



MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, JUNE 17, 2013  
AT 200 HIGHLANDS BOULEVARD DRIVE

1. CALL TO ORDER

Mayor David L. Willson called the Regular Board of Aldermen meeting to order at 7:00 p.m.

2. ROLL CALL AND STATEMENT OF QUORUM

Roll call showed those present were: Alderman Clement, Alderman Stevens, Alderman Hamill, Alderman Ottenad, Alderman Schrader, Alderman Diehl, Mayor Willson and Attorney Gunn. A quorum was present.

3. APPROVAL OF THE MINUTES

a. Minutes of the June 3, 2013 Public Hearing in regard to the new Planned Business District

Alderman Clement made the motion to approve the Minutes of the June 3, 2013 Public Hearing regarding the new Planned Business District. The motion was seconded by Alderman Schrader and carried unanimously, without objection.

b. Minutes of the June 3, 2013 Regular Board of Aldermen meeting

Alderman Clement made the motion to approve the Minutes of the June 4, 2013 Regular Board of Aldermen meeting. The motion was seconded by Alderman Schrader and carried unanimously, without objection.

4. ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA

Alderman Clement made the motion to approve the Order of Items on the Agenda. The motion was seconded by Alderman Ottenad and carried unanimously, without objection.

5. CONSIDERATION OF PETITIONS AND COMMENTS FROM THE PUBLIC

a. Comments from the Public

State Representative Andrew Koenig, stated he wanted to check and see what the City is doing and wanted to make himself available for questions.

6. REPORTS FROM THE MAYOR

a. Mayoral Report

Mayor Willson reported on June 7, the Concert in the Park had great attendance, and it was a good concert.

On June 9, Mayor Willson attended the CERT picnic at Paul Schroeder Park, along with Chief Walsh, Captain Chuck Hunn and Officer David Ebert. There were 55 people in attendance.

Mayor Willson reported there was a Homecoming Committee meeting on June 12, and they had their potluck dinner and their group picture.

On June 13, Mayor Willson attended the Senior Staff meeting.

Mayor Willson stated on June 14, he attended the Lafayette Mayor's meeting.

Mayor Willson congratulated City Administrator Hixson and his wife, Dana, on the arrival of their new baby boy, Max.

7. REPORTS FROM THE CITY ADMINISTRATOR

a. List of Paid Bills (Warrant dates of May 31 – June 14, 2013)

There were no questions.

b. Safety Manual

Alderman Ottenad stated it is hard to approve the Safety Manual when they aren't aware of what the wording was previously and what was changed. She asked the City Administrator to give the Board information about what has been changed.

City Administrator Hixson stated most things he changed involved outdated things, such as typewriters. He said he will provide an old copy so the Board can compare.

8. REPORTS FROM COMMITTEES

a. Planning and Zoning Commission

Alderman Clement stated they have not met recently, but the Commission does plan to meet next week.

b. Historic Review Commission

Alderman Diehl advised that the Commission did meet last week, and they discussed their goals and where they are currently. He said the next meeting will be on July 15 at 5:30 p.m. at City Hall.

Alderman Stevens asked when the goals are established and finalized if they would be shared with the Aldermen.

Alderman Diehl responded that he would share the information.

c. Homecoming Committee

Alderman Ottenad stated they met on June 12. The committee members had their photo taken and enjoyed a potluck dinner. It was determined that Parkway South will once again be used for staging for the parade.

Alderman Ottenad stated currently they have commitments for 19 booths, with six to eight more pending. She said they had a discussion on whether or not they are going to have a pie eating contest or hot dog eating contest, though nothing has been decided yet.

d. Manchester Arts Council

Alderman Clement stated that the Arts Council has been very busy. He said they have hosted the Photography Show at the Manchester United Methodist Church, and now you can see them on display Sunday afternoons until mid July from 1:00 – 4:00 p.m. at the Police Facility. He said the first concert was very nice.

Alderman Clement recognized the Parks Department, stating that the staff was ready for anything; they were a tremendous help. He acknowledged the rest of the Board of Aldermen and the City Staff. He expressed a “hats off” to the Mayor’s red, white and blue cowboy hat.

Alderman Clement commented about the display of many 10 foot flags provided by Rick Randall, who was one of the visionaries who did the 9-1-1 event at Art Hill previously.

Alderman Clement reminded everyone that the next Community Band Concert is July 7, and also there will be one during Homecoming. He advised there will be 80 band members performing.

Mayor Willson said it was interesting when he was passing out the flags, that people were asking if the flags were American-made, and they did get American-made flags this year.

9. ACTION ON OLD BILLS

- a. BILL # 13-2170 – AN ORDINANCE AMENDING THE CODE OF ORDINANCES BY ADDING A PLANNED BUSINESS DISTRICT FOR A SPECIFIED AREA OF THE CITY

Alderman Hamill read for the second time Bill # 13-2170, entitled: “AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER BY ADDING THERETO A NEW SECTION 405.285 RELATING TO THE CREATION OF A NEW ZONING DISTRICT TO BE KNOWN AS THE “PLANNED BUSINESS DISTRICT” AND REZONING CERTAIN PROPERTY WITHIN SAID DISTRICT TO SUCH ZONING CLASSIFICATION”, by title only.

Alderman Hamill made the motion that Bill # 13-2170 become Ordinance # 13-2053. The motion was seconded by Alderman Clement.

A poll of the Board showed:

Alderman Hamill - aye  
Alderman Diehl - aye  
Alderman Schrader - aye  
Alderman Ottenad - aye  
Alderman Clement - aye  
Alderman Stevens - aye

Mayor Willson announced the Bill passed by a vote of 6 to 0, with no objection.

