



**MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING
OF TUESDAY, FEBRUARY 18, 2020
AT 200 HIGHLANDS BOULEVARD DRIVE**

1. CALL TO ORDER

Mayor Mike Clement called the Regular Board of Aldermen meeting to order at 7:06 p.m.

2. ROLL CALL AND STATEMENT OF QUORUM

Roll call showed those present were Alderman Huether, Alderman Hamill, Alderman Ottenad, Alderman Baumann, Alderman Toben, and Mayor Clement. Alderman Nolte was absent. A quorum was present.

3. APPROVAL OF THE MINUTES

a. Minutes of the Monday, February 3, 2020 Public Hearing

Alderman Hamill made the motion to approve the Minutes of the Monday, February 3, 2020 Public Hearing. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

b. Minutes of the Monday, February 3, 2020 Regular Board of Aldermen Meeting

Alderman Ottenad made the motion to approve the Minutes of the Monday, February 3, 2020 Regular Board of Aldermen Meeting. The motion was seconded by Alderman Hamill and carried unanimously, with no objections from any members of the Board of Aldermen.

4. ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA

Alderman Toben made the motion to approve the Order of Items on the Agenda as submitted. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

5. CONSIDERATION OF PETITIONS AND COMMENTS FROM THE PUBLIC

a. Introduction of New Police Officer Corey White

Chief Scott Will introduced Police Officer Corey White. Officer White graduated from Franklin County Sheriff's Academy in 2015. He has 4 years of Law Enforcement and 4 years as a Corrections Officer. He joins us from Pacific Police Department where he served as a Traffic Safety Officer and Bike Patrolman. He is a veteran CIT Officer and Instructor in CPR, AED, First Aid and Stop the Bleed.

b. Introduction of New Police Officer Asmir Zeric

Chief Scott Will introduced Police Officer Asmir Zeric. Officer Zeric comes from Normandy Police Department. He graduated from Jefferson County Law Enforcement Academy; he has an Associate's degree. When he graduated from the academy he graduated with academic honors. He has two years of law enforcement experience.

c. Police Accreditation Update - Captain Craig Smith

Captain Craig Smith stated when he took over the accreditation process the department only had 98 policies in place. Of those 98 policies several of them didn't even meet State standards. To date he has re-written or created over 80 policies. What he has learned through this process is that it will take a lot more than the 80 policies he wrote. Some of the stuff has never even been covered in the original process. They are also behind in the certification manual. The State certification manual has not been updated since March 2010. They are in the process of updating, so that could cause us to write even more policies. Some of the ones that they currently have might need to be tweaked.

Captain Smith stated he is about 50 percent done with the policy writing but he is on target to reach the goal at the end of July, to have all the policies written. Again, if they come out with the new manual beforehand it could take a little longer. That is just writing the policies.

Captain Smith stated when the previous State certification director resigned or left, we found out there were numerous problems with his record keeping and the files. There are lots of departments that are unsure if they are certified or not due to record keeping. Captain Smith found out that some of Manchester's paperwork was not filed properly. Manchester had only paid \$500 of the certification process fee. That was just the certification application fee, the contract was never signed. The correct fee is \$4,500, since then it has been resolved. They still must go through the process. The process is a three-year long process which means the policies need to be written, then the collecting proofs or documentation proving that you are following each said policy. You have to have proofs for each year of the three-year cycle.

Captain Smith stated he has a completion date for the certification. He said the end of 2022. That is because of the three-year process and the contract requires that. There is a possibility Manchester could get it sooner, but it would be sooner in 2022.

Captain Smith stated that the Chief of Creve Coeur, Glenn Eidman, has been working closely with Manchester and he is going to ensure Manchester will get accredited. Anytime he needs help Chief Eidman is a phone call away. Manchester is not the only one in this predicament. There are several departments in this predicament due to the previous director of the certification program.

Alderman Ottenad stated that she trusts Captain Smith and knows that Manchester is moving forward.

Captain Smith stated that he has several policies pending approval.

Alderman Toben asked if he is the only individual writing the policies or is the only one that has the the authorization to write these policies. Captain Smith stated that is correct. He writes them and then they get forwarded on to Chief Will. Chief Will reviews them and makes changes that he sees fit and then they send it off to City Administrator Perney to get final approval. At times they do have to send them to the City Attorney. Once it has been approved it will get sent out for circulation to all the officers to start.

City Administrator Perney stated there have been a few times where they have desk duty officers and they have chipped in some help. Captain Smith stated they have helped with the paperwork but generally he is the one that writes the policies.

Mayor Clement asked about the writing of the policies and taking a lot of the Captains time and will continue to take a lot of time. When looking ahead and the policies written, and the focus becomes more of the documentation, he asked if it is going to require a lot of daily time? Or is there less time required or can other officers do the documentation that we are following the policies.

