



MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, MAY 5, 2014  
AT 200 HIGHLANDS BOULEVARD DRIVE

**SESSION ONE**

1. CALL TO ORDER

Mayor David L. Willson called Session One of 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 April 21, 2014 Regular Board of Aldermen meeting

Alderman Hamill made the motion to approve the Minutes of the Monday, April 21, 2014 Regular Board of Aldermen meeting. The motion was seconded by Alderman Schrader and carried with no objections.

4. ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA

Alderman Clement made the motion to approve the Order of Items on the Agenda, as submitted. The motion was seconded by Alderman Ottenad and carried with no objections.

5. CONSIDERATION OF PETITIONS AND COMMENTS FROM THE PUBLIC

a. Comments from the Public

There were none.

6. REPORTS FROM THE MAYOR

a. Proclamation: National Police Week

Mayor Willson presented Chief Timothy Walsh with a Proclamation for National Police Week for the Manchester Police Department.

b. Proclamation: Local Government Week

Mayor Willson presented City Administrator Andy Hixson with a Proclamation for Local Government Week.

c. Mayoral Report

Mayor Willson stated that on April 23, along with Chief Walsh and City Administrator Hixson, they attended the breakfast for fallen officers, there were two fallen officers this year, and there were over 1,000 officers in attendance. Also, he attended the Administrative Professionals' luncheon on April 23 at Tuckers.

On May 1<sup>st</sup>, The City of Manchester hosted the National Day of Prayer at Police Facility; there were over 100 attendees.

Mayor Willson reported on May 4 he attended the "Let's Move In School" program by Parkway School District at Schroeder Park. There were around 1,000 kids in the Park with seven different courses. The event was in celebration of the STL 250 Cake Bash. Also, on May 4, Mayor Willson attended the Historic Review Commission/Old Trails meeting at City Hall and he talked with the group. They talked about the City of Manchester, Manchester Arts, the STL 250 cake, repaving Manchester Road, and some of the events coming in the Park.

7. REPORTS FROM THE CITY ADMINISTRATOR

a. List of Paid Bills (Warrant dates of April 28 –May 2, 2014)

There were no questions.

Then, City Administrator Andy Hixson stated that he had attended the Missouri City Managers' Conference.

8. REPORTS FROM COMMITTEES

a. Planning and Zoning Commission

Alderman Clement stated that the Planning and Zoning Commission will meet a week from tonight.

b. Historic Review Commission

Alderman Diehl stated there is no scheduled meeting at this time.

c. Homecoming Committee

Alderman Ottenad stated there will be a meeting on May 14 at the Legion Hall; they will be stuffing envelopes.

d. Manchester Arts Council

Alderman Stevens said they have been talking about a cooperative effort between the Missouri Department of Transportation (MoDOT) and City Staff as well as Manchester Arts to solicit artists to paint the traffic boxes. She said there were 19 entries, and there will be a selection made on May 6; painting will be done during the first couple weeks in June.

Alderman Stevens stated they are planning for the Community Band Concert. She is pleased to announce City Administrator Hixson will be the first emcee.

9. ACTION ON OLD BILLS

a. BILL # 14-2189 – AN ORDINANCE APPOINTING A PROVISIONAL JUDGE

Alderman Hamill read for the second time Bill #14-2189, entitled: “AN ORDINANCE APPOINTING JOHN R. GUNN AS PROVISIONAL MUNICIPAL JUDGE FOR THE CITY OF MANCHESTER, ESTABLISHING A RATE OF PAY FOR THAT POSITION AND, FURTHER, CONFIRMING THE DUTIES AND OBLIGATIONS OF THAT POSITION” by title only.

Alderman Hamill made the motion that Bill #14-2189 become Ordinance #14-2172. The motion was seconded by Alderman Clement.

A poll of the Board showed:

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

Mayor Willson announced the motion passed 6 – 0, with no objections.

