

**COUNCIL WORKSHOP MEETING
TUESDAY, SEPTEMBER 6, 2022 – 6:00 p.m.
COUNCIL CHAMBER
405 JEFFERSON STREET
WASHINGTON, MO**

INTRODUCTORY ITEMS:

Roll call/Pledge of Allegiance

ACTION:

1. APPROVAL OF MINUTES:

Approval of the August 1, 2022 Workshop minutes

Approve/Mayor

2. PRESENTATIONS:

3. REPORT OF DEPARTMENT HEADS:

A. Administration Department –

a. Budget Highlights

Discuss

B. Engineering Department –

a. Rabbit Trail & Highway 100 Traffic Study

Discuss-Send to Council

b. Street Excavation/Right-of-Way Permit

Discuss

C. Finance Department –

a. RFP – Auditing Services

Approve/Mayor

4. EXECUTIVE SESSION:

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

ROLL CALL VOTE

5. ADJOURNMENT:

**MINUTES OF THE
CITY OF WASHINGTON, MISSOURI
COUNCIL WORKSHOP MEETING
AUGUST 1, 2022**

The Council Workshop Meeting was held on Monday, August 1, 2022 at 6:00 p.m. in the Council Chamber, 405 Jefferson Street, Washington, Missouri. Mayor Hagedorn opened the meeting with roll call and Pledge of Allegiance.

Mayor:	Doug Hagedorn	Present
Council Members:	Ward I	Al Behr Present
		Duane Reed Present
	Ward II	Mark Hidritch Present
		Mark Wessels Present
	Ward III	Chad Briggs Present
		Jeff Patke Present
	Ward IV	Mike Coulter Present
		Joe Holtmeier Present

Also Present:	City Administrator	Darren Lamb
	City Clerk	Sherri Klekamp
	Nelson Appell	Library Director
	Street Superintendent	Tony Bonastia
	Public Works Director	John Nilges
	Parks Director	Wayne Dunker
	Fire Chief	Tim Frankenberg
	Police Chief	Jim Armstrong

Approval of Minutes

A motion to approve the minutes from the June 6, 2022 Workshop meeting as presented made by Patke, seconded by Holtmeier, passed without dissent.

Report of Department Heads

A. Administration Department -

a. Discussion of bids for Freight Depot

July 28, 2022

Honorable Mayor and City Council

Washington, MO

Re: Freight Depot on Front Street

Dear Mayor and Council,

On July 21st, bids were opened for the renovations to the Freight Depot on Front Street. Once it was determined to move forward with shoring up the western wall the job estimate was approximately \$350,000. The bids exceeded that number. We received three bids with the lowest responsive bid coming from Franklin County Construction with a base bid of \$496,500. Alternates included removal of the existing deck - \$5,400 and a new deck at \$7,504. See summary below.

August 1, 2022

<i>Contractor</i>	<i>Base Bid</i>	<i>Alt 1</i>	<i>Alt 2</i>
<i>Franklin County Construction</i>	<i>\$496,500</i>	<i>\$7,504</i>	<i>\$5,400</i>
<i>Aspire Construction</i>	<i>\$507,540</i>	<i>\$13,800</i>	<i>\$5,100</i>
<i>SK Contractors</i>	<i>\$579,992</i>	<i>\$14,000</i>	<i>\$6,500</i>

Funding options could include a combination of \$350,000 from the Capital Improvement Sales Tax fund and the remaining balance of \$159,404 from ARPA funds.

The proposed lease for the building would generate \$3,000 monthly for a total of \$180,000 over a five-year term. Staff is recommending moving forward with the project subject to the lease. It is important to note that maintenance has been deferred on this building for quite some time with the exception of a new roof in 2018 (\$23,250) and exterior painting in 2020 (\$26,700). Both the lease and awarding of the construction bid could be on the agenda for the August 15th City Council meeting.

Should we choose not to move forward with the project and lease, the only foreseeable use of the building would be for storage.

In addition, after discussion with Cochran on the increase in design contract due to the structural deficiencies along the west wall, they have modified their request from a \$9,500 to \$9,000 increase.

