE FAMILY OCCUPANCY	18	0.00	415.00
OPR-TF - TWO FAMILY OCCUPANCY	3	0.00	75.00
PREP - PRELIMINARY PLAT	1	0.00	75.00
RES-SF - SINGLE FAMILY BUILDING	1	666,180.00	3,255.79
SWR - SEWER LATERAL/REPAIR	2	6,500.00	50.00
*** TOTALS ***	41	1,290,880.00	4,575.79

PROJECTS: ALL
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2016 THRU 4/12/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	4	92,645.00	84.80
BLAST - BLASTING	1	9,000.00	0.00
COM-ADD - COMMERCIAL ADDITION	4	120,000.00	500.00
COM-ALT - COMMERCIAL ALTERATION	8	496,700.00	2,156.00
DECK - DECK	6	83,000.00	292.00
DEMO - DEMOLITION	1	10,000.00	50.00
ELE-P - ELECTRICAL SERVICE	9	9,730.00	225.00
ELE-T - ELECTRIC SVC - TEMP	1	200.00	25.00
FIRE - FIRE SPRINKLER SYSTEM	2	7,040.00	50.00
FPD - FLOODPLAIN DEVELOPMENT	2	0.00	0.00
GARAGE - GARAGE	2	93,500.00	374.00
GRADING - GRADING	2	571,500.00	255.00
HIST - HISTORIC DESIGN REVIEW	4	0.00	0.00
IND-ALT - INDUSTRIAL ALTERATION	3	185,000.00	680.00
MOBILE - MOBILE HOME SETUP	4	18,000.00	225.00
OPC-COM - COMMERCIAL OCCUPANCY	9	0.00	450.00
OPR-MF - MULTI FAMILY OCCUPANCY	93	0.00	1,570.00
OPR-SF - SINGLE FAMILY OCCUPANCY	144	0.00	4,025.00
OPR-TF - TWO FAMILY OCCUPANCY	26	0.00	555.00
PREP - PRELIMINARY PLAT	4	0.00	307.00
RES-ADD - RESIDENTIAL ADDITION	5	119,418.65	468.25
RES-ALT - RESIDENTIAL ALTERATION	18	398,798.00	2,085.20
RES-SF - SINGLE FAMILY BUILDING	5	1,520,485.00	9,455.99
SGN - SIGN	9	72,185.00	500.00
SPU - SPECIAL USE	2	0.00	300.00
STEX - STREET EXCAVATION	3	7,100.00	90.00
SUBD - SUBDIVISION DEVELOPMENT	1	85,000.00	275.00
SWP - SWIMMING POOL	2	86,000.00	333.00
SWR - SEWER LATERAL/REPAIR	6	22,500.00	150.00
VAR - VARIANCE	2	0.00	120.00
*** TOTALS ***	382	4,007,801.65	25,601.24

May 2016 Permits

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 5/01/2016 THRU 5/17/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
COM-ALT - COMMERCIAL ALTERATION	1	30,000.00	90.00
DEMO - DEMOLITION	4	83,000.00	200.00
ELE-P - ELECTRICAL SERVICE	2	1,000.00	50.00
FIRE - FIRE SPRINKLER SYSTEM	2	5,500.00	75.00
HIST - HISTORIC DESIGN REVIEW	1	0.00	0.00
OPC-COM - COMMERCIAL OCCUPANCY	4	0.00	200.00
OPR-MF - MULTI FAMILY OCCUPANCY	4	0.00	80.00
OPR-SF - SINGLE FAMILY OCCUPANCY	16	0.00	505.00
OPR-TF - TWO FAMILY OCCUPANCY	4	0.00	90.00
RES-ADD - RESIDENTIAL ADDITION	2	46,300.00	302.00
RES-ALT - RESIDENTIAL ALTERATION	3	30,700.00	245.00
RES-SF - SINGLE FAMILY BUILDING	2	361,000.00	2,589.50
SGN - SIGN	2	975.00	50.00
SPU - SPECIAL USE	1	0.00	150.00
STEX - STREET EXCAVATION	1	750.00	30.00
*** TOTALS ***	49	559,225.00	4,656.50

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2016 THRU 5/17/2016
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
ACC - ACCESSORY BUILDING	4	92,645.00	84.80
BLAST - BLASTING	1	9,000.00	0.00
CARN - CARNIVAL	1	12,000.00	50.00
COM-ADD - COMMERCIAL ADDITION	5	2,645,000.00	8,962.00
COM-ALT - COMMERCIAL ALTERATION	14	746,550.00	3,480.00
DECK - DECK	9	104,000.00	427.00
DEMO - DEMOLITION	5	93,000.00	250.00
ELE-P - ELECTRICAL SERVICE	18	15,730.00	450.00
ELE-T - ELECTRIC SVC - TEMP	2	100,200.00	75.00
FIRE - FIRE SPRINKLER SYSTEM	4	12,540.00	125.00
FPD - FLOODPLAIN DEVELOPMENT	2	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	4	191,650.00	730.00
MOBILE - MOBILE HOME SETUP	4	18,000.00	225.00
OPC-COM - COMMERCIAL OCCUPANCY	20	0.00	1,000.00
OPR-MF - MULTI FAMILY OCCUPANCY	107	0.00	1,805.00
OPR-SF - SINGLE FAMILY OCCUPANCY	185	0.00	5,290.00
OPR-TF - TWO FAMILY OCCUPANCY	36	0.00	800.00
PREP - PRELIMINARY PLAT	5	0.00	382.00
RES-ADD - RESIDENTIAL ADDITION	10	211,918.65	1,007.25
RES-ALT - RESIDENTIAL ALTERATION	27	743,798.00	4,216.20
RES-SF - SINGLE FAMILY BUILDING	9	2,121,485.00	15,338.99
REZ - REZONING	1	0.00	150.00
SGN - SIGN	14	77,060.00	650.00
SPU - SPECIAL USE	3	0.00	450.00
STEX - STREET EXCAVATION	4	7,850.00	120.00
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	2	0.00	120.00
Z-FRAMING - ROUGH FRAMING ADDL IN	1	7,000.00	0.00
*** TOTALS ***	519	8,195,926.65	47,944.24

Permit Totals

PROJECTS: ALL
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 4/01/2016 THRU 4/12/2016
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 STATUS: ALL

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*** TOTALS ***	382	4,007,801.65	25,601.24

May 2016 Permits

PROJECTS: All
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 ISSUED DATES: 5/01/2016 THRU 5/17/2016
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*** TOTALS ***	49	559,225.00	4,656.50

PROJECTS: All
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VAR - VARIANCE	2	0.00	120.00
Z-FRAMING - ROUGH FRAMING ADDL IN	1	7,000.00	0.00
*** TOTALS ***	519	8,195,926.65	47,944.24

Washington Regional Airport (FYG)
Board Meeting Minutes
Wednesday February 17 2016 @ 3:00 pm
at Washington Regional Airport
BFA #124

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

1. Approve minutes of 12-8-2015 – approved as submitted
2. Hangar Rent Update (Kevin) – there are zero vacancies. Hangar rental in general was discussed.
3. General Maintenance (Board)
 - a. Council approved budget items:
 1. Roof Repairs
 - a. Brian Boehmer with contact Steve Sullentrup and Joe Holdmeier to prepare specifications
 2. Office Doors
 - a. Brian Boehmer with contact Steve Sullentrup and Joe Holdmeier to prepare specifications
 3. Unicom/Radio
 - a. Kevin Hellmann will research options and contact Brian Boehmer
 4. Monument Sign
 - a. The line of site has been cleared the construction is proceeding
 5. Jet Fuel – required monitoring
 - a. \$6000 proposal form Nuemeyer will be approved and the upgrades will be made
 - b. Hangars
 - The City is proceeding with getting bids for the reinforcement for the posts. This will be installed by City Crews.
 - c. Grounds
 - No open issues
 - There has been no vandalism
 - The surveillance signs have been installed
 - d. Runway
 - We have started the crack sealing operation but they are waiting for warmer weather to complete
 - e. Pavilion
 - The Pavilion will be completed with the roof repairs in Item #1.

