



MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, MAY 20, 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 May 6, 2013 Regular Board of Alderman meeting - Session One

Alderman Hamill made the motion to approve the Minutes of the May 6, 2013 Regular Board of Aldermen meeting – Session One. The motion was seconded by Alderman Schrader and carried unanimously, without objection.

b. Minutes of the May 6, 2013 Regular Board of Aldermen meeting – Session Two

Alderman Ottenad made to approve the Minutes of the May 6, 2013 Regular Board of Aldermen meeting – Session Two. 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, as submitted. The motion was seconded by Alderman Hamill and carried unanimously, without objection.

5. CONSIDERATION OF PETITIONS AND COMMENTS FROM THE PUBLIC

a. Request for special Alzheimer's event in the parking lot in front of Marshall's Bistro, 17 Nationalway

Alderman Clement made the motion to approve to request for the special event in the parking lot of Marshall's Bistro at 17 Nationalway Center. The motion was seconded by Alderman Ottenad and carried unanimously, without objection.

b. Audit Report

Ms. Lindsey Ruhr from Botz, Deal & Company gave a report on the audit findings. She said they issued an unqualified (clean) opinion, with no issues or disagreements. They do have a recommendation of the development of a Finance Committee. They did not find any weakness or deficiencies in internal control that they would need to write up in this report.

Ms. Ruhr discussed the Management Discussion and Analysis and the Financial Statements. New accounting principles in 2012 were discussed, and she said the City is in compliance. Attention was drawn to the General Fund balance and the unassigned fund balance is a negative number, this being the first year with it being a negative number.

Ms. Ruhr stated the revenues came in under budget by \$575,701, but expenses were held to about \$730,000 less than budgeted. She said they do not have to make any material audit adjustments. She said the information the Board is getting is accurate, so overall Manchester has a good and clean opinion.

c. Comments from the Public

Mr. Joe Smythe, 832 Sugarhill Drive, asked about the set 20% reserve level, and he asked with the offsets/adjustments how the bottom line looks.

City Administrator Andy Hixson stated that he would be in contact with Mr. Smythe with an answer.

Mr. Hal Roth, 48 Pas Drive, said he is a big proponent of transparency. He said on three occasions, he had asked for a police report, and over a period of 18 months, he was told it was under investigation. He asked for an explanation of what happened.

6. REPORTS FROM THE MAYOR

a. Recognition of Boy Scouts in the Audience

Mayor Willson recognized Boy Scouts Alex Füss and Aidan Sawall from Boy Scout Troop 801 sponsored by Pierremont School. Scout Aidan Sawall asked about volunteer opportunities for boy scouts.

City Administrator Hixson stated the City has plenty of volunteer opportunities through the Parks Department and if they are interested to contact Director Collins.

b. Mayoral Report

On May 10, Mayor Willson attended the City Employee's Picnic; there were 62 people in attendance including aldermen and legal staff.

Mayor Willson announced on May 13, he attended, along with City Administrator Hixson, the Lafayette Older Adults Program luncheon. Also on May 13, he attended the Planning & Zoning meeting.

On May 18, Mayor Willson, along with City Administrator Hixson, attended the DARE Graduation at St. Joseph's School. Officer John Coyle ran the program this year and did a wonderful job.

On May 17 the Manchester Arts photo contest that was held at the Manchester United Methodist Church. There were 157 entries.

Mayor Willson attended a baby shower on May 20 for Dana Hixson and City Administrator Andy Hixson.

7. REPORTS FROM THE CITY ADMINISTRATOR

a. List of Paid Bills (Warrant dates of May 3 – May 17, 2013)

There were no questions.

b. Wellness Committee 2013 Action Plan

Alderman Hamill made the motion to approve the 2013 Action Plan for the Wellness Committee. The motion was seconded by Alderman Schrader and carried unanimously, without objection.

8. REPORTS FROM COMMITTEES

a. Planning and Zoning Commission

Alderman Clement advised that the Planning and Zoning Commission did meet on May 13. They discussed two cases, one which was a plat division at 1520 Carman Road, and was approved. They also discussed a Planned Business District, about which Planning and Zoning is very enthusiastic and they approved it.

b. Historic Review Commission

Alderman Diehl advised the Historic Review Commission received a letter from the Department Natural Resources stating that they completed the Certified Local Government Evaluation, and the historic preservation program of the City continues to meet all the minimum requirements to maintain the Certified Local Government status in the State of Missouri.

Alderman Diehl stated the Historic Review Commission met this evening. They reviewed repairs made to 14388 Manchester. He said the Commission received a Planned Business District zoning regulations update given by Director Franz Kraintz. The Commission discussed plans for development of a historic building website. The next meeting will be June 10 at 5:30 p.m. at City Hall.

c. Homecoming Committee

Alderman Ottenad stated that the Homecoming Committee met on May 8, and they came up with the “Wake Up Manchester” theme. They also decided as a group that they will have the Trotter Photo booth on Friday night for three hours, Cindy’s Zoo on Sunday; and the doggie paddle party Saturday and Sunday.

d. Manchester Arts Council

Alderman Clement discussed the photography show which was a wonderful success; there were 150 individuals present Friday night. When the show opened on Saturday, they had continuous traffic, and when it opened Sunday morning, there were approximately another 600 people from the Church that visited.