Sincerely,

Darren Lamb, AICP

City Administrator

City Administrator Darren Lamb discussed the Freight Depot Renovation bids. After brief discussions on the existing dock, Union Pacific Parking Lot Lease, Capital Improvement Sales Tax and local and state ARPA Funds, a motion to move forward with the project and lease made by Holtmeier, seconded by Wessels, and passed 6-2 on the following roll call vote: Behr-aye, Briggs-aye, Coulter-aye, Hidritch-aye, Holtmeier-aye, Patke-aye, Reed-aye, Wessels-aye.

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August 1, 2022

b. Approval of increase in Design Contract for Cochran



Architecture • Civil Engineering • Land Surveying • Site Development • Geotechnical Engineering • Inspection & Materials Testing

CONTRACT AMENDMENT

Amendment No.: 1

Date: June 16, 2022

Project No.: 22-9045


Name of Project: Washington Freight Depot Renovations

Client: City of Washington

The following revisions are hereby made to the Contract:

1. The building will not be safe for the proposed use without a significant Structural modification. This is based on not observing a clear system to resist wind loading on the overall building as well as other deficiencies. Therefore, we will include the following:
 - a. The building will be designed to resist the wind and seismic forces for the current building code, which will include some additional concrete foundations, along with wall bracing.
 - b. Steel plate connector at the existing wood knee braces, in order to avoid the need for an interior shear wall.
 - c. Deficiencies in the crawl space will be corrected, along with the concrete foundation modifications.
 - d. Hold down anchors as required at shear wall locations.
 - e. The bowed exterior wall on the west end will be stabilized with a new shear wall.

The Contract Price due to this Contract Amendment will be increased by: \$ 9,000.00
(increased / decreased)

Approved by:  6/16/2022
Cochran Date

Accepted by: _____
Client Date

City Administrator Darren Lamb discussed the increase in Design Contract. After discussion on Request for Qualifications, a motion to approve the increase made by Holtmeier, seconded by Hidritch, passed without dissent.

B. Engineering Department -
a. Washington Special Road District
August 2, 2022
Honorable Mayor and City Council
City of Washington
405 Jefferson Street
Washington, MO 63090
RE: Southpoint Road Project

August 1, 2022

Cost Share Agreement with Washington Special Road District (WSRD)

Honorable Mayor and City Council,

The following is pertinent information to the subject request.

Description:

Find enclosed an ordinance that would allow the City to enter into an agreement with WSRD for improvement along Southpoint Road from the northern intersection of Stonecrest to City limits. The entire roadway will be asphalt overlaid with curb and gutter added to both sides and a 12" waterline on the west side. The City will pay for all improvements, except asphalt, on the west side and the waterline. The WSRD will pay for work on the east side and the asphalt.

The waterline connection will provide a second waterline feed into Stonecrest and Fairfield, which currently does not exist. It will also provide better water circulation throughout the system.

The agreement has the line item cost broken down from the WSRD's low bidder, KJU. Pay applications will be submitted to WSRD and the City will have 10 days to pay their share once the pay application is agreed upon and the work is accepted.

This will require a budget amendment.

Approval is recommended.

Cost of the project:

<i>City Portion (includes waterline)</i>	<i>\$526,169.50</i>
<i>WSRD Portion</i>	<i>\$332,256.50</i>
<i>FINAL COST TO CITY.....</i>	<i>\$858,426.00</i>

Budget Information:

A budget amendment of:

Transportation Sales Tax Fund 261 – Increase of \$275,000 for South Point Road Project

Water Fund 400 – Increase \$180,000

Capital Improvement Sales Tax 260 – Increase \$90,000

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

Respectfully,

John Nilges, PE

Public Works Director

Public Works Director John Nilges apologized for the incorrect figures in the letter concerning the Final Cost to the City. The \$858,426.00 is not the final cost. Of the \$526,169.50, \$274,485.00 is the waterline itself. The remaining balance of \$251,684.00 is for the roadway portion. After discussing the Cost Share Agreement, a motion to forward to Council made by Wessels, seconded by Hidritch, passed without dissent.