#### 10. INTRODUCTION OF NEW BILLS

##### a. RESOLUTION APPROVING HEALTH INSURANCE COVERAGE FOR EMPLOYEES

Alderman Ottenad read Proposed Resolution # 13-0450, entitled: “A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO CONTINUE SERVICES WITH ST. LOUIS AREA INSURANCE TRUST FOR HEALTH INSURANCE COVERAGE THROUGH UNITED HEALTHCARE FOR EMPLOYEES OF THE CITY OF MANCHESTER AT A NINE PERCENT (9%) INCREASE FOR 2013 THROUGH JUNE 30, 2014”, by title only.

Alderman Clement stated after reading the information, he felt that this could be the beginning of further increases in coming years.

Director of Finance Dave Tuberty stated there is nothing to indicate that within this communication; however, there is no reason to think that health insurance costs are not going to increase and the rates are not going to increase. These costs are increasing for everybody.

Alderman Ottenad asked about the new healthcare law, especially in regard to a new charge of \$5 per employee per month for two years, if SLAIT is paying that.

Director Tuberty stated SLAIT is charging the City.

Alderman Ottenad made the motion that Resolution # 13-0450 be approved. The motion was seconded by Alderman Clement and Alderman Schrader simultaneously. The motion carried unanimously, without objection.

b. RESOLUTION AUTHORIZING CONTRACT WITH AN ENGINEERING FIRM

Alderman Schrader read Proposed Resolution # 13-0451, entitled: "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A CONTRACT WITH HORNER & SHIFRIN, INC. TO SERVE AS THE CITY ENGINEER FOR THE CITY OF MANCHESTER", by title only.

Alderman Clement asked that City Administrator Hixson give an explanation of the background.

City Administrator Andy Hixson stated that at this time, there are not enough big projects to warrant having a full-time engineer. He said that it would be much cheaper to bring in an engineer only when needed. He added that in going through a firm like this, instead of having just one engineer, there are experts available from various areas. For budgeting, the City would not need to take salary and benefits from the General Fund; the majority of it, since it would be a one-time big project, would be charged to the Capital Fund. If the City gets a Grant, however much the engineering firm charges, the state would pay 80% of their bill while the City would only pay 20%. He said there would be more selection and a better budgeting process. He also stated that the City would only pay for services rendered.

Alderman Clement asked for reasons why the City Administrator feels that Horner & Shifrin is the right choice.

City Administrator Hixson replied that they have a long history of doing the exact work the City of Manchester is looking for, and they work with other cities.

Alderman Ottenad said that in the Resolution, there is an indication that proposals were sought, but the members of the Board of Aldermen do not know about the other companies that were considered.

City Attorney Gunn stated that this is not a process where bids are solicited. He said in the case of engineers, the City needs to seek proposals and then negotiate with them.

Alderman Clement asked Director of Public Works Bob Ruck if there are needs that by going this route will hurt the City by not having an engineer on staff regularly.

Director of Public Works Bob Ruck answered that it is hard for him to evaluate that. He added that prior to the two staff city engineers, the City did have a consulting firm. At that time, the consulting firm did review plans and actually did planning and zoning duties.

Alderman Ottenad referred to a Carman Road location where water problems exist, and there are two houses to be built, so the City will need help determining what to do there.

Director Ruck responded that it is subject to review by the Metropolitan Sewer District.

Alderman Clement added that if they go down this path, he recommends not being penny wise and pound foolish and neglecting something significant.

Alderman Stevens asked if an evaluation process has been put in place or if an assessment will be made every so often. She asked if there are any steps to evaluate how it is going. She stated concern about consultation needs, information access, cost analysis, operational assessment and how the City is operating. She mentioned that it is important to consider if this situation is working for the City and if the firm involved is working out for the City.

City Administrator Hixson answered that as the City needs them and hits any major road blocks, the firm will be contacted. He stated that it is only a one-year contract with a rollover. He said there is no formal review process set up as of right now.

There was a discussion regarding projects in process at this time.

Alderman Schrader made the motion for approval of Resolution # 13-0451. The motion was seconded by Alderman Clement and Alderman Ottenad simultaneously, and carried unanimously, without objection.

c. BILL CREATING THE MANCHESTER ARTS COUNCIL

Alderman Clement introduced Bill # 13-2171, entitled: “AN ORDINANCE CREATING THE CITY OF MANCHESTER ARTS COUNCIL, PRESCRIBING THE NUMBER AND QUALIFICATIONS OF ITS MEMBERS AND DEFINING ITS DUTIES AND ADOPTING THE ‘MANCHESTER ARTS MASTER PLAN’” by title only.

Alderman Clement stated that the commission to write the Arts Plan really came from the Board of Aldermen in March of last year. He said they have accomplished this big task in about 14–15 months, and they have done it by moving it out of the normal meeting topics when the task force met together and started working on it. Currently, the volunteer hours accumulated from people supporting the initiatives and the programming in this plan through the end of May is up to 2,000 hours.

Alderman Stevens stated after reading the document, she could tell it was very well planned and thought out, carefully developed, and only matches the talent that is on this already on this Council. She congratulated everyone who has been working on it.

No further action at this time.

11. MISCELLANEOUS

a. Comments from the Public

There were no comments from the Public.

12. ADJOURNMENT

At 7:42 p.m., there being no further business, Alderman Hamill made the motion to adjourn. The motion was seconded by Alderman Clement and carried unanimously, without objection. The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Ruth E. Baker, CMC/MRCC  
City Clerk

*Note: This is a journal of the Board of Aldermen meeting held June 17, 2013 (summary); not a verbatim transcript. If a recording of the meeting is desired, please contact City Hall.*