- f. Airport Security
 - There will be future possibilities for added security as the City wide security proceeds.
- 4. St. Clair Airport Update (Brian) – No News
- 5. Updating the Airport Layout Plan (ALP) (Brian)
 - a. Minimum Standards – moving toward finalization
 - b. Daily Airport Operations – WAI surveys have been submitted
 - c. Runway Counter from CMT – Brian will ask CMT to look for runway counters, also Kevin will search for runway counters for sale.
- 6. Public Presentations and WAI website update (Ray) – No News
- 7. Airport Way Finding Signing (Ray II) – No News
- 8. Avgas Phase-Out (Ray II) – Kevin Hellmann has researched this with our suppliers and there some move to look for a new formulation that does not contain lead. Suppliers and refiners are indicating that they do not believe a phase out will be accomplished by 2018.
- 9. Other Business
 - a. Monthly Reports – we reviewed the monthly counts and fuel report and decided that those 2 items could go into a monthly report to be provided by WAI.
- 10. Schedule Next Meeting – Scheduled for April 12, 2016 at 3:00 pm at the Airport

Aircraft Tracking Log at FYG Landings*

2015 Month

Business Military Recreation Training Total

Month	Business	Military	Recreation	Training	Total	
**January Totals	**Started Collecting Data 1-21-2015	26	1	22	229	278
February Totals		45	4	44	428	521
March Totals		56	0	126	542	724
April Totals		49	2	107	489	647
May Totals		57	0	71	392	520
June Totals		53	9	89	319	470
July Totals		40	1	61	227	329
August Totals		66	1	65	266	398
September Totals		87	2	89	296	474
October Totals		70	0	80	261	411
November Totals		68	5	84	141	298
December Totals		55	0	50	177	282
2015 Totals		672	25	888	3767	5352

2016 Month

Business Military Recreation Training Total

Month	Business	Military	Recreation	Training	Total
January Totals	29	0	28	226	283
February Totals	38	0	31	282	351
March Totals	54	0	52	255	361
April Totals					
May Totals					
June Totals					
July Totals					
August Totals					
September Totals					
October Totals					
November Totals					
December Totals					
2016 Totals	121	0	111	763	995

*Each count is a landing. The associated take off is not counted. Counts taken only when office is staffed.

**WASHINGTON AVIATION, INC.
FUEL AND HANGAR SUMMARY**

2012-2013	Month	Total Gallons AV Gas	Total Gallons Jet Fuel	Total Fuel Gallons	Hangar Vacancies
	August	3,430	2,814	6,244	0
	September	2,695	2,759	5,454	0
	October	2,634	546	3,180	0
	November	1,828	1,511	3,339	0
	December	1,533	375	1,908	0
	January	1,854	50	1,904	1
	February	1,218	70	1,288	1
	March	2,106	461	2,567	1
	April	2,854	541	3,395	8
	May	2,524	247	2,771	5
	June	3,245	515	3,760	3
	July	3,439	899	4,338	3
	YTD Total	29,360	10,788	40,148	

2013-2014	Month	Total Gallons AV Gas	Total Gallons Jet Fuel	Total Fuel Gallons	Hangar Vacancies
	August	2,425	1,784	4,209	3
	September	2,760	598	3,358	2
	October	3,426	1,092	4,518	2
	November	3,184	389	3,573	2
	December	1,619	324	1,943	3
	January	1,925	1,710	3,635	2
	February	1,553	445	1,998	2
	March	2,550	1,890	4,440	2
	April	2,591	766	3,357	1
	May	2,235	391	2,626	1
	June	3,122	1,026	4,148	1
	July	2,653	1,366	4,019	1
	YTD Total	30,043	11,781	41,824	

2014-2015	Month	Total Gallons AV Gas	Total Gallons Jet Fuel	Total Fuel Gallons	Hangar Vacancies
	August	2,273	1,118	3,391	1
	September	2,664	1,133	3,797	1
	October	2,612	900	3,512	0
	November	1,725	612	2,337	0
	December	1,093	210	1,303	1
	January	1,547	80	1,627	1
	February	733	1,081	1,814	1
	March	1,522	225	1,747	0
	April	1,423	1,417	2,840	0
	May	1,502	1,420	2,922	0
	June	1,269	1,163	2,432	0
	July	2,140	1,142	3,282	0
	YTD Total	20,503	10,501	31,004	

2015-2016	Month	Total Gallons AV Gas	Total Gallons Jet Fuel	Total Fuel Gallons	Hangar Vacancies
	August	2,218	218	2,436	1
	September	2,148	433	2,581	0
	October	1,796	2,348	4,144	0
	November	1,309	732	2,041	1
	December	1,409	836	2,245	0
	January	1,170	367	1,537	0
	February	953	885	1,838	0
	March	1,143	1,399	2,542	0
	April			0	
	May			0	
	June			0	
	July			0	
	YTD Total	12,146	7,218	19,364	

Washington Regional Airport (FYG)
Board Meeting Minutes
Wednesday April 12, 2016 @ 3:00 pm
at Washington Regional Airport
BFA #124

Those in attendance: Joe Holtmeier, Brian Boehmer, Darren Lamb, Kevin Hellmann, Ray Frankenberg

1. Approve minutes of 2-17-2015 – approved as submitted
2. Hangar Rent Update (Kevin) – the hangars are full with the newly available Hangar A-12 having one prospect looking at it now.
3. Airport Equipment/Hangar A-12 – There was a discussion of how to properly store and secure the fuel truck and mowing equipment.
4. Fuel Truck Security Fence – See 3 above.
5. General Maintenance (Board)-Council Approve Budget Items:
 - a. Roof Repairs – We received a proposal for repainting of the roof that was \$106,000 and our budget is \$60,000. Ray will contact the roof painting company to get specs so we can get competitive bids. We will then deliver that spec to Brian.
 - b. Office Doors – Kevin will get Joe the previous info on the office doors and Joe will review them and make sure we have everything we need on the specs then we will deliver that spec to Brian.
 - c. Unicom/Radio – We now have two bids and we should be able to issue a purchase order for the qualified bid. Hope to have delivery sometime in May.
 - d. Monument Sign
 - Installation complete, no payments have been made until punchlist items are handled.
 - The first punchlist item is to correct the address. (old address has been removed)
 - We need to ask them to put some soil and seed around the base of it so grass will grow. Right now the masonry sand is clogging the area.
 - e. Monument Sign Lighting – There was a discussion of possibly using small LED/Solar lights for this function.
 - f. Jet Fuel – required monitoring – We will get an updated quote for this work and get it to Brian. As long as it stays within budget we should be able to award this work.
 - g. Hangars – Repair of the 6 posts. Bleckmann's is now making the beams needed for the repair. Once the beams are made the Street Department will install the repairs.
 - h. Grounds
 - The trees that were dying near the entrance have now been cut down. The large trunks and branches will be removed. All remaining material will be chipped and left to lay. This will not be harmful to the wetlands.
 - We need to remind Brian next week and the week after so he can schedule the drilling of the drain holes in the bottom of the wetlands in that area. This will consist

of as large of a diameter hole as we can drill or suck with the vacuum truck, backfilled with clean stone in a fabric sock.

- Both of the above items will be done for the safety of travelers so that the entrance drive would not be blocked by the dying trees and also to assure that we do not end up with a pool of water deep enough for someone to drown in if they were to run off the road.
 - Need to remind the Street Department that they still have the repair to do on the drain pipe that drains the Airport property into Lake Creek.
- i. Runway – This on the Street Departments list to fill cracks. We need to remind the Street Department on a bi-weekly basis that we are on the list.
 - j. Pavilion Roof – This roof will be added to one of the Parks Department schedule that they will be doing in the next few months.
 - k. Airport Security
 - The signs have been installed
 - Wireless security tied into the City's new network.
 - l. Cracking in the asphalt parking lot – need to get sealed
6. St. Clair Airport Update (Brian) – Nothing new
7. Updating the Master Plan/Airport Layout Plan (ALP) (Brian)
- a. Minimum Standards – We have received comments from MoDOT and returned changes due to those comments. Workers Comp will most likely be added to the Minimum Standards throughout the comment process. We are exchanging comments with MoDOT and the FAA.
 - b. Daily Airport Operations – We are still counting traffic at the Airport and looking for other means of justifying the needed traffic for the expansions to be shown on the Master Plan.
 - c. Runway Counter from CMT – Brian will ask CMT for a price on the runway counters.
8. Public Presentations and WAI website update (Ray) – No new presentations
9. Airport Way Finding Signing (Ray II) – No activity
10. Avgas Phase-Out (Ray II) – Still targeting 2018
11. Monthly Reports – One more version to the Airport Board before we go to other City Boards
12. Other Business – No other business
13. Schedule Next Meeting - June 14, 2016 at 3:00 at the Airport

PARKS AND RECREATION

MONTHLY REPORT

March 2016

ADMINISTRATION

1. **Riverfront Trail Expansion** – Worked with the Engineering Department on the RTP Grant Application for expansion of the trail to the west.
2. **Fees and Charges** – Staff continued to work on the review and implementation of program fees to become compliant with the Revenue and Pricing Policies.
3. **Ordinances** – Continued to work and finalize recommended changes to both the Urban Forestry and Parks and Recreation Ordinances.
4. **Dog Park Concept Plan** – Continued to evaluate site conditions and funding for the first phase of development. Prepared bid specifications for fencing.
5. **Lions Lake Playground** – Continued to work on costs estimates and design.
6. **Pool Painting Bid** – Prepared bid specifications and went out to bid.
7. **Pool Diving Board Bid** – Began working on the development of specifications.
8. **Pool Valve Bid** – Began working on the development of specifications.
9. **Tennis Court Repairs** – Went out to bid and awarded bid to McConnell & Associates.
10. **Fencing Bid** – Prepared bid specifications and went out to bid.
11. **Arts Policy** – Continued to work on the development of an Arts Policy.
12. **Adopt – A – Park Program** – Continued to work on creating new guidelines for the Adopt-A-Park-Program.