Miscellaneous:

*Brief discussion regarding a meeting next week with City Staff and Ward 2 Councilmembers concerning the median in the middle of North Crest Drive and possible placement of a new firehouse.

*Councilmember Hidritch thanked Street Superintendent Tony Bonastia for looking into a resident's trash issue on Big Trash Day.

August 1, 2022

Executive Session:

Public vote on whether or not to hold a closed meeting to discuss personnel, legal or real estate matters pursuant to Section 610.021 RSMo (2000) passed at 6:46 p.m. on the following roll call vote: Behr-aye, Briggs-aye, Coulter-aye, Hidritch-aye, Holtmeier-aye, Patke-aye, Reed-aye, Wessels-aye.

Adjournment

With no further business to discuss, a motion to adjourn made at 6:53 p.m. by Behr, seconded by Wessels, passed without dissent.

August 1, 2022

Memo

To: City Council
From: Darren Lamb, Mary Sprung
cc: Mayor
Date: 8/22/22
Re: Budget Highlights

Administration and Finance are proposing to include the following goals in this year's budget:

General Fund

- Incorporate an 8% cost of living increase for all employees
- No merit increase
- Annual payment to commissioned Police Officers (anticipated at \$4,000)
- Additional Parks Maintenance Worker 1 position
- Replace 2 part time clerks and 1 part time shelver with 1 full time Library employee
- 5% increase in sales tax

Local Use Tax Fund

- Prioritize existing private residentially served stormwater retention basins for potential City maintenance
- Utilize funds to slipline sanitary sewer mains to reduce infiltration
- 15% increase in use tax

Water Fund

- Annual rate increase



August 30, 2022

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

RE: Rabbit Trail/Hwy 100/ Phoenix Center Drive
CMAQ Application / Traffic Study

Honorable Mayor and City Council,

The following is pertinent information to the subject request.

Description:

Previously, the City Council authorized the Engineering Department to prepare for, and apply for, and Congestion Mitigation and Air Quality (CMAQ) grant in the next EW Gateway grant cycle. The application would be for the subject intersection.

CBB completed a Level of Service review of the intersection in 2021. That study looked into how the intersection was currently functioning and what options there were to improve the intersection. After receiving the results, staff worked towards finding a solution that mitigates issues.

After the 2021 traffic analysis was complete, it was announced that Starbucks was to be the commercial tenant. This was not factored into the 2021 study. Furthermore, this contract would look at the effects of adding a turn lane on WB Hwy 100 and a turn lane on SB International.

Once the study is updated with the new information, CBB would complete additional concept drawings with estimates, and will assist with completing the CMAQ application to EW Gateway. We anticipate the application deadline to be in mid-February of 2023 with an announcement of award in late spring of 2023. Should we be fortunate enough to be awarded the grant, construction would be in 2026-2027.

Cost of the project:

DESIGN costs \$14,600.00

Budget Information:

This was not budgeted in 2022 and will require a budget amendment to the Transportation Sales Tax Fund.

A budget amendment of: Expense: \$15,000.00

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

Respectfully,

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

John Nilges, PE
Public Works Director

BILL NO. _____

INTRODUCED BY _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY OF WASHINGTON, MISSOURI TO ACCEPT THE PROPOSAL FROM GEORGE L. CRAWFORD AND ASSOCIATES D/B/A CBB FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE HIGHWAY 100 AND RABBIT TRAIL TRAFFIC ANALYSIS AND CMAQ APPLICATION AND AMEND THE 2022 BUDGET

Be It Ordained by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The Mayor is hereby authorized and directed to accept the proposal from George L. Crawford and Associates D/B/A CBB for Professional Services associated with the Highway 100 and Rabbit Trail Traffic Analysis and CMAQ Application in the City of Washington, Missouri. A copy of the proposal is attached and is marked as "Exhibit A".

SECTION 2: This ordinance shall amend the 2022 Budget as follows:
Transportation Sales Tax Fund 261 – Increase of \$15,000 Highway 100 and Rabbit Trail Traffic Analysis - Design (261-18-000-541100 Improvements other than Buildings).