10. INTRODUCTION OF NEW BILLS

a. RESOLUTION ACCEPTING BID FOR PRINTING OF THE *MANCHESTER MESSAGE* NEWSLETTER

Alderman Ottenad read proposed Resolution #14-0490, entitled: “A RESOLUTION ACCEPTING THE BID OF BREESE PUBLISHING COMPANY IN AN AMOUNT NOT TO EXCEED TWENTY-FOUR THOUSAND SIX HUNDRED NINETY-SIX DOLLARS

(\$24,696.00), INCLUDING A FIVE PERCENT (5%) CHANGE ORDER IN THE AMOUNT OF ONE THOUSAND ONE HUNDRED SEVENTY-SIX DOLLARS (\$1,176.00) IN THE EVENT OF UNFORESEEN CIRCUMSTANCES, FOR THE LABOR, MATERIALS AND PERFORMANCE OF ALL PRINTING WORK FOR THE REMAINDER OF CALENDAR YEAR 2014 AND FOR CALENDAR YEAR 2015, NECESSARY FOR PUBLICATION OF THE *MANCHESTER MESSAGE* NEWSLETTER, THE PARKS AND RECREATION GUIDE, THE PARKS AND RECREATION INSERTS AND THE MANCHESTER ARTS INSERTS:, by title only.

Alderman Ottenad asked why the City is changing companies.

City Clerk Ruth Baker answered that in March the City received information that our past printer was selling the two-color presses and would not be able to do our newsletter anymore at a reasonable cost. Then shortly after that, the City received another notification from the former printer that they were going out of business and would not be printing any more of our newsletters.

Alderman Ottenad stated there is a change order indicated and she wanted an explanation.

City Clerk Baker explained that the reason she built in the change order is that the City will probably be needing a new masthead design and the proposed printer charges \$35 per hour for labor to do that. She said that often it seems there are suggestions of extra things to include with the newsletter, and because there is not money budgeted, those things cannot be done. She said this printer came very highly recommended from the City of O'Fallon.

Alderman Clement stated he believes this is a nice update for the City and he supports it. He inquired about the bid from the former printer, Messenger Printing. He wondered if the City will be spending more on the printing and mailing.

City Clerk Baker answered that the City will be spending a little bit more, but it is not tremendous considering the City will be getting a four-color newsletter and the inserts will already be in place before the newsletter goes to the mail house.

Alderman Ottenad made the motion for approval of Resolution #14-0490. The motion was seconded by Alderman Schrader and carried unanimously, without objection.

**b. RESOLUTION TO PURCHASE NEW FLOORING FOR THE SERGEANTS' OFFICE AREA AT THE POLICE FACILITY**

Alderman Clement read Proposed Resolution #14-0491, entitled: "A RESOLUTION ACCEPTING THE PROPOSAL OF EMPIRE TODAY, LLC IN AN AMOUNT NOT TO EXCEED TEN THOUSAND TWO HUNDRED NINETY-EIGHT DOLLARS AND TWENTY-SIX CENTS (\$10,298.26), INCLUDING A FIVE PERCENT (5%) CHANGE ORDER IN THE AMOUNT OF FOUR HUNDRED NINETY DOLLARS AND THIRTY-NINE CENTS (\$490.39) IN THE EVENT OF UNFORESEEN CONDITIONS, FOR THE REMOVAL OF CARPETING IN THE SERGEANTS' OFFICE AREA AT THE POLICE FACILITY AND INSTALLATION OF CERAMIC TILE FLOORING AND AUTHORIZING THE CITY ADMINISTRATOR TO ISSUE A PURCHASE ORDER THEREFORE" by title only.

Alderman Ottenad asked what the total area is that they are talking about. She also inquired about the stained and damaged carpet.

Chief of Police Timothy Walsh answered that the area is the size of half of the Board room. He answered about the coffee stains, by saying that this is the busiest room in the building and it was not the best choice to put carpet in it in the first place. He said if there had been tile in the area originally, there wouldn't be this discussion.

Alderman Ottenad asked if there are any unforeseen issues. She wondered also if there is anything underneath the carpet to be worried about.

Chief Walsh stated he was not involved in the estimate.

Mayor Willson stated he asked to take a tour of the Sergeants' office and he saw that it is a mess. There are stains everywhere and the flooring needs to be replaced.

