



**MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING
OF TUESDAY, FEBRUARY 21, 2023
AT 200 HIGHLANDS BOULEVARD DRIVE**

CALL TO ORDER

Mayor Mike Clement called the Regular Board of Aldermen Meeting to order at 7:00 p.m.

ROLL CALL AND STATEMENT OF QUORUM

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

APPROVAL OF THE MINUTES

February 6, 2023 Regular Board of Aldermen Meeting

Alderman Ottenad made the motion to approve the minutes of the Monday, February 6, 2023 Regular Board of Aldermen Meeting. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA

Mayor Clement proposed that Resolution No. 23-0917 be read by Alderman Dodge. Alderman Ottenad made the motion to approve the Order of Items on the Agenda, as amended. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

CONSIDERATION OF PETITIONS

Comments from the Public

Megan Eldridge, the City Clerk for the City of Wildwood and the Chair for the Public Relations Committee for the Missouri City Clerks and Finance Officers Association, owner of 13916 Reflection Dr, stated that she was present to recognize City Clerk Michelle Melugin's designation as a Missouri Registered City Clerk. She continued that this certification is a combination of experience and education. Ms. Eldridge commended the elected officials on their continued support of City Clerk Melugin's education and achievements. Ms. Eldridge presented City Clerk Melugin with a Certificate of Appreciation for her continued commitment to lifelong learning and to being the City of Manchester's City Clerk. The Board of Aldermen and attendees congratulated City Clerk Melugin on her achievement.

REPORTS FROM THE MAYOR

Mayoral Proclamation – Bike Rehab Ministry's 10,000th Bike Donation

Mayor Clement read a proclamation honoring the Bike Rehab Ministry on their milestone achievement of 10,000 bikes rehabbed and donated.

Appointment of Board of Adjustment Members (5-year term)

Mayor Clement gave background for the nomination of Mary Willson as a member of the Board of Adjustment, explaining that she had previously been an Alderman for the City and a member of the TIF Commission for the Highlands project. Mayor Clement also nominated Tyler Terry as an alternate for the Board of Adjustment.

Alderman Ottenad made the motion to approve the appointment of Mary Willson, as a permanent member, and Tyler Terry, as an alternate member, of the Board of Adjustment. The motion was seconded by Alderman Baumann and carried unanimously, without objection.

Mayoral Reports

Mayor Clement reported that he, City Administrator Klocke, and Deputy City Clerk Mullins attended the MML Legislative Conference in Jefferson City. While there, they met with Manchester's elected representatives.

REPORTS FROM THE CITY ADMINISTRATOR

City Administrator Klocke commended City Clerk Melugin on her achievement of MRCC designation and her dedication to continuing education.

12 Month Financial Statement Report

Director of Finance Sieve reported on the 12-month unaudited financial statement for 2022. He detailed each fund and summarized that the City's budgetary position on a cash-basis for the year ended December 31, 2022.

List of Paid Bills (Warrant dates of 02-06-2023 to 02-19-2023)

There were no questions.

Reports from the Committees

Planning and Zoning Commission

Mayor Clement reported that the Planning & Zoning Commission did not meet and that the next meeting was cancelled due to lack of quorum.

Veterans Commission

Alderman Huether reported that the Veterans Commission were working on the Memorial Day event. She continued that the Hometown Heroes banners program was currently accepting applications and that the next meeting was scheduled for March 15th at 5pm.

Audit and Finance Committee

Alderman Baumann reported that the Audit and Finance Committee met prior to the Board of Aldermen meeting and discussed the information Director Sieve presented. The next meeting would be sometime in April.

Tree Advisory Board

Alderman Dodge reported that the Tree Advisory Board did not meet.

ACTION ON OLD BILLS

BILL NO. 23-2498

Budget Amendment

Alderman Baumann read for the second time Bill No. 23-2498, entitled: "AN ORDINANCE AMENDING ORDINANCE NO. 21-2333 THAT ADOPTED AND APPROVED THE BUDGET FOR THE CITY OF MANCHESTER FOR THE YEAR JANUARY 1, 2022 THROUGH DECEMBER 31, 2022," by title only.

Alderman Baumann made the motion that Bill No. 23-2498, become Ordinance No. 23-2382. The motion was seconded by Alderman Ottenad.

A poll of the Board showed:

Alderman Dodge – aye
Alderman Ottenad – aye
Alderman Huether – aye
Alderman Baumann – aye
Alderman Toben – aye
Alderman Nolte – absent

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

INTRODUCTION OF NEW LEGISLATION

Resolution No. 23-0912

Missouri Highway Safety Program Grant – Hazardous Moving Enforcement

Alderman Toben read Proposed Resolution No. 23-0912, entitled: "A RESOLUTION APPROVING THE SUBMISSION TO THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION OF AN APPLICATION FOR A HIGHWAY SAFETY TRAFFIC ENFORCEMENT GRANT FOR FUNDING IN AN AMOUNT NOT TO EXCEED NINE THOUSAND AND TWO HUNDRED DOLLARS (\$9,200.00) FOR ENFORCEMENT OF HAZARDOUS MOVING VIOLATIONS IN THE CITY OF MANCHESTER," by title only.