Alderman Clement stated there was very positive feedback on the “Focus Manchester” photography show. Also, they have a very robust community band in place for concerts in the Park. They will be having a meeting Wednesday night, because they have a rehearsal space. There will be a full concert during Homecoming.

Alderman Stevens said there is enormous talent of all ages in the community. It was a great event.

Alderman Clement stated that at the show, there was a Ballwin resident, who oversees national art exhibits including the one at the Arch, and she made a comment that being a fairly small show, it was one of the best she has ever seen.

9. ACTION ON OLD BILLS

a. BILL # 13-2168, AN ORDINANCE AMENDING THE CODE OF ORDINANCES ADDING A NEW SECTION REGARDING BUSINESS LICENSES FOR GIFT SHOPS

Alderman Clement read for the second time, Bill # 13-2168, entitled: “AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER BY ADDING THERETO A NEW SECTION 605.225 ESTABLISHING REQUIREMENTS FOR ISSUANCE

OF A BUSINESS LICENSE FOR GIFT SHOPS”, by title only.

Alderman Clement made the motion that Bill #13-2168 become Ordinance #13-2051. The motion was seconded by Alderman Hamill.

A poll of the Board showed:

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

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

10. INTRODUCTION OF NEW BILLS

a. RESOLUTION APPROVING AGREEMENT FOR SCHOOL RESOURCE OFFICERS FOR THE PARKWAY SCHOOL DISTRICT

Alderman Stevens read Proposed Resolution #13-0447, entitled: “A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A ONE-YEAR AGREEMENT WITH THE PARKWAY SCHOOL DISTRICT RELATING TO THE SCHOOL RESOURCE OFFICER PROGRAM”, by title only.

Alderman Ottenad asked if the School Resource Officers have been chosen and which schools they will be going to.

Chief of Police Timothy Walsh answered Officer Rains and Officer Waters have been chosen and will be in the same schools as last year. This year’s contract is a little different because Manchester will have to provide officers for summer school which is different than last year’s contract.

Alderman Ottenad asked who would be the liaison between the City and Parkway School District.

Chief Walsh answered that generally it is Captain Hunn.

Alderman Stevens made the motion for approval of Resolution #13-0447. The motion was seconded by Alderman Hamill, and carried unanimously, without objection.

b. RESOLUTION ACCEPTING THE SERVICES OF GUARDIAN LIFE INSURANCE COMPANY FOR EMPLOYEE DENTAL INSURANCE

Alderman Ottenad read proposed Resolution # 13-0448, entitled: “A RESOLUTION

ACCEPTING SERVICES OF THE GUARDIAN LIFE INSURANCE COMPANY FOR DENTAL INSURANCE COVERAGE FOR THE EMPLOYEES OF THE CITY OF MANCHESTER FOR THE PERIOD OF JUNE 1, 2013 THROUGH MAY 31, 2014”, by title only.

Alderman Ottenad stated she was present at the Committee meetings when this insurance was discussed, and she has no problem with it. She did call attention to the fact that there was a 19% increase, and the City budgeted for 10%.

Alderman Ottenad made the motion for approval of Resolution #13-0448. The motion was seconded by Alderman Clement, and carried unanimously, without objection.

c. RESOLUTION ACCEPTING THE SERVICES OF LINCOLN INSURANCE COMPANY FOR EMPLOYEE LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE

Alderman Ottenad read proposed Resolution # 13-0449, entitled: “A RESOLUTION ACCEPTING THE SERVICES OF LINCOLN INSURANCE COMPANY FOR LIFE INSURANCE COVERAGE AND ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE FOR THE EMPLOYEES OF THE CITY OF MANCHESTER FOR THE PERIOD OF JUNE 1, 2013 THROUGH MAY 31, 2014”, by title only.

Alderman Ottenad stated she was present also at the Committee meetings when this insurance was discussed, and there is a decrease in cost.

Alderman Ottenad made the motion for approval of Resolution #13-0449. The motion was seconded by Alderman Clement and carried unanimously, without objection.

11. MISCELLANEOUS

a. Comments from the Public

City Attorney Gunn stated he wished Mr. Roth had stayed at the meeting, because he is unaware of anything in the Statutes that addresses a standing request.

12. EXECUTIVE SESSION

a. Closed Session: Pursuant to Section 610.021 (1) of the Revised Statutes of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Alderman Hamill made the motion to go into Closed Session: Pursuant to Section 610.021 (1) of the Revised Statutes of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. 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 vote passed 6 to 0, with no objection.

13. ADJOURNMENT

At 8:15 p.m., after the Executive Session, there being no further business, Alderman Hamill made the motion to adjourn. The motion was seconded by Alderman Schrader and carried unanimously, without objection. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Ruth E. Baker, CMC/MRCC  
City Clerk

*Note: This is a journal of the Board of Aldermen meeting held May 20, 2013 (summary); not a verbatim transcript. If a recording of the meeting is desired, please contact City Hall.*