



**MINUTES OF THE PUBLIC HEARING OF  
MONDAY, JANUARY 15, 2018,  
AT 200 HIGHLANDS BOULEVARD DRIVE  
REGARDING A ZONING TEXT AMENDMENT  
PERTAINING TO OCCUPANCY PERMITS**

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

Roll call showed those present were Alderman Clement, Alderman Hamill, Alderman Ottenad, Alderman Baumann, Alderman Diehl, Mayor Willson and Attorney Gunn. Alderman Nolte was absent. A quorum was present.

The following notice of the public hearing was then read:

“The City of Manchester Board of Aldermen shall hold a public hearing on Monday, January 15, 2018 at 7:00 p.m. at the Manchester Police Facility, 200 Highlands Boulevard Drive, to consider the following:

CASE #17-TXT-003 – Zoning Text Amendment – Article XVIII of Chapter 405 of the Code of Ordinances of the City of Manchester regarding Section 405.810 pertaining to Occupancy Permits.”

Mayor Willson advised that first the proponents would speak, then the opponents, and comments from the public, followed by questions from the members of the Board of Aldermen or the City staff.

Director of Planning, Zoning, and Economic Development Melanie Rippetoe spoke as a proponent. She stated that she is recommending eliminating occupancy permits from the zoning regulations because this is located in two different sections of the Code of Ordinances, which not only makes it confusing, but it needs to be consistent. Since occupancy permits do not have anything to do with the zoning regulations, it was decided the easiest way to address this would be to eliminate occupancy permits from this section since it is already addressed in the building code section.

Alderman Clement stated the Planning and Zoning Commission did send this change to the Board of Aldermen with recommendation to approve it.

Mayor Willson closed the public hearing at 7:03 p.m.

Respectfully submitted,

Ruth E. Baker, MMC/MPCC  
City Clerk

***Note:** This is a journal of the Public Hearing held on Monday, January 15, 2018 regarding a zoning text amendment pertaining to occupancy permits,(summary); not a verbatim transcript. If a recording of the public hearing is desired, please contact City Hall.*



**MINUTES OF THE PUBLIC HEARING OF  
MONDAY, JANUARY 15, 2018  
AT 200 HIGHLANDS BOULEVARD DRIVE  
REGARDING A ZONING TEXT AMENDMENT PERTAINING TO  
SIGNS IN THE PLANNED BUSINESS DISTRICT (PBD)**

Mayor David L. Willson called the Public Hearing of the Board of Aldermen to order at 7:03 p.m.

Roll call showed those present were Alderman Clement, Alderman Hamill, Alderman Ottenad, Alderman Baumann, Alderman Diehl, Mayor Willson and Attorney Gunn. Alderman Nolte was absent. A quorum was present.

The following notice of the public hearing was then read:

“The City of Manchester Board of Aldermen shall hold a public hearing on Monday, January 15, 2018 at 7:00 p.m. at the Manchester Police Facility, 200 Highlands Boulevard Drive, to consider the following:

CASE #17-TXT-004 – Zoning Text Amendment – Article V of Chapter 405  
of the Code of Ordinances of the City of Manchester regarding  
Section 405.285.E.2.e.4.a pertaining to Signs in the PBD District.”

Mayor Willson advised that first the proponents would speak, then the opponents, and comments from the public, followed by questions from the members of the Board of Aldermen or the City staff.

Director of Planning, Zoning, and Economic Development Melanie Rippetoe spoke as a proponent. She stated this text amendment just addresses electronic message board signs in the Planned Business District (PBD). Currently, the regulations state that they have to be located on a property of one acre or larger in the PBD. There are only two sites in the PBD that have frontage on Manchester Road. If approved, this would allow for four additional sites, of which one is Culver’s and they already have an electronic message board sign.

Alderman Hamill asked how Culver’s received the sign.

Director Rippetoe answered she doesn’t know the answer to that question. She said they are at .99 acres, so they are really close.

Alderman Clement stated that the Planning and Zoning Commission did send this change to the Board of Aldermen with recommendation to approve it.

Mayor Willson closed the public hearing at 7:05 p.m.