Captain Smith answered certain policies will require him to take more time to get documentation, but he will be able to share the duties a little more. He will require the help of other departments.

Chief Will stated that it does not take as much time to provide documentation, but he will have to track and write reports on certain requirements. The load will lighten at this point.

Alderman Toben asked what standard procedures he has in place to ensure and to keep track of what reports require what.

Capitan Smith stated he is very organized with his files and he explained his process of remembering dates. Chief Will said there are a couple software programs that could track the requirements, but he believes Captain Smith is doing a good job.

Alderman Toben asked if there is a contingency plan if Captain Smith is unable to complete the task. Captain Smith answered someone could take up the task if needed.

Alderman Hamill asked if there was a certain number of policies required. Captain Smith answered there is a standard amount that is required, around 150 policies. Chief Will said there are core policies that are the most important thing but does vary in each jurisdiction.

Mayor Clement thanked the Captain for his work and reassured him of the Board's support.

d. Comments from the Public

There were none.

6. REPORTS FROM THE MAYOR

Mayor Clement invited Alderman Huether to present about "Lock it or Lose it."

Alderman Huether explained that Manchester Police Department is launching the "Lock it or Lose it" program this Spring. Manchester is doing this in a unique way, instead of attempting to blanket the whole City, Manchester PD is going to be partnering with specific subdivisions with HOA and apartment complexes to present a two week intensive safety awareness campaign around the "Lock it or Lose it" message and the sister message of the 9pm routine, which reminds residents to lock cars and homes and turn on lights.

Alderman Huether stated the two-week awareness campaign includes four components. First component will be yard signs that will be available and on loan from the Police Department. Second component will be a thumb drive with sample letters and flyers along with electronic resources. Third component is a community meeting hosted by the Manchester Police Department. The final component is an effort by the Police Department to invite residents to register their security cameras.

Alderman Huether stated Sergeant Nicole Priest is the contact for this program and she also would like to thank Executive Assistant Kat White for lending her help in the graphic design.

a. MAYORAL REPORT

Mayor Clement wanted to remind everyone of the Veterans Resource Event on February 27 at the Manchester United Church from 9am to noon.

Mayor Clement also wanted to remind everyone of the upcoming Manchester Business Association trivia night. There are still tables available.

Alderman Toben wanted to add there are also volunteer opportunities available for that evening.

7. REPORTS FROM THE CITY ADMINISTRATOR

a. List of Paid Bills (Warrant dates of February 5, 2020 to February 15, 2020)

There were no questions.

City Administrator Larry Perney wanted to announce that Code Enforcement John Plowman has successfully completed a written examination based on codes and standards set by the International Code Council. He has been issued a certification of ICCAACE Property Maintenance and Housing Inspector.

b. 2019 unaudited Revenue and Expense Report – Director Don Yucius

Director of Finance Don Yucius stated on the year-end report all funds are through December 31. In his opinion it is favorable. The General Fund projected fund balance is \$3.5 million, it is a 32.8 percent of expenses and includes \$508,000 surplus currently.

Director Yucius stated the Debt Service Fund is \$1 million surplus at year end. TIF is at \$2.7 million fund balance. That is after refunding the 2010 TIF bonds. The Capital Project Fund, since Manchester deferred some projects to 2020, the fund balance is projected at \$956,000, which is good, and we can move forward to some of the projects.

Director Yucius stated the Parks and Storm water fund, they thought they were going to utilize most of that because of the Chadwick/Bookvale project but that went out for bid and it was lower and also we were able to defer a lot of it to 2020. They are looking at a \$2.9 million dollar fund balance.

Director Yucius stated the Sewer Lateral Fund is at a deficit. He stated that Prop S ended with about \$4 million dollars, that is with the bond proceeds and will be spent on the 2020 concrete street program.

Director Yucius stated if we do the plan the way we planned to; Manchester will look at issuing the balance of the \$7 million dollars of Geo bonds near the end of this year which will then go for more concrete street programs.

Director Yucius stated all in all this is a good financial report. The Mayor thanked Don, Larry and other directors.

c. 14401 Manchester Road Update – Director Melanie Rippetoe

Director of Planning, Zoning, and Economic Development Melanie Rippetoe stated she has been in touch with the Suntrups and MSD. MSD is waiting on Manchester's approval, but it does look like they are reviewing everything aside from that. She has spoken with Randy Green and explained that Manchester will not issue municipal zoning approval until we get the bonds for the improvements along with the fee associated with it. She has not received any cost estimates. Generally, we review cost estimates to make sure the bond amount is for what would be covered to return the property to green space. She has not received any cost estimates.