RECREATION PROGRAMS AND FACILITIES

1. Facility Rentals

Category	March	YTD
Pavilions	7	7
Facilities	22	69
Baseball Fields	11	11
Soccer Fields	2	2
Rugby	0	0
Football	0	0
Total	42	89

2. Special Events

Category	March	YTD
Walks/Runs	1	3
Street Collections	1	1
Other (Festivals/Concerts)	1	2
Total	3	6

3. Programs

- a. Held Easter Egg Hunt (March 19th)
- b. Held Dog Bone Hunt (March 19th)
- c. Continued to plan and work on Camp Washington.
- d. Continued to plan and work on City Wide Garage Sale (May 7th)
- e. Continued to work on opening day of pool (May 28th)
- f. Continued to adjust program fees and charges to reflect the adopted Revenue and Pricing Policy.
- g. Continued to work on hiring seasonal staff (camp counselors, pool cashiers)

MAINTENANCE ACTIVITIES

1. Maintenance Hours

Category	March	YTD
Trash Pickup and Removal	152.75	433.5
Restroom Cleaning	330.75	330.75
Pavilion Cleaning	73	165.5
Playground Inspections/Repairs	81	196.25
Sidewalks, Pathways, Trails	69	126
Fair	0	0
Landscape Beds	220.5	252.5
Flood	0	276
Boat Docks	.25	44.25
Athletic Fields	115.75	168.75
Irrigation	4.5	4.5
Mowing	96.75	99.75
Trimming	53	54
Building Maintenance	170	722
Tree Maintenance	106.75	354
Turf Maintenance	24.5	41.75
Street Lights	24.5	39.5
Wetlands, Lakes & Ponds	.5	7.75
Vehicle & Equipment Work	243.75	1134.25
Special Events	38	119.5
Snow	0	170.25
Training	93.25	101.25
Other	14.5	75.5
Total	1,715.5	3,108

2. March 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. Flood - Continued flood clean up. The cleanup will continue in March.
- c. Continued dead tree removal and tree trimming
- d. Finished putting together new picnic tables
- e. Completed the painting of the upstairs of the Auditorium
- f. Aerated baseball, soccer, softball fields and various other park locations
- g. Laser Leveled and edged baselines at Ronsick Field
- h. Riverfront Trail/Bridge - Removed hazard and bat habitat trees identified by SCI/MoDOT.
- i. McLaughlin Field – Coordinated with Public Works to install drainage.
- j. Miller-Post Property – Cut in trails.
- k. Began painting of Parks office.
- l. Landscaped Beds – Began cleaning out and preparing beds for mulching.
- m. Fertilization – Fertilized all athletic fields and various parks.
- n. Tree Trimming and Removals – Continued tree trimming and removals throughout the park system as well as selected street trees.
- o. Ball Fields - Continue prepping fields for season.

3. April 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. Baseball/Softball Fields – As weather and conditions allow, work with Public Works to haul dirt and Laser level all fields, and reduce infields at McLaughlin, Barklage, and Berger.
- i. Dog Park - As weather and conditions allow, work with Public Works to develop parking lot and roadway.
- j. Landscape beds –Continue to clean up landscape beds, edge and prep for mulch.
- k. Mulch – Mulch all landscape beds.
- l. Ball Fields - Continue prepping fields for season.
- m. Medians – Trim back and weed.
- n. Heritage Transportation Park – Work with Master Gardeners on re-landscaping.
- o. Big Driver – Open Big Driver.
- p. Tartan Days – Set up for Tartan Days.
- q. Tree Planting – Plant spring tree replacements.
- r. Soccer Field #1 – Add dirt and laser level to gain positive drainage.
- s. Irrigation – Startup irrigation to make necessary repairs.

PARKS AND RECREATION

MONTHLY REPORT

April 2016

ADMINISTRATION

1. **Riverfront Trail Expansion** – Worked with the Engineering Department on the RTP Grant Application for expansion of the trail to the west.
2. **Fees and Charges** – Staff continued to work on the review and implementation of program fees to become compliant with the Revenue and Pricing Policies.
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11. **Arts Policy** – Continued to work on the development of an Arts Policy.
12. **Adopt – A – Park Program** – Continued to work on creating new guidelines for the Adopt-A-Park-Program.

RECREATION PROGRAMS AND FACILITIES

1. Facility Rentals

Category	April	YTD
Pavilions	14	21
Facilities	31	100
Baseball Fields	14	25
Soccer Fields	6	8
Rugby	0	0
Football	4	4
Total	42	89

2. Special Events

Category	April	YTD
Walks/Runs Heart Walk, March of Dimes	2	5
Street Collections Lions Club	1	2
Other (Festivals/Concerts) Tartan Days, Piccadilly, Blues- fest, Republican Caucus, Sunset, E-Cycle, Pet Expo	7	9
Total	10	16

3. Programs

- a. Continued to plan and work on Camp Washington.
- b. Continued to work on opening day of pool (May 28th)
- c. Continued to adjust program fees and charges to reflect the adopted Revenue and Pricing Policy.
- d. Continued to work on hiring seasonal staff (pool cashiers)
- e. Continued to work on field reservations and billing

MAINTENANCE ACTIVITIES

1. Maintenance Hours

Category	April	YTD
Trash Pickup and Removal	189.75	623.25
Restroom Cleaning	141	471.75
Pavilion Cleaning	53.5	219
Playground Inspections/Repairs	60.75	257
Sidewalks, Pathways, Trails	36.25	162.25
Fair	0	0
Landscape Beds	329.75	582.25
Flood	0	276
Boat Docks	11.5	55.75
Athletic Fields	109.25	278
Irrigation	4	8.5
Mowing	320.75	420.5
Trimming	16.5	70.5
Building Maintenance	99.5	821.5
Tree Maintenance	43.5	397.5
Turf Maintenance	10	51.75
Street Lights	7	46.5
Wetlands, Lakes & Ponds	1	8.75
Vehicle & Equipment Work	111	1245.25
Special Events	120.75	240.25
Snow	0	170.25
Training	.5	101.75
Other	23	98.75
Total	1689.25	6512.5

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

3. May 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

- Firefighters Association of Missouri
- Franklin-Gasconade Firefighters Association

COMPANY MEETING

March 30, 2016

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

The invocation was led by Ann Elizabeth Mohart.

The Pledge of Allegiance was led by Tim Joerling.

The minutes of the February meeting were approved as distributed.

The Treasurer's report (Company) was approved as read by Doug Trentmann- balance of \$ 19,456.08, (City) approved as distributed.

Council Liaison Mark Hidritch was in attendance

REPORT OF FIRES

(see attached list)

Chief complimented crews who worked multiple alarms at the same time today.

Thanks to all that helped with Bill Hanneken's funeral.

SAFETY- A South Carolina fire chief was seriously burned when a 10' X 10' storage shed exploded. The shed was full of equipment and flammable liquids. Expect the unexpected. Hoarders could also be storing flammables and other items under "blue tarps." Be aware- the business at 1904 W. Main is now selling reloading components.

REPORT OF CAPTAINS

Section One: Held section training on 3/16, and officer training on 3/23. 3/29 Engine 113 and crew went to Union for VES and Search and Rescue training.

Section Two: 3/7 124 did Explorer training, 3/16 flag detail for Copeland funeral, 3/23 flag detail for Hanneken funeral. 124 went to Siedhoff 3/16-18, replaced engine and transmission speed sensor, and one injector.

Section Three: The radiator on 133 was repaired on 3/15. Front end will be fixed next week. Roy Parmer asked to go inactive, approved, Ben Breitenbach asked to be put back on the active roll, approved.

Section Four: Held section training on 3/16, did engine house cleanup on 3/17.

Section Five: 3/16 attended section training. Had election on 3/8 at station. Primer is working very rough, relief valve is working, radio is back on 156.