Respectfully submitted,

Ruth E. Baker, MMC/MPCC  
City Clerk

***Note:** This is a journal of the Public Hearing held on Monday, January 15, 2018 regarding a zoning text amendment pertaining to signs in the Planned Business District (PBD), not a verbatim transcript. If a recording of the public hearing is desired, please contact City Hall.*



**MINUTES OF THE PUBLIC HEARING OF  
MONDAY, JANUARY 15, 2018  
AT 200 HIGHLANDS BOULEVARD DRIVE  
REGARDING A TEXT AMENDMENT PERTAINING TO THE  
PROPERTY MAINTENANCE CODE**

Mayor David L. Willson called the Public Hearing of the Board of Aldermen to order at 7:06 p.m.

Roll call showed those present were Alderman Clement, Alderman Hamill, Alderman Ottenad, Alderman Baumann, Alderman Diehl, Mayor Willson and Attorney Gunn. Alderman Nolte was absent. A quorum was present.

The following notice of the public hearing was then read:

“The City of Manchester Board of Aldermen shall hold a public hearing on Monday, January 15 at 7:00 p.m. at the Manchester Police Facility, 200 Highlands Boulevard Drive, to consider the following:

CASE #17-TXT-005 – Text Amendment – Article II of Chapter 505 of the Code of Ordinances of the City of Manchester regarding Section 505.040 through Section 505.190 pertaining to the Property Maintenance Code.”

Mayor Willson advised that first the proponents would speak, then the opponents, and comments from the public, followed by questions from the members of the Board of Aldermen or the City staff.

Director of Planning, Zoning, and Economic Development Melanie Rippetoe spoke as a proponent. She stated this text amendment would change the occupancy permits in the building and codes section of the regulations. Basically, the most important things it does is eliminate St. Louis County from doing the City’s inspections and the associated fees, and it also changes the City’s regulations from requiring just occupancy permits on rentals to requiring occupancy permits on any change of owner or tenant or occupant.

Alderman Hamill asked if Manchester has someone on board to do the inspections.

Director Rippetoe answered she has the position advertised right now, and has currently already interviewed two applicants, and is continuing to interview this week. She is working on getting someone in that position, and hopefully, by February 1 this should be ready to go. She also

stated there will be a system of government software for this purpose.

Director Rippetoe stated this is not eliminating St. Louis County from inspections, it is just allowing the City to do them. She said she made sure the language didn't say who was going to be doing them for that reason. In case of something happening and the City needing a backup plan, she wanted to allow St. Louis County to do some inspections.

Alderman Diehl stated he spoke to someone about this and she was questioning him regarding cities like Ballwin and Ellisville where residents don't have to pay this fee for getting a dishwasher installed. He thought it was strange.

Director Rippetoe stated that would not affect this at all. She thinks the only reason that she would think of paying a fee to get a dishwasher installed would be if someone was changing plumbing lines. She said all building inspections will continue to go St. Louis County.

Alderman Clement stated that the Planning and Zoning Commission did send this change to the Board of Aldermen with recommendation to approve it.

Mayor Willson closed the public hearing at 7:10 p.m.

Respectfully submitted,

Ruth E. Baker, MMC/MPCC  
City Clerk

*Note: This is a journal of the Public Hearing held on Monday, January 15, 2018 regarding a text amendment pertaining to the Property Maintenance Code, not a verbatim transcript. If a recording of the public hearing is desired, please contact City Hall.*



**MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, JANUARY 15, 2018  
AT 200 HIGHLANDS BOULEVARD DRIVE**

1. CALL TO ORDER

Mayor David L. Willson called the Regular Board of Aldermen meeting to order at 7:10 p.m.

2. ROLL CALL AND STATEMENT OF QUORUM

Roll call showed those present were Alderman Clement, Alderman Hamill, Alderman Ottenad, Alderman Baumann, Alderman Diehl, Mayor Willson and Attorney Gunn. Alderman Nolte was absent. A quorum was present.

3. APPROVAL OF THE MINUTES:

a. Minutes of the Regular Board of Aldermen meeting of Tuesday, January 2, 2018

Alderman Clement made the motion to approve the Minutes of the Regular Board of Aldermen meeting of Tuesday, January 2, 2018. The motion was seconded by Alderman Hamill and carried unanimously, without objection.

4. ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA

Mayor Willson stated that since Alderman Nolte was absent, Alderman Hamill would be reading item 10 (c).

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

5. CONSIDERATION OF PETITIONS AND COMMENTS FROM THE PUBLIC

a. Comments from the Public

There were no comments.

6. REPORTS FROM THE MAYOR

a. Kaufman Foundation and the “Trees for Veterans” Event

Mayor Willson stated there is a program called “Trees for Veterans” that is put on by the Kaufman Foundation and hosted at Enterprise Bank. He said the Foundation gave away over 300 Christmas Trees to deserving Veterans and they had their appreciation dinner on January 9. The City of Manchester was invited and recognized as being a proponent and a sponsor and hosting the event. It was such a big success; they already have plans for next year.

b. Nomination for appointment of members for the Tree Board

1. Mike Stemmler, Ward Three, for a two-year term

Mayor Willson introduced Mr. Mike Stemmler, recommended by Alderman Baumann, to be a member of the Tree Board. He asked for approval of the nomination to the Tree Board.

Alderman Baumann made the motion to appoint Mike Stemmler to the Tree Board for a two-year term. The motion was seconded by Alderman Ottenad, and carried by a vote of 5 – 0, with no objections from the Board, and with one absentee.

2. Nancy Miller, Ward One, for a one-year term

Mayor Willson stated that Nancy Miller had been recommended by Alderman Hamill to be a member of the Tree Board. He asked for approval of the nomination to the Tree Board.

Alderman Hamill made the motion to appoint Nancy Miller to the Tree Board for a one-year term. The motion was seconded by Alderman Clement, and carried by a vote of 5 – 0, with no objections from the Board, and with one absentee.

3. Jane Sharp, Ward Two, for a three-year term

Mayor Willson stated that Jane Sharp had been recommended by Alderman Clement to be a member of the Tree Board. He asked for approval of the nomination to the Tree Board.

Alderman Clement made the motion to appoint Jane Sharp to the Tree Board for a three-year term. The motion was seconded by Alderman Ottenad, and carried by a vote of 5 – 0, with no objections from the Board, and with one absentee.

4. Introduction of Boy Scouts

Mayor Willson introduced Boy Scouts Ethan Scott, Jack Jones, Matthew Kirisits, Kevin Askren, Jack Kaiser, Will Martin, and Alex Kasten, all from Boy Scout Troop 685, sponsored by St. Gerard Majella. Mayor Willson also introduced Boy Scout Ryan Whorton from Boy Scout Troop 801, sponsored by Manchester United Methodist Church. The scouts are working on their “Citizenship in the Community” Merit Badge.



5. Mayoral Report

Mayor Willson stated he had meetings with Parkway Administration, the Lafayette Mayor's Organization, and Legion Oratory Competition, but all were cancelled due to the weather.

Mayor Willson announced the Park's Department is having an Open House on Sunday, January 21 from 1:00 to 3:00 p.m. He said everyone is welcome.

Mayor Willson spoke about the art on display from the Goddard School in the Courtroom/Board of Aldermen Meeting room.

7. REPORTS FROM THE CITY ADMINISTRATOR

- a. List of Paid Bills (Warrant dates of December 29, 2017 – January 13, 2018)

There were no questions.

8. REPORTS FROM COMMITTEES

- a. Planning and Zoning Commission

Alderman Clement stated they have not met for a month. There is an Agenda for next Monday.

9. ACTION ON OLD BILLS

- a. There were none.

10. INTRODUCTION OF NEW BILLS

- a. BILL REVISING THE CODE OF ORDINANCES REGARDING OCCUPANCY PERMITS

Alderman Hamill introduced Bill # 18-2320, entitled: "AN ORDINANCE REPEALING SECTION 405.810 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER RELATING TO OCCUPANCY PERMITS", by title only.

No further action at this time.

- b. BILL REVISING THE CODE OF ORDINANCES REGARDING SIGNS IN THE PLANNED BUSINESS DISTRICT

Alderman Baumann introduced Bill # 18-2321, entitled: "AN ORDINANCE AMENDING SECTION 405.285 E.2 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER RELATING TO THE REGULATION OF ELECTRONIC MESSAGE SIGNS IN THE PLANNED BUSINESS DISTRICT OF THE CITY OF MANCHESTER, MISSOURI", by title only.

