



Manchester Business Newsletter

Winter 2020, Issue 1

BUSINESS LICENSING CHANGES

Recently City Staff and the Board of Aldermen have made changes to Business Licensing in the City of Manchester. License renewal will still be required annually, but the licensing year has changed. Beginning in 2020 the licensing year will be from May 1–April 30. Your 2019 business license will be valid until April 30, 2020. The changes in the year are listed below:

	Previous	New in 2020
Licensing Year	January 1– December 31	May 1–April 30
Renewal Packet	January	March
Renewal Due	March 15	April 15



In addition to the change of the licensing year, beginning in 2020, the City's Finance Department will process all business license applications. The City will continue to accept applications at the front counter in City Hall, but they will not be processed on the same day. All completed applications will be processed within three business days. The wait time will not have any effect on your current license.

The list of items required for a business license renewal with the City has not changed. The following is a list of the items required for business license renewal with the City of Manchester:

- Current fire inspection with a pass rating. (Departments allowed are: West County EMS/Fire or Valley Park Fire)
- For Merchants: 2019 Gross Sales for license fee calculation. (Copy of MO Department of Revenue form 53 used for sales tax reporting)
- Business license fee payment as calculated on the application form. Acceptable forms of payment include cash, check, money order, credit card or debit card.
- Completed Emergency Contact Sheet
- For businesses collecting sales tax: LETTER OF NO TAX DUE COMPLIANCE – Issued by Missouri Department of Revenue. You may visit <http://dor.mo.gov>, call (573) 751-9268, or e-mail taxclearance@dor.mo.gov for information.

If you have any questions please contact Donald Yucuis, Director of Finance at (636) 227-1385 x 103 or Shawn Sieve, Accountant at (636) 227-1385 x 105.

We appreciate the business you bring to the City of Manchester. Thank you.

A LETTER FROM THE MAYOR

Business owners and managers: The New Year is here! Best wishes for a wonderful New Year!

Thanks for doing business in Manchester! As we start a new year, I encourage you to let staff and me know how we can be a more responsive City government to your needs. Please call me at any time with questions or concerns. I welcome your views.

To communicate better, I encourage you to be active in being part of the Manchester small business community. City staff and I regularly meet with owners and managers to discuss shared topics and to keep you advised of City initiatives. There is always plenty to talk about. Our 2020 quarterly meetings are scheduled for:

January 9, Thurs, at 7:30 am

April 9, Thurs, at 7:30 am

July 9, Thurs, at 7:30 am

October 8, Thurs, at 7:30 am

We meet at the Manchester Parks Building, 359 Old Meramec Station Road, 63021. We provide a light breakfast of fruit, rolls, coffee and juice.

At our January 9 small business gathering, Director of Finance Don Yucuis will be present to answer your questions about the changes to Manchester's licensing year and business license process. You recently received a letter from Director Yucuis detailing the changes. We believe this change benefits businesses and City interests.

Another important way to stay connected with the local small business community is to be part of the Manchester Business Association (MBA). Its 2020 schedule is attached to this newsletter. Please connect with them. Know them. Have fun with them. Their goals are your goals: Growing business and help each other doing it!

Have a great year!

Mike Clement
Mayor, City of Manchester
314-680-9278
mclement@manchestermo.gov



New Businesses

Michelle Michel Studios
445 Lafayette Center, Suite 305

Arthur Murray St. Louis
14334 Manchester Road

Samantha O's Suite
445 Lafayette Center, Suite 203

**Sulphur Springs Veterinary Clinic—
New Ownership**
621 Big Bend Rd

Comfort Home Care, LLC
128 Enchanted Parkway, Suite 205

Upcoming Events

“DINE OUT FOR CIRCLE” WITH EL TOLUCO

On March 13th please join us at El Toluco Taqueria & Grocery for our 2nd Annual "Dine Out For Circle." Come in any time during Friday, March 13th for a meal or grocery purchase and 20% of the proceeds will go to Circle of Concern. No need to bring in a flier or mention an ad. Just sit down, enjoy lunch, dinner or an afternoon snack. We are located at 14234 Manchester Road and will be serving from 10am until 7:30pm. See you there!