Section Seven: Section training on 3/16, went to boat show to look at a replacement for 179. 4/13 will have a boat demo at 18:00 hours.

MINUTES OF CAPTAINS MEETING- No meeting held this month.

ROLL CALL OF MEMBERSHIP: Present- 56 Excused- 2 Absent - 9

PROPOSAL OF NEW MEMBERS: Katelyn Bennett- first reading, turned over to investigating committee.

CORRESPONDENCE AND BILLS- Motion made/seconded/passed to pay the bills. Adam Swoboda was presented his 10 year service award.

REPORTS OF COMMITTEES

FIRE PREVENTION DIVISION- Reviewed sprinkler plans for KE2 Therm Solutions, all issues were resolved. Sent letter to Frick's Meats regarding unnecessary alarms and potential loss reduction. Received a call from Stork Fabricators in regards to their gate on the rear of the property. There is a red box with flip up cover and a switch that will open the gate, they are looking further into securing the gate with a Knox lock and emergency over ride. Sent letter to Franklin County P & Z with a subdivision request just south of the south city limits on Highway A. Received calls from Grandview and Victorian manor requesting inspections. Following up with Building Department regarding alarm at 1111 E. Sixth, Washington Smiles. Proposal for old Fifth Street School building- residential over commercial. Residential part should be sprinklered, Subdivision Code review is going to P & Z for review. Complete report is attached.

TRAINING DIVISION- Thanks to firefighters who attended the acquired structure RIT, etc. training in Union last night. We had 3 applications, two withdrew before the interview and one will be presented tonight. Several training opportunities this month. There will be a Mayday class on 5/2 presented at the training center and as a webinar for the rest of the county. We will be doing a Live Burn on April 3. There will be a mock accident at 9:00 on 4/13 at the training center for WHS and SFBRHS. Complete training schedule is attached.

PUBLIC RELATIONS- 4/16 will be Parents as Teachers tour of HQ, will need help, starts at 9:00. 3/18 Kurt and Doug Trentmann gave a tour of HQ to the Marbach students. Engine 193 will standby for Steeleville for an MCI drill on 4/2. 4/30 - New Haven has requested a pumper and crew to stand-by for their BackStoppers Fundraiser. Make sure you check trucks after tours to ensure equipment is ready for an alarm and truck switches are in the correct positions.

COMMUNICATIONS- Working on new radio frequency list.

DATA PROCESSING- Police department is ready for ITI update.

EQUIPMENT MAINTENANCE- Crew to get 133 in for repairs the week of April 4th.

RURAL ASSOCIATION- Ballot issue to form a district, pass a 30 cent tax and elect 5 board members will voted on- April 5.

BUILDING MAINTENANCE- Received estimates for lock cylinders and key replacement. Weed spraying at the training grounds to begin shortly.

COMPRESSOR/CASCADE- Up and running. Air test results came back Grade E air.

AIR MASK- Nothing.

COMPLIANCE- No report.

EXPLORER POST 2415- Held adult advisors meeting o 3/3. Did training on 3/7 with 124, thanks to Doug Trentmann. Trained on run cards on 3/20 thanks to Dep. Chief Tim Frankenberg.

LADIES AUXILIARY- Thanks to all who participated in Trivia Night, we made a profit of \$2,171. Thanks to all who came to the Easter Breakfast, we made \$840. Next year we would

like more firefighter participation to assist with tours, this is a big community event. Scholarship applications are due on 4/15, they can be picked up at HQ. Class for Auxiliary and wives will be held at our April meeting, at training center at 7 p.m. on April 19. Childcare will be provided. We will be giving donations to Backstoppers and Grace's Place this year. Katie Meador will serve one more term as Historian, and Alice Marquart will serve one more term as Treasurer.

IMPROVEMENTS MEETING- IAP for Tartan Days-(April 8-10), and Borgia Fest have been handed out. Had a rural district update. Pump chart update. Discussed bridges under construction. Joe Klak reported on problems with Hurst gas powered unit, he has arranged to get a new one free of charge. Had bids for this year's hose purchase. Company approved the bid from Schuhmacher-\$2,962. Complete minutes are attached.

SOCIAL COMMITTEE- Section five has meal tonight at the VFW.

HOSE LOADERS- Balance on Hand- \$ 2,253.22.

SPECIAL COMMITTEES:

Quartermaster- Nothing.

Historian- Nothing.

Photographer- Nothing.

Chaplain- Nothing.

Auditor- Nothing.

UNFINISHED BUSINESS: Ladies night awards this year were as follows: Firefighter of the Year- Jim Roman, Service awards- 50 year- Don Peters, 35 year- Charlie Kriete and Mark Skornia, 20 year- Tim Frankenberg, 10 year- Adam Swoboda. CPR Save- Mike Holtmeier and 100 Club- Matt Coleman, Rich Eaton, Tim Frankenberg, Justin Fuse, Bill Halmich, Mike Holtmeier, Bill Pritchett, Nick Risch, Heath Schaefer, Larry Schmitt, Mark Skornia. Perfect Attendance: Jim Frankenberg, Doug Holdmeyer, Mark Skornia, and Doug Trentmann.

NEW BUSINESS: Heart Walk is this Saturday. Nominating committee will be as follows: Adam Schmitt, Ray Geisler, Greg Kriete, Don Peters, Scott Wehlage and Ron Eckelkamp.

KITTY: Mark Hidritch

CLEAN-UP- Section Two

ADJOURNMENT- The meeting was adjourned at 8:47 p.m.

Respectfully Submitted,

Capt. Doug Holdmeyer
Acting Company Secretary

Washington Fire Department

Month end Incident lists

Alarm Date Between {3/1/2016} And {3/31/2016}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
16-0000084-000	03/01/2016	07:09:09	529 Victoria DR	561 Unauthorized burning
16-0000085-000	03/01/2016	08:06:59	1305 Stafford ST	671 HazMat release investigation
16-0000086-000	03/01/2016	09:09:47	605 Locust ST	400 Hazardous condition, Other
16-0000087-000	03/01/2016	11:40:50	6555 Meyer DR /Union, MO	100 Fire, Other
16-0000088-000	03/04/2016	23:22:34	15088 Boone Monument RD /	611 Dispatched & cancelled en ro
16-0000089-000	03/06/2016	19:21:22	5951 Hwy 100 /INTERSECTN	311 Medical assist, assist EMS c
16-0000090-000	03/08/2016	13:23:21	815 Roberts ST	733 Smoke detector activation du
16-0000091-000	03/08/2016	13:31:52	2525 Hwy A	142 Brush or brush-and-grass mix
16-0000092-000	03/08/2016	18:19:44	851 E Fifth ST	733 Smoke detector activation du
16-0000093-000	03/09/2016	22:20:12	1110 Washington Square CT	743 Smoke detector activation, n
16-0000094-000	03/11/2016	02:24:23	7945 Hwy 100	322 Motor vehicle accident with
16-0000095-000	03/11/2016	22:42:02	227 Elm ST	743 Smoke detector activation, n
16-0000096-000	03/14/2016	14:57:57	600 W Eighth ST /INTERSEC	400 Hazardous condition, Other
16-0000097-000	03/14/2016	18:00:24	2344 Brookview DR	561 Unauthorized burning
16-0000098-000	03/15/2016	13:05:04	Crescent Lake RD /St. Cla	551 Assist police or other gover
16-0000099-000	03/15/2016	17:12:45	2906 Hwy A /INTERSECTN	324 Motor Vehicle Accident with
16-0000100-000	03/16/2016	05:48:01	303 Westlink DR	322 Motor vehicle accident with
16-0000101-000	03/16/2016	22:12:05	1088 Washington Square CT	154 Dumpster or other outside tr
16-0000102-000	03/18/2016	02:13:35	4416 Orchard RD	611 Dispatched & cancelled en ro
16-0000103-000	03/18/2016	04:37:02	440 Vienna Woods /Beaufor	111 Building fire
16-0000104-000	03/18/2016	06:05:39	2342 Hwy A	352 Extrication of victim(s) fro
16-0000105-000	03/18/2016	20:30:32	7380 Hwy Yy	444 Power line down
16-0000106-000	03/19/2016	08:53:05	7339 Hwy Kk /INTERSECTN	324 Motor Vehicle Accident with
16-0000107-000	03/19/2016	10:07:46	360 M E Frick DR	741 Sprinkler activation, no fir
16-0000108-000	03/20/2016	09:13:30	2350 Hwy A	324 Motor Vehicle Accident with
16-0000109-000	03/20/2016	20:53:17	7163 Hwy Kk /INTERSECTN	600 Good intent call, Other
16-0000110-000	03/21/2016	04:22:49	447 Magnolia Blossom DR /	111 Building fire
16-0000111-000	03/21/2016	05:01:07	2018 Clark DR	321 EMS call, excluding vehicle
16-0000112-000	03/22/2016	13:12:46	1141 Four Mile RD	324 Motor Vehicle Accident with
16-0000113-000	03/22/2016	18:53:17	5786 Steutermann RD	531 Smoke or odor removal
16-0000114-000	03/22/2016	20:59:09	57 Wenona DR	531 Smoke or odor removal
16-0000115-000	03/23/2016	13:06:55	698 E Fourteenth ST /INTE	324 Motor Vehicle Accident with
16-0000116-000	03/23/2016	16:27:48	6779 Hwy 100 /INTERSECTN	463 Vehicle accident, general cl
16-0000117-000	03/24/2016	07:41:26	1937 Four Mile RD	651 Smoke scare, odor of smoke
16-0000118-000	03/24/2016	08:15:36	770 Vossbrink DR	745 Alarm system activation, no
16-0000119-000	03/26/2016	23:12:52	1520 E Fifth ST	463 Vehicle accident, general cl
16-0000120-000	03/27/2016	00:40:25	225 Rand ST	412 Gas leak (natural gas or LPG
16-0000121-000	03/27/2016	14:37:46	405 Hooker ST	400 Hazardous condition, Other
16-0000122-000	03/28/2016	06:36:53	400 W Fifth ST /INTERSECT	323 Motor vehicle/pedestrian acc
16-0000123-000	03/28/2016	08:53:28	950 Madison AVE	745 Alarm system activation, no
16-0000124-000	03/28/2016	13:29:36	909 Glenn AVE	311 Medical assist, assist EMS c
16-0000125-000	03/29/2016	23:33:25	560 E Fifth ST	651 Smoke scare, odor of smoke
16-0000126-000	03/30/2016	10:34:01	1 Pauwels DR	154 Dumpster or other outside tr
16-0000127-000	03/30/2016	11:12:59	1560 Olive RD /New Haven,	111 Building fire
16-0000128-000	03/30/2016	11:22:33	6352 Rainbow Ridge	323 Motor vehicle/pedestrian acc