Director Rippetoe stated she also reminded him that Manchester is expecting the maintenance agreement to be signed by February 26. She encouraged him to submit cost estimates so we can review those in a timely manner so it can be executed before February 26. They will be at the next Board of Aldermen meeting for the renewal for the Special Use Permit.

Alderman Hamill asked if at the last Board meeting they told the Board they had the cost estimates and the surety bond, and they were just waiting on Manchester. Director Rippetoe stated yes.

Director Rippetoe stated she asked them to put up a silt fence around the property to control runoff.

Mayor Clement asked how and when did she speak to someone from Suntrup.

Director Rippetoe answered the revised improvement plans were submitted last Wednesday. She did not get an electronic copy then and she then spoke to Randy Green and he then sent over an electronic copy so we could pass them on to our City engineer for our review. She emailed with Mr. Green on Thursday and she also spoke with MSD on Thursday of last week.

Mayor Clement wanted to be sure that Director Rippetoe has made it clear that the surety bonds and fees are going to be a problem if they don't get it to Manchester soon. Director Rippetoe answered yes.

Director Rippetoe stated Manchester has not completed the review of the improvement plans that they submitted on Wednesday. She requested that the plans be reviewed as soon as possible through our City Engineer. She said they cannot release the plans to go on to St. Louis County until we have everything in place on our end.

Alderman Toben asked what the probability of Suntrup walking away from the project is.

Director Rippetoe stated she could not make that guess. She did talk to them about the site being cleaned up. They stated the weather conditions were too wet.

Alderman Hamill asked if they provided any comments, questions and concerns about the maintenance agreement. Director Rippetoe answered they have not. Alderman Hamill asked if they have given any indication that they have looked at the maintenance agreement. She answered she has attached it to an email and has not heard a word about it.

8. REPORTS FROM COMMITTEES

a. Planning and Zoning Commission

Alderman Hamill stated there were two items on the Agenda; one was for a preliminary plat for a subdivision of six lots on Topwood Drive that received a favorable recommendation. The other was a zoning text amendment, a bond agreement going through Staff instead of going to the Board of Aldermen.

9. ACTION ON OLD BILLS

a. BILL APPROVING A SPECIAL USE PERMIT REQUEST FOR A GROCERY STORE AT 14373B AND 14375 MANCHESTER ROAD

Alderman Toben read for the second time Bill # 20-2403, entitled: "AN ORDINANCE CREATING A SPECIAL USE PERMIT AND GRANTING THE SAME TO MIDEAST MARKET, TO OPERATE GROCERY STORE EXCEEDING TEN THOUSAND (10,000) SQUARE FEET LOCATED AT 14373B AND 14375 MANCHESTER ROAD AS PROVIDED FOR IN SECTION 405.240 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER", by title only.

Alderman Toben made the motion that Bill #20-2403 become Ordinance #20-2288. The motion was seconded by Alderman Hamill.

A poll of the Board showed:

Alderman Baumann - aye
Alderman Ottenad - aye
Alderman Huether - aye
Alderman Nolte - absent
Alderman Hamill - aye
Alderman Toben - aye

Mayor Clement announced that the motion passed 5 - 0, with one absent and no objections from any members of the Board of Aldermen.

10. INTRODUCTION OF NEW BILLS

a. AMENDED FINAL SITE DEVELOPMENT PLAN - 351-377 FOREST SUMMIT COURT

Alderman Hamill read Proposed Resolution # 20-0715, entitled: "AN ORDINANCE APPROVING AN AMENDED FINAL SITE DEVELOPMENT PLAN SUBMITTED ON BEHALF OF BARTH HOLOHAN FOR A CARE HOME COMPLEX," by title only.

Nothing further at this time.

b. AUTHORIZATION OF A COMMUNITY CAMERA PROGRAM

Alderman Huether read Proposed Resolution # 20-0723, entitled: "A RESOLUTION AUTHORIZING THE CHIEF OF POLICE OF THE CITY OF MANCHESTER TO ESTABLISH A COMMUNITY CAMERA PROGRAM FOR THE PURPOSE OF PROVIDING SAFETY AND PROTECTION OF THE RESIDENTS, BUSINESSES, AND VISITORS OF THE CITY," by title only.

Chief Scott Will stated this program is taking advantage of advances in technology, a lot of people have cameras now a days. This a voluntary program, this is not something where big brother will be able to look at everyone's camera that signs up. Manchester will not have access to them. It is just for the times we have an incident; the police will talk to the people who have registered their cameras. Chief Will stated instead of us going to look for the cameras they will know what houses to go to.

Chief Will stated that Manchester had an agreement written up by the City Attorney's office looked at, it talked about ownership and that it remains private. He stated that if someone does not want to give us video or doesn't want to be a part of the program, that is fine.