SECTION 3: The Mayor and City Clerk are hereby authorized and directed to execute said contract, and to do all things necessary by the terms of said contract.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force from and after its passage and approval.

Passed: _____

ATTEST: _____

President of City Council

Approved: _____

ATTEST: _____

Mayor of Washington, Missouri



August 15, 2022

Mr. John Nilges, P.E.
Public Works Director
City of Washington
405 Jefferson Street
Washington, Missouri 63090

RE: Proposal for Traffic Analysis and CMAQ Application
Highway 100 at International Avenue/Rabbit Trail
Washington, Missouri
CBB Proposal No. P22-117

Dear Mr. Nilges:

In accordance with your request, CBB is pleased to submit the following proposal for traffic engineering services pertaining to an updated evaluation of the intersection of Highway 100 with Rabbit Trail Drive/International Avenue and the nearby Phoenix Center Drive connection in Washington, Missouri. This proposal also includes engineering services to assist the City in preparing a CMAQ application for the improvements at the intersection of Highway 100 with Rabbit Trail Drive/International Avenue and the proposed relocation of Phoenix Center Drive.

As you are aware, CBB previously counted the intersection of Highway 100 and International Avenue/Rabbit Trail Drive in February 2021 and provided a study summarizing the intersection operations and potential improvement measures to address congestion and safety concerns at the intersection. Several potential solutions were identified as part of that study. It is our understanding that the City desires to move forward with Solution "A" (as identified in your letter to the Council dated June 28, 2022) which includes the following:

- Relocate Phoenix Center Drive farther south away from the Highway 100 with Rabbit Trail Drive/International Avenue intersection;
- Install a southbound right-turn lane on International Avenue at Highway 100;
- Install a westbound right-turn lane on Highway 100 at Rabbit Trail Drive/International Avenue; and
- Construct ADA and sidewalk improvements at the Highway 100 with Rabbit Trail Drive/International Avenue intersection.



The 2021 study was based on traffic counts collected in February 2021 before the bank and Starbucks in the southwest corner of the intersection opened. As such, new traffic counts would be collected at the study intersections and the analyses updated accordingly.

The intent of this work is to:

- Conduct field observations and collect current traffic counts;
- Identify how the proposed improvements would operate and compare to the existing conditions; and
- Assist city staff in:
 - Coordinating with East West Gateway staff,
 - Developing a construction cost estimate, and
 - Preparing the CMAQ application.

CBB will complete the online CMAQ Grant application for the proposed project including input from the City and MoDOT. CBB will transmit final hardcopies to the City, and the City will acquire the necessary signatures and deliver/submit the signed application to East-West Gateway.

Scope of Work

Updated Traffic Counts and Analysis

1. CBB will coordinate with City staff as required throughout the project via conference calls and meetings. We also anticipate meetings with East West Gateway to discuss project eligibility for CMAQ funding. Specifically, the attached fee estimate includes two meetings.
2. Review crash data provided by MoDOT and/or the City for the Highway 100/Rabbit Trail Drive and Rabbit Trail Drive/Phoenix Center Drive/Existing Bank Drive intersections. Ideally, crash data summaries for a period of three years (i.e. 2019-2020-2021) would be provided.
3. Perform turning movement counts during the morning (7:00 - 9:00 a.m.), midday (11:30 a.m. – 1:30 p.m.) and afternoon (4:00 - 6:00 p.m.) peak periods of a typical weekday at the following intersections:
 - Highway 100 and Rabbit Trail Drive;
 - Rabbit Trail Drive and Phoenix Center Drive/Existing Bank Drive; and
 - Rabbit Trail Drive and Planet Fitness Drive.
4. Perform capacity analyses using SYNCHRO 11 during the AM, Midday and PM peak periods for the intersections noted in Task 3 assuming both the existing conditions and the proposed improvement plan.