Washington Fire Department

Month end Incident lists

Alarm Date Between {3/1/2016} And {3/31/2016}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
16-0000129-000	03/30/2016	14:49:15	311 Englewood CT	671 HazMat release investigation
16-0000130-000	03/30/2016	15:27:21	1111 E Sixth ST	735 Alarm system sounded due to
16-0000131-000	03/30/2016	20:14:46	129 Cedar Lane Park DR	321 EMS call, excluding vehicle
16-0000132-000	03/31/2016	01:39:21	521 Elm ST /APTA	733 Smoke detector activation du
16-0000133-000	03/31/2016	16:53:42	Hwy 100 /New Haven, MO 63	611 Dispatched & cancelled en ro
Total Incident Count		50		

Washington Fire Department

Month end Incident lists

Alarm Date Between {3/1/2016} And {3/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	2.00%	\$0	0.00%
111 Building fire	3	6.00%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	1	2.00%	\$0	0.00%
154 Dumpster or other outside trash receptacle	2	4.00%	\$0	0.00%
	7	14.00%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	4.00%	\$0	0.00%
321 EMS call, excluding vehicle accident with	2	4.00%	\$0	0.00%
322 Motor vehicle accident with injuries	2	4.00%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	4.00%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	5	10.00%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	2.00%	\$0	0.00%
	14	28.00%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	3	6.00%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	2.00%	\$0	0.00%
444 Power line down	1	2.00%	\$0	0.00%
463 Vehicle accident, general cleanup	2	4.00%	\$0	0.00%
	7	14.00%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	2	4.00%	\$0	0.00%
551 Assist police or other governmental agency	1	2.00%	\$0	0.00%
561 Unauthorized burning	2	4.00%	\$0	0.00%
	5	10.00%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	2.00%	\$0	0.00%
611 Dispatched & cancelled en route	3	6.00%	\$0	0.00%
651 Smoke scare, odor of smoke	2	4.00%	\$0	0.00%
671 HazMat release investigation w/no HazMat	2	4.00%	\$0	0.00%
	8	16.00%	\$0	0.00%
7 False Alarm & False Call				
733 Smoke detector activation due to	3	6.00%	\$0	0.00%

Washington Fire Department

Month end Incident lists

Alarm Date Between {3/1/2016} And {3/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
735 Alarm system sounded due to malfunction	1	2.00%	\$0	0.00%
741 Sprinkler activation, no fire -	1	2.00%	\$0	0.00%
743 Smoke detector activation, no fire -	2	4.00%	\$0	0.00%
745 Alarm system activation, no fire -	2	4.00%	\$0	0.00%
	<u>9</u>	<u>18.00%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 50

Total Est Loss: \$0



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-Guytonade Firefighters Association

COMPANY MEETING

April 27, 2016

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

The invocation was led by Don Peters.

The Pledge of Allegiance was led by Charley Shiels.

The minutes of the March 30, 2016 meeting were approved as distributed. A motion was made and passed unanimously.

The Treasurer's report (Company) was approved as read. Balance of \$ 19,962.89, (City) approved as distributed. Motion made to approve and passed unanimously.

REPORT OF FIRES

Reports are attached. Deputy Chief Tim Frankenberg mentioned that an accident report was filled out for a ladder that fell on a car at the recent incident at the Missourian.

Chief Bill Halmich commented about the recent severe storm that came through town. Officers need to learn and use the 214 forms. Also gave a reminder that freelancing kills—do what your told.

A brief discussion was held about first alarm responses to the hospital. The first arriving pumper should head to the main entrance.

SAFETY

Captains should share the information regarding cancer from Ann Elizabeth Mohart. Complete report is attached.

REPORT OF CAPTAINS

Section One: 119 has emergency lighting issues that are being addressed. The siren brake is not working on 113. There is no radio code on 119, Lt. Pat Eckelkamp will address.

Section Two: 124-6 and 193-5 air packs are off of trucks being tested. 193-3 is off the truck, mask is filling in for a 133 mask. 193 had air sensor replaced. Replaced one of the gaskets on our front in-line foam educator. The AED on 193 had the battery replaced. On 4/2 193 went to Steelville FD for standby. A turbo charger blew on the way home and truck had to be towed to Siedhoff for repair.

Section Three: 133 went in for repairs for the clicking and so far, so good. Did CPR recert on 4/20 for Section training. Lt. Rich Eaton did a PR at Washington West on 4/23.

Section Four: Held section training on 4/20, did engine house cleanup on 4/21. 5/7 will do spring cleaning at station, will do hose test on 6/5

Section Five: Held section training on 4/20. Had Rabies clinic at station on 4/21. Hosted election on 4/5. Air monitor is out of service- oxygen sensor. Called for service on the ice maker.

Section Seven: Cascade bottles are off of 175, should return by Tuesday. The new portable power unit is in service. Chief Halmich asked that Section 7 members take time to work with members on the new unit. 175 air monitor is down—needs a new O2 sensor.

MINUTES OF CAPTAINS MEETING- No meeting held this month.

ROLL CALL OF MEMBERSHIP: Present- 53 Excused-3 Absent- 11

PROPOSAL OF NEW MEMBERSHIP: 2nd reading for Katelyn Bennett. Still waiting on the driving report check. Assistant Chief Mark Skornia made a motion to table her acceptance until the additional driving information is provided. Seconded by Mark Frankenberg. Motion passed unanimously.

Zach Schmitt and Bryan Obermark were both accepted as full members. Bryan Obermark will keep his blue helmet until Captain Doug Holdmeyer says otherwise.

Stephen Gubbels was extended another six months.

Motions were made and unanimously approved for each of the above mentioned items.

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

REPORTS OF COMMITTEES

FIRE PREVENTION DIVISION- Did inspections at Grandview, Victorian Manor, and the Arbors at Victorian Manor. Attended Planning and Zoning meeting and workshop to discuss the proposed zoning code update. Main issues are Parking Lots (aisles, space widths and depths), street and sidewalk widths, private street widths, and hydrant spacing. Reviewed a proposed legislative amendment regarding sprinklers. Met with Mercy regarding fire alarm system, and procedural changes at the hospital. We are past April 15, so no more open burning allowed. Complete report is attached.

TRAINING DIVISION- Thanks to all who participated in the live burn this month, and to those who participated in the mock accident. Thanks to Larry Schmitt for taking the day off for the Communication Van Rally at the Muny. 102 presented at the annual Mercy Trauma Symposium. A sheet is being passed around to sign up for the St. Charles county class at the training center on Monday at 18:00. Complete report and schedule is attached.