No further action at this time.

c. BILL PERTAINING TO THE PROPERTY MAINTENANCE CODE

Alderman Hamill, for Alderman Nolte, introduced Bill # 18-2322 entitled: “AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER BY REPEALING SECTIONS 505.040 THROUGH AND INCLUDING 505.190 OF SUCH CODE AND ENACTING NEW PROVISIONS RELATING TO THE ISSUANCE OF OCCUPANCY PERMITS WITHIN THE CITY OF MANCHESTER”, by title only.

No further action at this time.

d. RESOLUTION APPROVING CONTRACT FOR CHANNEL J SURVEYING AND ENGINEERING SERVICES

Alderman Diehl read Proposed Resolution # 18-0613, entitled: “A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A CONTRACT WITH STOCK & ASSOCIATES CONSULTING ENGINEERS, INC. IN AN AMOUNT NOT TO EXCEED FIFTY-NINE THOUSAND FIVE HUNDRED DOLLARS (\$59,500.00) TO PROVIDE THE CITY WITH ENGINEERING AND SURVEYING SERVICES FOR THE CHANNEL J IMPROVEMENTS PROJECT IN THE CITY OF MANCHESTER”, by title only.

Alderman Diehl made the motion for approval of Resolution # 18-0613. The motion was seconded by Alderman Clement, and carried by a vote of 5 – 0, with no objections from the Board, and one alderman absent.

e. RESOLUTION APPROVING CONTRACT FOR POOL MANAGEMENT OPERATIONS FOR 2018

Alderman Ottenad read Proposed Resolution # 18-0614, entitled: “A RESOLUTION ACCEPTING THE BID OF MIDWEST POOL MANAGEMENT OF AMERICA, LTD IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTY THREE THOUSAND EIGHTY-FOUR DOLLARS (\$153,084.00) FOR ALL LABOR, MATERIALS, TOOLS AND EXPENDABLE EQUIPMENT NECESSARY FOR THE MANAGEMENT AND OPERATION OF THE MANCHESTER AQUATIC CENTER IN 2018, WITH AN OPTION FOR 2019, AND AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A CONTRACT THEREFOR”, by title only.

Alderman Ottenad made the motion for approval of Resolution # 18-0614. The motion was seconded by Alderman Clement and carried 5 – 0, with no objections from the Board, and one alderman absent.

f. RESOLUTION REGARDING AN ADDENDUM TO THE CONTRACT WITH REPUBLIC SERVICES

Alderman Clement read Proposed Resolution # 18-0615, entitled: “A RESOLUTION AMENDING THE CONTRACT WITH ALLIED SERVICES, LLC, DOING BUSINESS AS REPUBLIC SERVICES, RELATING TO TRASH COLLECTION SERVICES IN THE CITY OF MANCHESTER”, by title only.

Alderman Clement made the motion for approval of Resolution # 18-0615. The motion was seconded by Aldermen Ottenad and Hamill simultaneously, and carried 5 – 0, with no objections from the Board, and with one alderman absent.

11. MISCELLANEOUS

a. Comments from the Public

Mr. Chris Winters, 510 Cardinal Lane, said he wondered why the City of Manchester does not observe the Dr. Martin Luther King, Jr. holiday. He said he thinks it would be a good gesture for the region, as well as, possibly, the employees, but not if the Board is going to take away the day after the Thanksgiving holiday. He said some municipalities have employees come in and work although City Hall is closed to the public for that day.

Alderman Ottenad replied that she was a member of the Board of Aldermen at that time, and the employees could have a choice. They could have this day off if they would give up another holiday, but they would not get another paid holiday, and the employees decided to work this holiday.

12. ADJOURNMENT

At 7:25 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 7:25 p.m.

Respectfully submitted,

Ruth E. Baker, MMC/MPCC  
City Clerk

*Note: This is a journal of the Board of Aldermen meeting held January 15, 2018, (summary); not a verbatim transcript. If a recording of the meeting is desired, please contact City Hall.*