Alderman Toben made the motion for approval of Resolution No. 23-0912. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0913

Missouri Highway Safety Program Grant – Drinking and Driving Enforcement

Alderman Baumann read Proposed Resolution No. 23-0913, entitled: "A RESOLUTION APPROVING THE SUBMISSION TO THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION OF AN APPLICATION FOR A HIGHWAY SAFETY TRAFFIC ENFORCEMENT GRANT FOR FUNDING IN AN AMOUNT NOT TO EXCEED NINE THOUSAND TWO HUNDRED DOLLARS (\$9,200.00) FOR ENFORCEMENT OF DRIVING WHILE INTOXICATED VIOLATIONS IN THE CITY OF MANCHESTER," by title only.

Alderman Baumann made the motion for approval of Resolution No. 23-0913. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0914

Missouri Highway Safety Program Grant – Occupant Protection Enforcement

Alderman Ottenad read Proposed Resolution No. 23-0914, entitled: “A RESOLUTION APPROVING THE SUBMISSION TO THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION OF AN APPLICATION FOR A HIGHWAY SAFETY TRAFFIC ENFORCEMENT GRANT FOR FUNDING IN AN AMOUNT NOT TO EXCEED SEVEN THOUSAND DOLLARS (\$7,000.00) FOR ENFORCEMENT OF OCCUPANT PROTECTION (SEATBELT) VIOLATIONS IN THE CITY OF MANCHESTER,” by title only.

Alderman Ottenad made the motion for approval of Resolution No. 23-0914. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0915

Professional Services Agreement with Creative Entourage

Alderman Huether read Proposed Resolution No. 23-0915, entitled: “A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A CONTRACT WITH CREATIVE ENTOURAGE, LLC IN AN AMOUNT NOT TO EXCEED SIXTY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$62,500.00) TO PROVIDE THE CITY OF MANCHESTER WITH COMMUNITY ENGAGEMENT, SURVEY, AND COMMUNICATIONS SERVICES,” by title only.

Alderman Huether made the motion for approval of Resolution No. 23-0915. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0916

Bulk Fuel Purchase

Alderman Dodge read Proposed Resolution No. 23-0916, entitled: “A RESOLUTION APPROVING THE 2023 BULK PURCHASE OF REGULAR UNLEADED GASOLINE AND ULTRA LOW SULFUR DIESEL FUEL PURSUANT TO ST. LOUIS COUNTY’S COOPERATIVE PROCUREMENT CONTRACT AND AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ISSUE PURCHASE ORDERS THEREFOR,” by title only.

Alderman Dodge made the motion for approval of Resolution No. 23-0916. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0917

Contract Approval for DJM for Great Falls

Alderman Dodge read Proposed Resolution No. 23-0917, entitled: “A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH DJM ECOLOGICAL SERVICES, INC. IN THE AMOUNT NOT TO EXCEED SEVENTY-NINE

THOUSAND NINE HUNDRED AND THIRTY-EIGHT DOLLARS (\$79,938.00), WHICH INCLUDES A TEN PERCENT (10%) CHANGE ORDER IN AN AMOUNT OF SEVEN THOUSAND TWO HUNDRED SIXTY-NINE DOLLARS FOR UNFORESEEN CONDITIONS, FOR THE GREAT FALLS STORMWATER IMPROVEMENTS PROJECT IN THE CITY OF MANCHESTER," by title only.

Alderman Dodge made the motion for approval of Resolution No. 23-0917. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0918

Grant to Remove the Callery (Bradford) Pear Trees on LaBonne Parkway

Alderman Ottenad read Proposed Resolution No. 23-0918, entitled: "A RESOLUTION ACCEPTING A MISSOURI DEPARTMENT OF CONSERVATION LANDOWNER AND COMMUNITY ASSISTANCE PROGRAM GRANT FROM THE MISSOURI DEPARTMENT OF CONSERVATION IN AN AMOUNT NOT TO EXCEED SIXTEEN THOUSAND TWO HUNDRED SEVENTY-FIVE DOLLARS AND ZERO CENTS (\$16,275.00) FOR PROPER REIMBURSABLE COSTS FOR THE REMOVAL OF THE CALLERY PEAR (BRADFORD) TREES WITHIN THE MEDIAN ISLANDS ALONG LA BONNE PARKWAY AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT THEREFORE," by title only.

Alderman Ottenad made the motion for approval of Resolution No. 23-0918. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

MISCELLANEOUS

Comments from the Public

There were none.

ADJOURNMENT

There being no further business, Alderman Dodge made the motion to adjourn. The motion was seconded by Alderman Ottenad and carried unanimously. The meeting adjourned at 7:32 p.m.