PUBLIC RELATIONS- 4/16 did Parents as Teachers tour. Thanks to Lts. Justin Fuse and Matt Coleman. 4/30 will do a PR's at First Christian Church and the YMCA.

COMMUNICATIONS- Nothing.

DATA PROCESSING- Nothing.

EQUIPMENT MAINTENANCE- 175 will be out of service in the upcoming days. More to follow.

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

BUILDING MAINTENANCE- Spring cleaning will be held on Tuesday 5/17 at 6:30 pm at HQ, sections 1, 2, and 7 mark your calendars and show up.

COMPRESSOR/CASCADE- Up and running.

EXPLORER POST 2415- 4/4 did knot training. Helped with drill on 4/13. 4/22 held sleep over at the Training Center, thanks to all who attended.

LADIES AUXILIARY- Zach Marquart, son of Alice and Blake Marquart won the \$500 scholarship this year. \$200 checks were sent to occupants of the two fires on Stafford Street, and West Fifth Street. Annual donation will be given to Backstoppers and Grace's Place. All ladies are invited to attend the class "Protecting The Homefront" which will be presented at our monthly meeting on May 17, at 7:00. Childcare will be provided. Will be held at the training center.

OFFICERS MEETING- Discussed Marine Unit 179 upgrade, rural district election, software conversion, alarm ordinance, and mutual aid response. New air bags should arrive soon. Gear inspections should be turned in ASAP. Motion was made and passed to give the explorers the old blue shirts with old shoulder patches. Complete minutes are attached.

SOCIAL COMMITTEE- Section 7 has the meal.

HOSE LOADERS- Balance on hand: \$ 2,372.80.

SPECIAL COMMITTEES:

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

Historian- No report

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

Washington Volunteer Fire Company, 4/27/16
Page 4

A motion was made to close the nominating process and hold elections next month for each of these individuals by Lt. Mike Holtmeier and seconded by Ben Breitenbach. Motion passed unanimously.

NEW BUSINESS: There was a brief presentation to honor Chief Bill Halmich- today was the 50th anniversary of his joining the department. Many of his family members were present to celebrate. Chief offered to buy beer for those in attendance at the Buhr's Club after the meeting.

KITTY: \$16.00 to Tom Frankenberg

CLEAN-UP- Section 3

ADJOURNMENT- The meeting was adjourned at 9:23pm

Respectfully Submitted,

Lt. Matt Coleman
Company Secretary

Washington Fire Department

Month end Incident lists

Alarm Date Between {4/1/2016} And {4/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	3.92%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	1.96%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	1.96%	\$0	0.00%
	<u>4</u>	<u>7.84%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	3	5.88%	\$0	0.00%
321 EMS call, excluding vehicle accident with	1	1.96%	\$0	0.00%
322 Motor vehicle accident with injuries	3	5.88%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	5.88%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	3.92%	\$0	0.00%
	<u>12</u>	<u>23.52%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	3	5.88%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	1.96%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	3	5.88%	\$0	0.00%
441 Heat from short circuit (wiring),	1	1.96%	\$0	0.00%
444 Power line down	9	17.64%	\$0	0.00%
463 Vehicle accident, general cleanup	2	3.92%	\$0	0.00%
	<u>19</u>	<u>37.25%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
542 Animal rescue	1	1.96%	\$0	0.00%
561 Unauthorized burning	1	1.96%	\$0	0.00%
571 Cover assignment, standby, moveup	1	1.96%	\$0	0.00%
	<u>3</u>	<u>5.88%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	1	1.96%	\$0	0.00%
611 Dispatched & cancelled en route	3	5.88%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	1.96%	\$0	0.00%
	<u>5</u>	<u>9.80%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
745 Alarm system activation, no fire -	6	11.76%	\$0	0.00%

Washington Fire Department

Month end Incident lists

Alarm Date Between {4/1/2016} And {4/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
	<u>6</u>	<u>11.76%</u>	<u>\$0</u>	<u>0.00%</u>
8 Severe Weather & Natural Disaster				
815 Severe weather or natural disaster standby	<u>1</u>	<u>1.96%</u>	<u>\$0</u>	<u>0.00%</u>
	<u>1</u>	<u>1.96%</u>	<u>\$0</u>	<u>0.00%</u>
9 Special Incident Type				
900 Special type of incident, Other	<u>1</u>	<u>1.96%</u>	<u>\$0</u>	<u>0.00%</u>
	<u>1</u>	<u>1.96%</u>	<u>\$0</u>	<u>0.00%</u>
Total Incident Count:	51		Total Est Loss:	\$0

Washington Fire Department

Month end Incident lists

Alarm Date Between {4/1/2016} And {4/30/2016}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
16-0000134-000	04/01/2016	10:43:00	1300 Hwy 47 /INTERSECTN	352 Extrication of victim(s) fro
16-0000135-000	04/02/2016	05:43:37	4511 Old Hwy 100 /INTERSE	324 Motor Vehicle Accident with
16-0000136-000	04/02/2016	13:00:57	421 Pine ST /Steelville,	571 Cover assignment, standby, m
16-0000137-000	04/03/2016	16:29:30	18500 Joerling RD /Martha	611 Dispatched & cancelled en ro
16-0000138-000	04/03/2016	18:33:18	14832 Sleepy Hollow DR /M	151 Outside rubbish, trash or wa
16-0000139-000	04/04/2016	14:28:47	635 W Fifth ST /APT6	111 Building fire
16-0000140-000	04/04/2016	18:55:07	322 Stafford ST	111 Building fire
16-0000141-000	04/06/2016	12:29:31	1951 Hwy 47 /INTERSECTN	463 Vehicle accident, general cl
16-0000142-000	04/07/2016	16:07:07	820 W Front ST /INTERSECT	444 Power line down
16-0000143-000	04/07/2016	22:02:49	1966 Charlottes WAY	745 Alarm system activation, no
16-0000144-000	04/08/2016	06:46:51	10 Stacy LN	311 Medical assist, assist EMS c
16-0000145-000	04/10/2016	06:14:16	4748 Hwy 100 /INTERSECTN	322 Motor vehicle accident with
16-0000146-000	04/10/2016	10:06:00	13 Fairgrounds RD	815 Severe weather or natural di
16-0000147-000	04/10/2016	16:09:57	605 Locust ST	311 Medical assist, assist EMS c
16-0000148-000	04/13/2016	08:01:23	Hwy 100 & Vossbrink DR	900 Special type of incident, Ot
16-0000149-000	04/13/2016	16:40:58	1951 Hwy 47 /INTERSECTN	324 Motor Vehicle Accident with
16-0000150-000	04/13/2016	17:16:16	3 Valley Trailer CT	321 EMS call, excluding vehicle
16-0000151-000	04/14/2016	10:02:52	2846 Hwy A	561 Unauthorized burning
16-0000152-000	04/15/2016	09:11:56	808 Missouri AVE	412 Gas leak (natural gas or LPG
16-0000153-000	04/17/2016	11:53:23	7571 Hwy 100	352 Extrication of victim(s) fro
16-0000154-000	04/17/2016	19:59:14	7420 Hwy Kk	324 Motor Vehicle Accident with
16-0000155-000	04/18/2016	16:09:47	1282 Pottery RD /INTERSECT	463 Vehicle accident, general cl
16-0000156-000	04/20/2016	14:04:20	7911 Hwy 100 /INTERSECTN	322 Motor vehicle accident with
16-0000157-000	04/22/2016	21:09:19	901 E Fifth ST	745 Alarm system activation, no
16-0000158-000	04/23/2016	04:33:00	5869 Country Club RD	745 Alarm system activation, no
16-0000159-000	04/25/2016	04:37:02	401 E Fourteenth ST	154 Dumpster or other outside tr
16-0000160-000	04/26/2016	13:19:26	1710 E Third ST	444 Power line down
16-0000161-000	04/26/2016	13:29:11	4748 Hwy 100 /INTERSECTN	622 No Incident found on arrival
16-0000162-000	04/26/2016	13:30:41	900 W Eighth ST /INTERSECT	444 Power line down
16-0000163-000	04/26/2016	13:39:46	1175 W Ninth ST	440 Electrical wiring/equipment
16-0000164-000	04/26/2016	13:43:18	14 W Main ST	440 Electrical wiring/equipment
16-0000165-000	04/26/2016	13:53:15	906 Nora ST	440 Electrical wiring/equipment
16-0000166-000	04/26/2016	13:55:38	120 Walnut ST	400 Hazardous condition, Other
16-0000167-000	04/26/2016	13:57:49	304 East Lane DR	444 Power line down
16-0000168-000	04/26/2016	13:59:33	500 W Second ST /INTERSECT	444 Power line down
16-0000169-000	04/26/2016	14:10:43	263 High ST	444 Power line down
16-0000170-000	04/26/2016	14:13:16	720 W Eighth ST	444 Power line down
16-0000171-000	04/26/2016	14:28:15	1816 Hwy A	400 Hazardous condition, Other
16-0000172-000	04/26/2016	14:34:41	416 Elm ST	444 Power line down
16-0000173-000	04/26/2016	19:21:21	700 W Eighth ST	444 Power line down
16-0000174-000	04/27/2016	08:53:15	303 Westlink DR	542 Animal rescue
16-0000175-000	04/27/2016	14:28:15	2191 Four Mile RD	322 Motor vehicle accident with
16-0000176-000	04/27/2016	20:36:32	14 Brookshire LN	611 Dispatched & cancelled en ro
16-0000177-000	04/28/2016	20:13:36	6320 Hwy 100	600 Good intent call, Other
16-0000178-000	04/29/2016	11:36:44	1111 E Sixth ST	745 Alarm system activation, no