City Attorney Erin Seele stated obviously with Sunshine Law, we wanted to make sure we had some comfort that this information would be able to remain confidential. With the change of law, we can never guarantee it. There will be a footnote explaining the Sunshine Law. It is the City's finding that we do believe citizens would want this to remain confidential. They also think it falls within exception of the Sunshine Law for security related to real property.

Alderman Huether made the motion for approval of Resolution #20-0723. The motion was seconded by Alderman Ottenad and carried unanimously, with one absent and without any objections from any members of the Board of Aldermen.

c. DEPARTMENT OF PARKS, RECREATION & ARTS AND PUBLIC WORKS
PURCHASE REQUEST - SKID STEER LOADER

Alderman Baumann read Proposed Resolution #20-0724, entitled: "A RESOLUTION ACCEPTING THE BID OF CLARK EQUIPMENT COMPANY DBA BOBCAT COMPANY IN THE AMOUNT OF FORTY-TWO THOUSAND TWO HUNDRED EIGHTY-TWO DOLLARS AND TWENTY-TWO CENTS (\$42,282.22) FOR THE PURCHASE OF ONE (1) NEW S650 T4 BOBCAT SKID STEER LOADER AND AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ISSUE A PURCHASE ORDER THEREFOR," by title only.

Alderman Baumann asked if Parks and Public Works would share the equipment.

Director of Public Works Bob Ruck answered that both pieces of equipment will be shared by both departments.

Alderman Toben asked about the old equipment and if it would be traded in. Director Ruck answered that Manchester only has one unit to trade in.

Alderman Baumann made the motion for approval of Resolution #20-0724. The motion was seconded by Alderman Ottenad and carried unanimously, with one absent and without any objections from any members of the Board of Aldermen.

d. DEPARTMENT OF PARKS, RECREATION & ARTS AND PUBLIC WORKS
PURCHASE REQUEST - COMPACT EXCAVATOR

Alderman Toben read the Proposed Resolution #20-0725, entitled: "A RESOLUTION ACCEPTING THE BID OF CLARK EQUIPMENT COMPANY DBA BOBCAT COMPANY IN THE AMOUNT OF FIFTY-EIGHT THOUSAND THREE HUNDRED FORTY-NINE DOLLARS AND TWENTY-ONE CENTS (\$58,349.21), AFTER TRADE-IN, FOR THE PURCHASE OF ONE (1) NEW E50 R2 SERIES BOBCAT COMPACT EXCAVATOR AND AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ISSUE A PURCHASE ORDER THEREFOR," by title only.

Alderman Toben made the motion for approval of Resolution #20-0725. The motion was seconded by Alderman Hamill and carried unanimously, with one absent and without any objections from any members of the Board of Aldermen.

e. MANCHESTER POLICE DEPARTMENT PURCHASE REQUEST - LOAD
BEARING VESTS

Alderman Ottenad read the Proposed Resolution #20-0726, entitled: "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO EXPEND THE SUM OF SIXTEEN THOUSAND THIRTY-SEVEN DOLLARS AND THIRTY-FIVE CENTS (\$16,037.35) FROM ASSET FORFEITURE FUNDS TO FIRST SPEAR LLC FOR THE PURCHASE OF THIRTY-FIVE (35) LOAD BEARING VESTS," by title only.

Chief Scott Will wanted to add that he has been speaking to a business in town and they maybe providing some of the funds.

Mayor Clement asked if Manchester would purchase anymore than 35 vests. Chief Will answered no, it completes the number of requested vests.

Alderman Ottenad made the motion for approval of Resolution #20-726. The motion was seconded by Alderman Toben and carried unanimously, with one absent and without any objections from any members of the Board of Aldermen.

11. MISCELLANEOUS

a. Comments from the Public

There were none.

12. EXECUTIVE SESSION:

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

Alderman Hamill made a motion to go into "Closed Session: Pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys." The motion was seconded by Alderman Toben.

A poll of the Board showed:

Alderman Ottenad – aye
Alderman Huether – aye
Alderman Nolte – absent
Alderman Hamill – aye
Alderman Toben - aye
Alderman Baumann – aye

Mayor Clement stated that the motion passed by a vote of 5 – 0, with one absent and no objection from any member of the Board of Aldermen.

13. ADJOURNMENT

At 8:13 p.m., after the Executive Session, there being no further business, Alderman Hamill made the motion to adjourn. The motion was seconded by Alderman Toben and carried unanimously, without objection from any members of the Board of Aldermen. The meeting adjourned at 8:13 p.m.

Respectfully submitted,

Michelle Melugin
Deputy Clerk

Note: This is a journal of the Board of Aldermen meeting held Tuesday, February 18, 2020, (summary); not a verbatim transcript. If a recording of the meeting is desired, please contact City Hall.