

**COUNCIL WORKSHOP MEETING  
MONDAY, JUNE 3, 2024 – 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 May 6, 2024, Workshop minutes

Approve/Mayor

**2. PRESENTATIONS:**

**3. REPORT OF DEPARTMENT HEADS:**

A. Administration Department -

a. Levy Scooters

Discussion

**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  
MONDAY, MAY 6, 2024**

The Council Workshop Meeting was held on Monday, May 6, 2024, 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.

<b>Mayor:</b>	Doug Hagedorn	Present	
<b>Council Members:</b>	<b>Ward I</b>	Al Behr	Present
		Duane Reed	Present
	<b>Ward II</b>	Mark Hidritch	Absent
		Mark Wessels	Present
	<b>Ward III</b>	Chad Briggs	Present
		Jeff Patke	Present
	<b>Ward IV</b>	Mike Coulter	Present
		Joe Holtmeier	Present
	<b>Also Present:</b>	City Attorney	Mark Piontek (6:43 p.m.)
		City Administrator	Darren Lamb
		City Clerk	Sherri Klekamp
		Human Resources Manager	Shauna Pfitzinger
	Library Director	Nelson Appell	
	Water/Wastewater Superintendent	Kevin Quaethem	
	City Planner/GIS Specialist	Sarah Skeen	
	City Engineer	Charles Stankovic	
	Parks Director	Wayne Dunker	
	Emergency Management Director	Justin Frankenberg	
	Police Chief	Jim Armstrong	

**Approval of Minutes**

A motion to approve the minutes from the April 1, 2024, Workshop meeting as presented made by Patke seconded by Coulter, passed without dissent.

**Presentations**

**A. 2023 Annual Comprehensive Financial Report**

Tammy Alsop with Sikich presented findings on the Single Aduit and Annual Comprehensive Financial Report for the Fiscal Year Ended September 30, 2023.

**B. Gateway Fiber**

Head of Safety & Government Affairs Derek Leffert and Project Manager Rick Becker from Gateway Fiber updated Council on Phases 1, 2 and 3, downtown right-of-ways and restoration. Discussions ensued regarding the Third Street Project, construction process and sales.

May 6, 2024

**Report of Department Heads**

**A. Administration Department –**

**a. Main Stage Roof**

May 2, 2024

Darren Lamb

City Administration

City of Washington

405 Jefferson Street

Washington, MO 63090

RE: Washington Fair Main Stage Roof

Bid Recommendation

Project No. 21-8769

Dear Mr. Lamb:

Bids were received for the Washington Fair Main Stage Roof on April 25, 2024. Bid tabulation sheet was assembled and is attached.

The low bidder on the project is SCE, Inc., as follows:

Base Bid: \$1,049,145.80

Alternate #1 (Deduct) - Eliminate Overhead Doors on West Wall (\$125,286.08)

Alternate #2 (Deduct) - Eliminate Existing Overhead Door Extension (\$3,228.66)

If either of the alternates are taken, the amount would be deducted from the base bid.

Additionally, I discussed rigging of music shows with Cowboy Proemsey, the owner of SCE. Cowboy has decades of experience with rigging. Our drawings currently indicate angled bird prevention plates on the bottom flanges of all the roof beam rafters. These angled plates make attachment to the beams for rigging much more challenging.

In order to facilitate easier rigging, Cowboy has submitted a voluntary alternate, which would be added to the base bid. This would provide steel plates welded to the bottom of each beam, with holes spaced every 12". The cost for these is as follows:

Voluntary Alternate (Add) – Steel Rigging Plates 11,900.00

SCE, Inc. is ready to begin the project, and complete it within the time specified. They are qualified to do the project, their paperwork is in order, and their references are favorable.

I recommend the project be awarded to SCE, Inc.

Please call me if you have any questions.