Washington Fire Department

Month end Incident lists

Alarm Date Between {4/1/2016} And {4/30/2016}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
16-0000179-000	04/29/2016	20:02:13	4384 Hwy 100 /INTERSECTN	611 Dispatched & cancelled en ro
16-0000180-000	04/30/2016	08:56:34	2701 Rabbit Trail DR	745 Alarm system activation, no
16-0000181-000	04/30/2016	12:29:49	201 Grand AVE	311 Medical assist, assist EMS c
16-0000182-000	04/30/2016	18:49:51	100 Busch AVE /INTERSECTN	400 Hazardous condition, Other
16-0000183-000	04/30/2016	21:39:17	10 E Tenth ST	441 Heat from short circuit (wir
16-0000184-000	04/30/2016	21:56:25	263 Ladera LN	745 Alarm system activation, no

Total Incident Count 51

MINUTES OF THE BOARD OF PUBLIC WORKS
Tuesday, March 8, 2016

The Regular Meeting of the Board of Public Works was held on Tuesday, March 8, 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	Absent

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	Absent
Public Works Director	Brian Boehmer	Present
Water/Wastewater Superintendent	Kevin Quaethem	Present
Public Works Secretary/Temp	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. Vossbrink and seconded by Mr. Vietmeier to approve the minutes from the regular February 16, 2016 meeting. The motion passed without dissent.

Wastewater

Electrical Modifications at the Treatment Plant – the final part is in for the explosion proof motors. Parts will be picked up and installed Thursday. This should all be done by next month.

Aldo Alu (Tacollicious) – It has been discussed previously about running sewer up to Tacollicious. The original plan was to come up from the Boars Club, met with Aldo last Friday, he is willing to put in the grinder pump and we are looking at running a little line up from Calinbinders Property. There is a manhole there that, we would come up and bring it over to his property line and he can extend from the grinder pump. This will be a better investment for the City and less expensive and he is willing to work with us. We will need to get an easement from Randy Calinbinder along back of property.

There were no questions on wastewater from the Board.

Water - Permanent Chlorination Installation

A picture of Well #6 was passed around to show the double walled containment tank, has an inner and outer wall and all the wiring. At this time we are still working under a temporary order till MDNR sends final letter of confirmation. Next year we will try and budget for new pumps that will sit on top of the tank that will be hooked into our Scada System. This will give us more control of the system. The Scale underneath is reading the poundage, the gray screen is the residual reading. The filter on the wall is for de-chlorinating before it goes into the storm sewer. Every well will have one of these filters.

The connection to the public line ordinance modification is being looked at by the City Attorney. We should have something to bring the Board next month.

Other:

Siemens hopefully by next month we will have something to bring to the Board next month.

Old Business:

The Hydraulic Study – talked with Al Callier, Donohue and we are at the point its ready to be activated. If the Board would like once we get it going we could have a work session to show everyone how it works.

Open Discussion:

John Nilges our new City Engineer was introduced and was asked a couple of question in regard to the Southbend and Meadows Project. There are two houses to be built on 5th Street. Mr. Nilges advised the Board that we did receive a final plat last week. They have not determined which route to take but with the final plat it allows several options. Behind property or along street are the two options and we are just waiting to hear from the developer which option will be taken.

Next Scheduled Meeting Date:

The next scheduled meeting date is April 12, 2016.

Adjourn:

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

Prepared by: Beverly Hoyt
Beverly Hoyt
Public Works Secretary
/Temp

Adopted and Approved By the Board of Public Works:

Date: 4/12/16

Signature

Robert VanBuren
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: April 4, 2016

RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS –MARCH 2016

PROJECT	VENDOR	CONTRACT AMOUNT	PREVIOUSLY APPROVED	CURRENTLY APPROVED	BALANCE
Hydraulic Study	Donohue	\$58,000.00			\$ 14,500.00
WWTP Electrical Modifications	Electric Unlimited	\$274,300.00			\$108,800.00
Permanent Chlorination System Design	Donohue	\$6,535.00			\$ 1,045.60

MARCH 2016

Water Pumped March 2016. 60,055,095 1.93 mgd
 Wastewater Effluent Flow March 2016. 70,790,000 2.28 mgd
 Missouri One Call Locate messages received for locates.....177
 Meters Issued as new. 5
 Meters Issued as replacements.....0
 Meters Issued as new for irrigation systems0
 Water breaks repaired.3
 Sewer Routines259
 Delinquent Accounts actually shut off in March 2016.76

WATER DEPARTMENT FIELD WORK PERFORMED – MARCH 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 Main @ Jefferson Bridge 10. Water Break @ Madison & Washington 11. Water Break @ East Sixth St. | <ol style="list-style-type: none"> 12. Water Break Terry Lane Between 5th & 3rd 13. Repair Hydrant @ 432 Hill St 14. Repair Plug In Hydrant @ 332 Louis 15. Repair Plug in Hydrant @ 2787 Southpoint 16. Replace Hydrant @ 9th & Cedar 17. Mr. Manholes 18. Deliver Chlorine to Wells 19. Deliver Tanks to Wells 20. Meter Rereads 21. Worked on Antenna @ Clay St. |
|--|--|

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – MARCH 2016

- | | |
|-------------------------------------|--|
| 1. Sewer Routines | 11. Cleaned grit tanks |
| 2. Daily lab work and routines. | 12. Repair seal on process water pump #2 |
| 3. Cleaned belt press. | 13. Hauled Sludge |
| 4. Clean Process Filters | 14. Inventory of Vehicles |
| 5. Run belt press. | 15. Cleaned Clarifiers |
| 6. Cleaned bar screen. | 16. Sewer call @ 1007 E 3rd |
| 7. Sprayed all Lift Stations | 17. Replaced Various Hoses |
| 8. Checked Drain & temp gauges | 18. Camera Various Sewer Lines |
| 9. Cleaned polymer barrels | 19. Sewer Main @ 331 Olive (sinkhole) |
| 10. Generator Work @ Victoria Manor | 20. Sewer Call @ #1 Creekside |
| 11. Sewer call @ 611 Penn | |

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 OF THE BOARD OF PUBLIC WORKS
Tuesday, April 12, 2016

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

MEMBERS:

Chairman	Kurt Voss	Absent
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	Absent
Public Works Director	Brian Boehmer	Present
Water/Wastewater Superintendent	Kevin Quaethem	Present
Public Works Secretary/Temp	Beverly Hoyt	Present
City Engineer	John Nilges	Present
Assistant City Engineer	Andrea Lueken	Absent

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A motion was made by Mr. Vietmeier and seconded by Mr. Mitchell to approve the minutes from the regular March 8, 2016 meeting. The motion passed without dissent.

Wastewater

Electrical Modifications at the Treatment Plant -- They are 99% done. A walk through will be done next week and by this time next month we should be completed and have a final. We will be explosion proof and also monitoring for hydrogen sulfide gases.

Water - Permanent Chlorination Installation

This will be kept on the Agenda until we get the permanent permit signed off on by Missouri Department of Natural Resources (MDNR). We are still working off the temporary disinfection order at this time. We will be adding another report to the packet next month, the same report we send MDNR showing the daily chlorine residuals at each well. This will be for informational purposes only.

Connection to Public Water Line

The connection to the public line ordinance modification is being looked at by the City Attorney. We are hoping to have something to bring to the Board next month.

Other:

We are still working with Seimens. They have requested more information from billing and it has been sent to them. We are now just waiting for their calculations. This is their second request for information. Once this info has been received back we will get with the Board on their findings. We have been working with them since 2013 they do have the information and they are analyzing everything. The Board would like to have a representative from Siemens at the next Board meeting to discuss their findings. An analysis was supposed to be done after the first year, May of 2014.