THE MANCHESTER BUSINESS ASSOCIATION



2020 Meetings:

PARKS AND RECREATION BUILDING
359 Old Meramec Station Road
Manchester, MO 63021

January 9, 2020	11:30 am
March 12, 2020	11:30 am
April 9, 2020	11:30 am
June 11, 2020	11:30 am
August 13, 2020	11:30 am
October 8, 2020	7:30 am
November 12, 2020	11:30 am

2020 Events:

MBA AND MANCHESTER TRIVIA EVENING:
February 28, 2020 7:00pm—11:00 pm

BEERFEST!:
May 9, 2020
VIP—3:00 pm / Regular Admission—4:00 pm

MBA POOL PARTY:
July 15, 2020 6:00 pm—9:00 pm

HOMECOMING:
September 11—13, 2020

CLEANSTREAM VOLUNTEER EVENT
September 19, 2020 8:30 am—10:30 am

HALLOWEEN HARVEST FESTIVAL:
TBA

HOLIDAY HAPPY HOUR:
December 9, 2020 4:00 pm—6:00 pm

CALENDAR OF EVENTS

Board of Aldermen—7:00 pm
January 6, 20
February 3, 18
March 2, 16

Planning & Zoning Commission—7:00 pm
January 13, 27
February 10, 24
March 9, 23

Board of Adjustment—6:30 pm
January 9—cancelled
February 13
March 12

Small Business Meeting—7:30 am
January 9

Conversations with the Mayor—7:30 am
January 15
March 18

City Office Closures
February 17—President's Day

ELECTED OFFICIALS

Mayor

Mike Clement
314-680-9278

Ward I

Paul C. Hamill
636-225-0950

Nelson Nolte

314-452-1211

Ward II

Megan Huether
314-323-4524

Marilyn Ottenad

636-256-3109

Ward III

Rich Baumann
636-443-3322

Ben Toben

314-518-2398

CITY HALL INFORMATION

14318 Manchester Rd.
Manchester, MO 63011
Monday - Friday
8:00 am - 4:30 pm
636-227-1385

City Administrator

Larry Perney
Extension 110

City Clerk

Extension 106

Code Enforcement

Extension 111

Finance Department

Extension 103

Parks, Recreation & Arts

Extension 400

Planning & Zoning

Extension 118

Public Works

Extension 104

Police Department

636-227-1410

Non-Emergency Police Dispatch

636-527-9200

Police Tip Line

636-207-2823

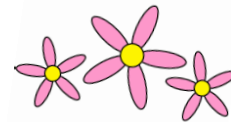
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VEHICLE "WARM-UP THEFT" ALERT



As temperatures drop, the risk of vehicle "Warm-Up Thefts" rises. On bitter cold mornings, it's tempting to start your vehicle, then return inside to finish your morning routine. Car thieves enter neighborhoods looking for these opportunities. Please, help reduce this risk by keeping vehicles and valuables secured.

SPRING CLEANING REMINDER



Help keep our community stay beautiful! In hopes of helping our businesses prepare and plan for some necessary upkeep, we wanted to give you advance notice of any potential issues. This spring Code Enforcement will perform a "sweep" of the entire community to check for violations including, but not limited to the following:

- Protective Treatments - Please scrape any chipping and peeling paint and or stain and paint/stain all surfaces in need.
- Driveways/patios/walkways - Please repair/seal all cracks and trip hazards.
- Mold and algae - Please remove any mold and/or algae on the surfaces of any structures on the premise.
- Outdoor Storage - Please remove all vehicles, materials, goods, supplies, merchandise, etc. being stored on property.
- Parking areas - All vehicles must be parked on improved surfaces and parking spaces should be clearly striped.

Please address any existing issue(s) prior to May 1, 2020. For questions regarding these violations, please contact Manchester Code Enforcement at (636) 227-1385 ext. 111 or pandz@manchestermo.gov.

CIRCLE OF CONCERN

Help us collect donations for CIRCLE OF CONCERN. The Manchester Police Department will be collecting donations from April 1 - April 12. Drop off items anytime at our Justice Center, located at 200 Highlands Blvd. Drive Manchester, MO 63011.

CIRCLE OF CONCERN
 We will be collecting donations for
 Circle of Concern
April 1 - April 12
ITEMS NEEDED:
 Hair Conditioner
 Lotion
 Razors
 Deodorant
 Bar Soap
 Body Wash
 Size 5 & 6 diapers
 Baby Wipes
 Feminine Hygiene Products





February 28th, 2020

7:00 pm- 11:00 pm

Manchester Parks Department

359 Old Meramec Station Road

Manchester, MO 63021

Part of the proceeds from this event will go to supporting the P.L.A.Y. Scholarship from the Manchester Parks, Recreation, and Arts Department. This scholarship assists underprivileged children enjoy the Manchester facilities and programs such as Summer Camps, Swimming Lesson, and more

RESERVE YOUR TABLE NOW!

- Prizes for 1st and 2nd Place!
- Awesome Raffle Items!
- Other prizes available!

- \$200 per table of 8 people
- Price Includes 2 Drink Tickets per attendant
- BYOB and Cash Bar available
- Must purchase full table to participate

For more information about our trivia night, please call Denise Wuennenberg at 314-795-3274 or email us at manchesterbusinessassociation@gmail.com.