Sincerely,

Joseph A. McGowan, Chief Architectural Officer

Attachments: Bid Tabulation Form

(Remaining of page intentionally left blank)

May 6, 2024



CITY OF WASHINGTON  
 WASHINGTON FAIR MAIN STAGE ROOF  
 PROJECT NO. 21-8769  
 BID DATE: APRIL 25, 2024; 1:00PM

CONTRACTOR	BASE BID	ALTERNATE #1 (Deduct) Overhead Doors West Wall	ALTERNATE #2 (Deduct) Overhead Door Extension	TOTAL BID WITH ALTERNATE #1 & #2
SCE, Inc.	\$1,049,145.80	(\$125,286.08)	(\$3,228.66)	\$920,631.06
Sieve Contractors	\$1,060,000.00	(\$132,000.00)	(\$5,600.00)	\$922,400.00

City Administrator Darren Lamb discussed the Main Stage Roof. On March 4, 2024, at the Council Workshop Meeting, Council gave staff the approval to move forward with soliciting bids for the Main Stage Roof. Darren Lamb went over the funding that was identified during the March 4 Meeting. Council had already committed \$482,206.25 back in 2021. The Capital Improvement Sales Tax Committee met on January 31, 2024, and recommended to forgo the renovation of the Northgate Bathrooms and the Motor Sports Arena Lights and add \$220,000 to the \$482,206.25. In addition, the check from the Washington Area Chamber of Commerce in the amount of \$52,629.72 as part of the agreement for leasing the fairgrounds was also included for a total of \$754,835.97.

Bids were received on April 25, 2024. See above letter and bid tabulation. Based on the letter from Chief Architectural Officer Joseph A. McGown from Cochran regarding steel rigging plates, a voluntary alternate bid of \$11,900.00 would be added. This would make it easier for rigging of the lights, speakers, etc. With that, the total amount would increase to \$1,061,045.80 leaving a shortfall of \$306,209.83. Discussion ensued regarding Capital Improvement Sales Tax Funds, alternate bids, marketing bands, overhead doors, Northgate Bathrooms and Motor Sports Arena Lights. Staff will be meeting with the Washington Area Chamber of Commerce to discuss possible funding options.

With no further discussion, a motion to accept this item into the minutes made by Patke, seconded by Councilmember Coulter, passed without dissent.

**B. Parks Department –**

**a. Riverfront Trail Connection Project**

*May 6, 2024*

*Honorable Mayor and City Council*

*City of Washington*

*405 Jefferson Street*

*Washington, MO 63090*

*RE: Recommendation – Professional Design Services – Riverfront Trail Connection*

*Honorable Mayor and City Council,*

May 6, 2024

*As some of you may remember in November 2023, the City was selected as a 2023 grant recipient of the Recreation Trails Program (RTP) through Missouri State Parks (a division of the MO DNR) for the funding for Phase III of the Rotary Riverfront Trail Expansion. Phase III is the connection of the East & West Rotary Riverfront Trails in Riverfront Park and ADA upgrades to the Waterworks parking lot, flag plaza area and the addition of all season restrooms. For FY2023, 30 grant applications were received, with funding requests totaling over \$5.8 million. Of those 30 applications, only 7 were approved for grant assistance. The maximum grant amount awarded is \$250,000 for trail projects. All applicants must have a minimum 20 percent match and must be open to the public for 25 years. City Council approved the resolution supporting the application for grant assistance on February 6, 2023.*

*\$200,000 was budgeted in the FY2023/24 Transportation Sales Tax Fund for the City's portion of the project, which is \$172,950. The City will fund approximately 41% of the total cost of the project while the grant will fund the remaining 59% (\$250,000).*

*Due to the architectural element of the ADA compliant restroom portion of this project, a request for qualifications (RFQ) was issued and one firm responded, Cochran Engineering. Attached is a professional design services proposal from Cochran. Cochran also assisted the City with the RTP grant application, so they are familiar with the project.*

*Accordingly, staff with the support of the Parks and Recreation Commission, recommends that Council consider Cochran Engineering's Professional Design Services proposal for \$38,450.00 for the services designing the East & West Riverfront Trail Connection in Riverfront Park.*

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

*Respectfully,*

*Wayne Dunker, MA, CPRP*

*Director of Parks and Recreation*

Parks Director Wayne Dunker discussed the proposal. After discussion, a motion to forward to Council made by Behr, seconded by Patke, passed without dissent.

### **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 on 6:51 p.m. on the following roll call vote; Behr-aye, Briggs-aye, Coulter-aye, Holtmeier-aye, Patke-aye, Reed-aye, Wessels-aye, Hidritch-absent.

The regular session reconvened at 6:51 p.m.

### **Adjournment**

With no further business to discuss, a motion to adjourn made at 6:57 p.m. by Wessels seconded by Holtmeier passed without dissent.