Old Business:

Hydraulic Study – I will be meeting with Donohue & Associates on Friday of this week and we will be going over some of the reporting. The following week we hope to be installing the software and have our training. By the next month we hope to have reports we can show the Board on what it can do. This should show our current system and where our deficiencies are and the current system on what we would have to do to improve extending out the system.

Open Discussion:

The Board would like to see a report on Siemens that would show us what has been brought in water revenue and what was projected in the old system. If you look at year to year the growth is not what was predicted. The meters were taken over in May 2013. We will get the numbers for 2 ½ years usage.

Next Scheduled Meeting Date:

The next scheduled meeting date is May 10, 2016.

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: May 6, 2016

RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS – APRIL 2016

PROJECT	VENDOR	CONTRACT AMOUNT	PREVIOUSLY APPROVED	CURRENTLY APPROVED	BALANCE
Hydraulic Study	Donohue	\$58,000.00			\$ 14,500.00
WWTP Electrical Modifications	Electric Unlimited	\$274,300.00			\$108,800.00
Permanent Chlorination System Design	Donohue	\$6,535.00			\$ 1,045.60

APRIL 2016

Water Pumped April 2016..... 61,502,280 2.05 mgd
 Wastewater Effluent Flow April 2016..... 76,090,000 2.54 mgd
 Missouri One Call Locate messages received for locates.....156
 Meters Issued as new..... 2
 Meters Issued as replacements.....0
 Meters Issued as new for irrigation systems0
 Water breaks repaired.....3
 Sewer Routines44
 Delinquent Accounts actually shut off in April 2016.....95

WATER DEPARTMENT FIELD WORK PERFORMED – APRIL 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 @ 12 Chamber Dr. 10. Water Break @ 6th & Madison | <ol style="list-style-type: none"> 11. Water Break @ Locust St. 12. Repair Service Line @ 520 Horn 13. Seed and Straw around town 14. Mr. Manholes 15. Deliver Chlorine to Wells 16. Meter Rereads 17. Worked on Antennas 18. Attended Training St. Peters |
|---|--|

3m

Adjourn:

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

Prepared by: Beverly Hoyt
Beverly Hoyt
Public Works Secretary
/Temp

Adopted and Approved By the Board of Public Works:

Date: 5/10/16 Signature: Robert H. Van der Beek
Secretary

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – APRIL 2016

- | | |
|-----------------------------------|--------------------------------------|
| 1. Sewer Routines | 11. Hauled Sludge |
| 2. Daily lab work and routines. | 12. Cleaned Clarifiers |
| 3. Cleaned belt press. | 13. Replaced Various Hoses |
| 4. Clean Process Filters | 14. Vehicles & Equipment Maintenance |
| 5. Run belt press. | 15. Camera Various Sewer Lines |
| 6. Cleaned bar screen. | 16. Sprayed for Weeds |
| 7. Sprayed all Lift Stations | |
| 8. Checked Drain & temp gauges | |
| 9. Cleaned polymer barrels | |
| 10. Sewer Call @ United Way Bldg. | |
| 11. Cleaned grit tanks | |

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.

BILL NO. _____ INTRODUCED BY COUNCILMAN _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 700.390 OF THE
CODE OF THE CITY OF WASHINGTON, MISSOURI
RELATING TO PRIVATE WATER WELLS.

BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: Section 700.390 of the Code of the City of Washington, Missouri is hereby amended by adding thereto the following:

- B. Notwithstanding the provisions of subsection A. above, private water supply systems inside the City limits already in existence as of April 16, 2012 can continue the use of the well as long as the well continues to be operable. If the well fails in that it needs maintenance or repairs, the owner of the well will then be required to connect to the Public Works line within sixty (60) days as long as there is a Public Water line within two hundred (200) feet of any part of the property to be connected to the water line.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect from and after its passage and approval.

Passed: _____

ATTEST: _____

President of City Council

Approved: _____

ATTEST: _____

Mayor of Washington, Missouri

Minutes

**For March 28, 2016 Meeting Of the
Washington Public Library Board of Trustees**

6:30 PM

Library Meeting Room B

Present: Leon Hove, Donna Kohne, Linda Sellmeyer, Diane Lick, Katie Schonaerts, Linda Bartle, Jackie Hawes, Norma Brinker, Jeff Patke and Mark Hidritch

Meeting was called to order by President Leon Hove.

Diane Lick moved that we accept the February minutes. Linda Bartle seconded and the motion passed.

Director's report

Jackie reported a slight rise from last year as the monthly report in the packet shows while the wireless users are slightly down from last year.

Regarding offering Baby Sitting classes a 2-day instructor training course (\$300) and a 4 hour on line course (free) ..the instructor would be certified to teach babysitting course, CPR, and first aid. Nelson Appell will attend the instructor training on May 4th and 5th in the hopes of offering classes here the first week in June. Classes would be offered during the day and it was discussed how to encourage sign ups.

Jackie stated she could now access the website to make updates. The website is using a different platform (was Joomla and now is Wordpress). The city's IT Manager and Nelson both have experience using Wordpress. Jackie consulted the city's IT manager about options for WPL's web presence. He confirmed that moving back to the city's website would not benefit WPL since some of the functions we currently utilize would not be available. If we had our own website, we do not have enough staff to maintain the website....in short we would be moving backward. Robert Douglas (city IT manager), Nelson Appell and Jackie will make improvements to our webpages on SRL's website....this will take time.

Meeting room connection is configured and ready to use.

Two old Library Carts were given to Our Lady of Lourdes School.

On April 4th at the City Council Meeting Mayor Sandy Lucy will present a Proclamation in recognition of National Library week (April 10th – 16th)

Volunteer Appreciation Party will be on Friday, April 8th at 2pm.

On the issue of development fund and memorial fund ..the Development fund currently has a balance of \$68,902.05. Childrens fund \$9,302.74. Memorial Fund which showed a negative of \$607.92 (which Jackie explained could have been a miscoded

entry). With the deposit of \$10,089.84 and deduction of the negative balance the current balance of the Memorial fund is \$9,481.92.

Motion was made by Linda Sellmeyer to approve Directors report, seconded by Donna Kohne and the motion passed.

New Business...

Board members whose terms will expire in June are Mary Brady-Smith, Linda Sellmeyer and Donna Kohne, Donna being eligible for reappointment. Donna said she will not accept another term. Anyone who has anyone to suggest for the Board should submit names to Jackie for submission to the Mayor for Council approval.

Trustee's Training discussion on Working with Friends and Evaluating the Library Director....decided that the WPL board have a very positive relationship with Friends of the Library. We also have evaluations of the Director on a yearly basis.

Linda Sellmeyer brought up the issue of an individual who approached her to complain about the Library not purchasing the book he had written. Jackie said he had also approached her. Concluded he did not understand procedures.

Diane Lick brought up the issue of parking and the fact that it has not improved. Linda Sellmeyer suggested addressing this matter to the City Administration. Following discussion it was decided to submit a letter to City administration (Mayor Lucy) (by Leon Hove) in regard to the worsening of the parking situation and ways to improve.

Diane Lick passed on the complaints she received of the meeting room being so extremely cold at some prior meetings that were held. Jackie said they were addressing this as the maintenance people were there and made adjustments to correct the system.

With no further matters for discussion motion was made to adjourn by Linda Sellmeyer seconded by Diane Lick and motion passed.

Next meeting will be Monday, April 25,2016 at 6:30 in the Library Meeting Room.

**Washington Public Library
Monthly Report
March 2016**

CIRCULATION

	Juvenile Check-outs	Total Check-outs
March 2016	5,581	11,890
March 2015	5,196	11,184

Reciprocal Lending Agreement

	Circulation	(Previous yr.)
WPL Patrons	3,780 (32%)	3,923 (35%)
Scenic Patrons	8,110 (68%)	7,261 (65%)
Total	11,890	11,184

Patrons added 90 (37 WPL)

Passports processed 66

Door Count (30 days open)

March 2016	10,557
March 2015	10,680

Internet Usage

March 2016	2,000 PC users 2,790 wireless sessions
March 2015	2,693 PC users 4,088 wireless sessions

Meeting Room Usage

74 uses (40 by the library)

PROGRAMS

Preschool Storytime (9 sessions)	216
Tot Time (10 sessions)	217
Adult Book Discussion Groups (2)	21
Parents as Teachers Outreach	12
You Got Game!	14
Teen Flashlight Egg Hunt	38
Chess Club (2)	14
LEGOs Club	25
Great Decisions (5)	115
Saturday Cinema	14
Volunteens	13
Pi Day/Pie a City Rep.	<u>218</u>
Total attendees	917