5. Prepare a written report documenting our findings and conclusions for inclusion in the CMAQ application.

Concept Drawing and Cost Estimate

6. Prepare a concept drawing depicting the proposed improvement plan. The concept would be redline schematics drawn over publicly available aerial photos.
7. Prepare an opinion of probable costs for the proposed improvement plan. The estimate will include costs that will be used to request funding from EWGCC for funding, including an *estimate* of engineering fees to complete the final roadway and traffic signal plans (PE) as well as for Construction Engineering (CE).

Assistance with Grant Application

8. Prepare the online grant and supporting documentation as described below including a project location map, Opinion of Probable Costs and project schedule.
9. Discuss the draft version of the grant with the City and MoDOT and make any necessary revisions.
10. Complete the online grant and supporting documents. Provide final grant application to the City for signatures and their submittal.

Responsibilities

CBB anticipates preparing the following sections of the grant application:

- General project application and narratives;
- Location map;
- Photos of current conditions;
- Conceptual drawing;
- Conceptual typical section;
- Crash Summaries;
- Opinion of Probable Costs;
- Project schedule; and
- Also, request a letter of permission/support from owner of facility (MoDOT).

The City of Washington would be responsible to provide the materials necessary to complete the following sections required for the application:

- Support letters (City Council Resolution, Police Department, School District, Ambulance District, Fire Department, adjacent land owners, etc.);



- Project application fee: It is our understanding that the local agencies are typically required to pay an application fee equal to one half of one percent of the federal funds requested;
- Title VI Certification signatures and Pre-Questionnaire; and
- Signatures for Financial Certification of Matching Funds, Person of Reasonable Charge form, and Reasonable Progress and Right-of-Way Certification.

Fees

We propose to perform the above work on a lump sum basis for the following fees:

Updated Traffic Counts and Analysis	\$4,700.00
Concept Drawing and Cost Estimate	\$5,900.00
Assistance with Grant Application	<u>\$4,000.00</u>
Total Fee:	\$14,600.00

Any tasks in addition to those specifically described above would be billed as extras using the attached time and material rates. However, no additional services would be performed without your prior approval or direction.

Extra Costs and/or Supplemental Services

The above fees do not include costs for public presentations, supplemental analyses, survey work, preparation of right-of-way plats or easement descriptions, pavement marking and/or roadway signage plans, traffic signal timing or programming, traffic signal construction drawings, interconnect plans, traffic control plans (if required), roadway plans, construction staking, construction phasing, and/or construction review. If requested, we would provide supplemental proposals for these or other additional services.

In the absence of a contract for additional services, *any* tasks in addition to those specifically proposed above would be billed as *extras* on a time and materials basis using the attached fee schedule. However, no additional work would be performed without your direction or authorization.

Invoicing and Payment

We will invoice you monthly for any additional services, and you agree to pay for these services within 30 days of the date of the invoice. You agree to pay all expenses incurred by CBB including but not limited to attorney fees, court costs and interest at the legal rate to collect any amount due under the terms of this agreement. Further, you agree to limit our liability to you due to any negligent act, errors, or omissions such that the total aggregate liability of our firm shall not exceed \$30,000.

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Acceptance

If the proposed scope of services, fees, payment terms and limits of liability described above meet your approval, please sign and return this letter for final execution in our St. Louis, Missouri office. A copy of the fully executed contract will be returned to you for your records.

We look forward to working with you on this project. Should there be any questions regarding this proposal, please contact me at 314-449-9572 or swhite@cbbtraffic.com.

Sincerely,

A handwritten signature in blue ink that reads "Shawn White".