May 6, 2024



**POLICE**  
CITY OF WASHINGTON

## Washington Police Department

301 Jefferson Street  
Washington, MO 63090  
Administration: (636)390-1055  
Dispatch: (636)390-1050  
Fax: (636)390-2455

May 9, 2024

Honorable Mayor and City Council  
City of Washington  
Washington, MO 63090

Re: E-Scooter Request

Dear Mayor and City Council Members:

For your consideration, this letter, with the attached proposal from Jesse Turner is a summary of the Traffic Committee's conversation on the topic.

On May 3, 2024 the Traffic Committee was briefed by Jesse Turner in reference to his request to enter into an agreement with the City to provide E-Scooters under similar conditions to our previous arrangement with Lime. Mr. Turner indicated that his goal would be to provide several pick up/drop off locations in the downtown area along with the city park. Mr. Turner informed the committee that the scooters, which are made by Levy Electric include a required application for checkout that also requires riders to bring the scooters back to specific locations prior to ending a ride. The committee discussed the details of the safeguards and agreements that were previously in place between the City and Lime during their contract to ensure that Mr. Turner was able to accommodate all of the same criteria: Below is a summary of those items:

1. Scooters not to operate between 10pm and 5am.
2. Scooters not allowed in festival districts. This was accomplished using the scooters GPS and geofencing features.
3. Photo ID required to start a ride to ensure valid driver's license.
4. No scooters allowed South of Mo 100. Also no operation along 5<sup>th</sup> Street. Scooters can operate across 5<sup>th</sup> Street.
5. Reduced speed of 10mph on park trail systems.
6. Insurance- Mr. Turner indicated that the scooters carry liability coverages of 2 million per incident and 4 million aggregate. Turner indicated that he could have the city named as an additional insured on the policy just as Lime had.
7. Profit Sharing- Mr. Turner agreed to the same cost sharing agreement that Lime had which was 5 cents per trip or a minimum of \$200 monthly. He had also discussed interest on his part in installing charging infrastructure at the pickup and drop off locations. He proposed that the equipment would be installed at his cost and that he would pay for the electric. Under that scenario, Turner indicated that he would be willing to share an additional 10% with the city on top of the share mentioned above.

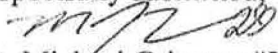
3Aa

8. Property Damage- The group discussed past property damage issues involving rental scooters and noted that towards the end of the contract with Lime a fund had been created to recoup some of the city's losses for man hours, etc. in cleaning up graffiti caused by tire marks. As a remedy to that concern, Mr. Turner indicated that he would be willing to take responsibility for cleanup of that type of property damage.

The majority of the committee members were neutral on the concept that Mr. Turner had proposed, however ultimately an unopposed vote was made to send the item to City Council for review providing that all of the above criteria are met as part of a potential new MOU.

Thank you for your consideration.

Respectfully submitted,



Sgt. Michael Grissom #299

Washington Police Department

Proposing:



Seeking a 3 Year contract for sole micro mobility provider for Washington, Missouri.  
\$200 monthly fee/previous contract fees matched. 10% profit sharing with charging  
stations.





# Proposed Pickup/Charging locations:



# The Process:



## Locate Available Scooters

Find scooters and view available pricing through the app.



## Scan QR Code

Scan or Select the scooter via the app to unlock and begin your trip.



## Lock via the App

When stepping away from the vehicle, lock the scooter through the app. Please be sure to keep your scooter within eyesight when away.

# The Process:



## Kick Push to Start

Use your foot to get the scooter moving before accelerating the throttle.



## Return to your pickup location

Scooters can be dropped back off at designated zones on the app



## Application:

Allows ID Verification and upload

Billing, payments, and collections

In app safety tutorial and rider agreement:

- Disclaimers, assumptions of risk, provisions, and a binding arbitration.

- Sole user at least 16 years old.

Insurance:

- 2 million per occurrence/4 million aggregate

## Specs and Safety:

- All time headlights and brake lights
- Driven Mode: 350W, Rear-wheel drive
- Tire: 10 inch
- Vehicle Cable Design: Hidden Cable
- Dual Suspension
- Brake Levers: Independent Left and Right
- Max Speed: 16 mph
- Range: 30 miles on full charge
- Gradeability: 14% (~8° angle)
- Built in wireless phone charging
- Dual kickstand
- Attached bell