Alderman Clement made the motion for approval of the Resolution # 14-0491. The motion was seconded by Alderman Hamill, and carried unanimously, without objection.

c. RESOLUTION APPROVING AGREEMENT FOR SCHOOL RESOURCE OFFICERS FOR PARKWAY SOUTH HIGH SCHOOL

Alderman Stevens read the Proposed Resolution #14-0492, entitled: "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A TWO-YEAR AGREEMENT WITH THE PARKWAY SCHOOL DISTRICT RELATING TO THE SCHOOL RESOURCE OFFICER PROGRAM", by title only.

Alderman Clement asked about the expiration of the agreement and if the district has complete services of one School Resource Officer during the summer school of 2015 and two for summer school of 2016.

Chief Walsh answered every other year there is a switch between both middle schools. So Parkway only needs a School Resource Officer for middle school every other year, since only one middle school is in our City.

Alderman Stevens made the motion for approval of the Resolution # 14-0492. The motion was seconded by Alderman Hamill, and carried unanimously, without objection.

d. RESOLUTION CERTIFYING RESULTS OF THE APRIL 8, 2014 GENERAL MUNICIPAL ELECTION

Alderman Schrader read the Proposed Resolution #14-0493, entitled: "A RESOLUTION DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD IN THE CITY OF MANCHESTER, MISSOURI ON APRIL 8, 2014 FOR THE OFFICES OF MAYOR AND ALDERMAN FOR WARDS I, II, AND III", by title only.

Alderman Schrader made the motion for approval of the Resolution # 14-0493. The motion was seconded by Alderman Clement, and carried unanimously, without objection.

11. MISCELLANEOUS

a. Oaths of Office

Mayor Re-Elect David L. Willson, Alderman Re-Elect Barbara Stevens, Alderman Re-Elect Marilyn Ottenad and Alderman Re-Elect John Diehl took their Oaths of Office.

b. Comments from the Public

Mr. Dan O'Brien, 512 Glan Tai Drive, said he wanted to comment on the street situation, and he said they have done a great job.

12. MOTION TO END SESSION

At 7:44 p.m., there being no further business, Alderman Clement made the motion to end Session One. The motion was seconded by Alderman Schrader and carried unanimously, without objection. The session ended at 7:44 p.m.

**SESSION TWO**

1. CALL TO ORDER

Mayor David L. Willson called Session Two of the Regular Board of Aldermen meeting to order at 7:44 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. ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA

Alderman Clement made the motion to approve the Order of Items on the Agenda, as submitted. The motion was seconded by Alderman Schrader and carried with no objections.

4. CONSIDERATION OF PETITIONS AND COMMENTS FROM THE PUBLIC

a. Comments from the Public

There were none.

5. REPORTS FROM THE MAYOR

a. Mayoral Report

Mayor Willson spoke in generalities about his tenure as Mayor; he said the last couple years have been really enjoyable. The Board does what they are supposed to do. Manchester is a great City with great staff, department heads, and employees. He said he has talked with some of the other mayors, and they are not getting along with their Boards. Mayor Willson said it is a pleasure to work with everyone, they do an excellent job, and that makes this a terrific city. He appreciates all the work that is done.

6. REPORTS FROM THE CITY ADMINISTRATOR

There were none.

7. REPORTS FROM COMMITTEES

a. Planning and Zoning Commission

No Report.

b. Historic Review Commission

No Report.

c. Homecoming Committee

No Report.

d. Manchester Arts Council

No Report.

8. ACTION ON OLD BILLS

a. There were none.

9. INTRODUCTION OF NEW BILLS

a. There were none.

10. MISCELLANEOUS

a. Election of President of the Board

Alderman Clement nominated Alderman Ottenad to be the President of the Board. The nomination was seconded by Alderman Schrader and carried unanimously, without objection.

b. Comments from the Public

Alderman Schrader announced that the Parkway South High School is rated number seven in the State of Missouri, and Valley Park High School is rated number fifteen.

11. ADJOURNMENT

At 7:50 p.m., there being no further business, Alderman Clement made the motion to adjourn. The motion was seconded by Alderman Schrader and carried unanimously, without objection. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Ruth E. Baker, CMC/MRCC  
City Clerk

*Note: This is a journal of Sessions One and Two of the Board of Aldermen meeting held May 5, 2014 (summary); not a verbatim transcript. If a recording of the meeting is desired, please contact City Hall.*