Shawn Lerai White, P.E., PTOE
Associate - Senior Traffic Engineer



THE UNDERSIGNED HEREBY COMPLIES WITH ALL TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT; FINAL EXECUTION OF THIS PROPOSAL WILL BE IN OUR ST. LOUIS, MISSOURI OFFICE:

Signature

Date

Printed Name

Title

Entity

ACCEPTING FOR GEORGE L. CRAWFORD AND ASSOCIATES D/B/A CBB IN OUR ST. LOUIS, MISSOURI OFFICE:

Signature

Date

Printed Name

Title

Contact Information

Proposal Number: P22-117

Mr. John Nilges, P.E.
Phone: 636-390-1015
Email: jnilges@washmo.gov



2022 FEE SCHEDULE*
For Contracted Services

<u>Classification</u>		<u>Hourly Rate</u>
Sr. Principal		\$225.00
Principal		\$200.00
Senior Engineer	Level V	\$195.00
Senior Engineer	Level IV	\$190.00
Senior Engineer	Level III	\$185.00
Senior Engineer	Level II	\$180.00
Senior Engineer	Level I	\$175.00
Senior Planner	Level I	\$165.00
Project Engineer	Level V	\$165.00
Project Engineer	Level IV	\$160.00
Project Engineer	Level III	\$155.00
Project Engineer	Level II	\$150.00
Project Engineer	Level I	\$145.00
Project Planner	Level I	\$140.00
Staff Engineer	Level IV	\$130.00
Staff Engineer	Level III	\$125.00
Staff Engineer	Level II	\$120.00
Staff Engineer	Level I	\$115.00
Staff Planner	Level I	\$115.00
Jr. Engineer		\$95.00
Senior CADD Designer		\$100.00
CADD Tech	Level III	\$95.00
CADD Tech	Level II	\$85.00
CADD Tech	Level I	\$80.00
Construction Inspector		\$90.00
Field Tech	Level II	\$90.00
Field Tech	Level I	\$70.00
Senior Admin.		\$100.00
Marketing Spec.		\$90.00

Other Direct Costs (ODC)

Mileage	IRS Standard Rate/Mile
Special Prints or Plan Sheets	Actual Cost
Overnight Mail/Express	Actual Cost
Miscellaneous	Actual Cost

* Note: Effective January 1, 2022
 Rates subject to change January 1 of each calendar year.



September 6, 2022

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

RE: RFP – Auditing Services

Honorable Mayor & City Council:

In July, the Finance Department contacted over 10 regional firms inquiring about governmental auditing services. In response, a Request for Proposals for Auditing Services was sent to eight regional firms.

One proposal was received from Sikich LLP which is the same firm the City has had in the past.

Attached is a spreadsheet comparing both the qualifications and fee proposal for the current 5-year contract to the past 5-year contract. This firm appears to possess the qualifications, experience and adequate staffing to perform a quality audit and has stated in the proposal that they are able to meet the City's needs and time frame for field work and reporting requirements. In addition, the firm received a "pass" rating (which is the highest qualification that can be achieved) at their latest peer review.

The Finance Committee has reviewed the proposal submitted by Sikich LLP and is recommending this firm to perform the City's auditing services and prepare the annual comprehensive financial report. The agreement will be for five years and cover fiscal years 2022 through 2026. Either party may cancel the agreement by giving 90 days written notice prior to September 30.

If City Council concurs with this recommendation, I will prepare an ordinance for City Council to approve at the October 3, 2022 City Council meeting.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mary J. Sprung".

Mary J. Sprung, CPA
Finance Director

Audit Services Bid Analysis

Audit Services - 2022-2026	2022	2023	2024	2025	2026	2017	2018	2019	2020	2021	Qualified	Peer Review Rating	Meet Timeline Requirements	Location
Sikich LLP														
Standard Audit	22,300	23,000	23,700	24,500	25,300	19,500	19,700	19,900	20,100	20,300	Yes	Pass	Yes	Washington, MO
Single Audit (if required)	4,000	4,000	4,100	4,100	4,200	3,500	3,500	3,600	3,600	3,600				
Total	\$ 26,300	\$ 27,000	\$ 27,800	\$ 28,600	\$ 29,500	\$ 23,000	\$ 23,200	\$ 23,500	\$ 23,700	\$ 23,900				
Increase over prior contract	10.0%	2.7%	3.0%	2.9%	3.1%	1.3%	0.9%	1.3%	0.9%	0.8%				
Component Unit (Paid by Phoenix Center II CID)	3,500	3,600	3,700	3,800	3,900	3,100	3,100	3,200	3,200	3,200				

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