



**MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, JUNE 17, 2019  
AT 200 HIGHLANDS BOULEVARD DRIVE**

1. CALL TO ORDER

Mayor Mike Clement 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 Huether, Alderman Hamill, Alderman Nolte, Alderman Ottenad, Alderman Baumann, Alderman Toben and Mayor Clement. A quorum was present.

3. APPROVAL OF THE MINUTES

a. Minutes of the Monday, June 3, 2019 Regular Board of Aldermen meeting

Alderman Hamill made the motion to approve the Minutes of the Monday, June 3, 2019 Regular Board of Aldermen meeting. The motion was seconded by Alderman Ottenad and carried unanimously, with no objection from any members of the Board of Aldermen.

4. ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA

Mayor Clement stated that he would be adding an introduction of scouts in his report.

Alderman Hamill made the motion to approve the Order of Items on the Agenda as amended. The motion was seconded by Alderman Ottenad and carried unanimously, without any objections from members of the Board of Aldermen.

5. CONSIDERATION OF PETITIONS AND COMMENTS FROM THE PUBLIC

a. Presentation to Lafayette Industries

Director of Parks, Recreation and Arts Kat Douglas stated that on May 11 of this year the Parks held their Third Annual Beerfest, and in spite of the weather, over 500 people attended, and the City was able to raise some money for Lafayette Industries. Director Douglas presented a check in the amount of \$3,164.74 to Rob Libera, Executive Director of Lafayette Industries.

b. Presentation from Lafayette Industries

Mr. Rob Libera, Executive Director of Lafayette Industries, along with Alison Roccia, an employee at Lafayette Industries, presented an original paintwork from one of their beloved workers, Sarah Walker. This paintwork is a depiction of Busch Stadium with the fireworks going over it.

Mayor Clement thanked Lafayette Industries for this wonderful gesture. He stated that Lafayette Industries is a very important part of our community. We have lots of relationships, and the Beerfest is one of many. Mayor Clement stated that the Beerfest was a dream of Alderman Baumann who initiated this three years ago, and it was supported by the Parks and staff, and planning has already begun for next year.

Mayor Clement commented that City officials will be at Lafayette Industries later this week for an arts class.

c. Presentation of the 2018 Comprehensive Annual Financial Report (CAFR) - Director of Finance Don Yucuis

Director of Finance Don Yucuis stated that on May 31, he distributed a report to the Mayor and members of the Board of Aldermen which was the audit CAFR, a report with the journal entries from the auditors, along with a copy of the presentation from Molly Malone of Stopp and VanHoy that she had presented to the Audit and Finance Committee. He stated that when the draft was ready, it was presented to the members of the Board of Aldermen and Mayor, and he is doing an overview of Molly Malone's presentation this evening.

Director Yucuis stated that the City received an "unmodified audit opinion", and that's a good opinion. Statements are fairly stated.

Director Yucuis stated that there were several sections prepared by staff and himself, including Management and Analysis, and the Statistical section has ten years of history in most cases and those are unaudited. He stated that staff presents trends, revenue, debt, demographic and economic information in the footnotes, plus the statistics.

Director Yucuis stated that there were no major changes made during the year that were applicable to the City.

Director Yucuis reviewed the key highlights:

1. The Tax Increment Financing (TIF) debt has been reduced by about \$4 million.

2. Increase in General Obligation Bond (GOB) debt for the concrete street program of \$8.4 million.
3. Sales tax revenue increased by approximately \$600,000.
4. Positive net position government-wide unrestricted statement, which is all funds put together.
5. Cash position increased \$2.3 million.
6. Restricted investments increased by \$7.8 million, as related to the General Obligation Bonds, as those funds are being invested until they are used.
7. The ten-year trend on sales tax revenue is just over \$14 million.

Director Yucuis stated that the highest sales tax revenue generator is the General Fund, followed by Tax Increment Financing (the TIF), and then the Capital Fund and Park Fund each have their ½ cent sales tax.

Mayor Clement commented that the bump in the General Fund between 2017 and 2018 is fairly healthy. He questioned the reason.

Director Yucuis stated that was because of the “Proposition P” Funds.

Director Yucuis stated that the property tax revenue over the past ten years was reviewed. He advised that the General Fund portion, at the most, is about \$100,000.

Director Yucuis explained that the property tax revenue drop in 2017 was because of protested taxes which were then received in 2018. He stated that there is another set of protested taxes from 2018 which was just received this month, although usually the City receives those funds in May. Director Yucuis explained that usually one of the school districts files a suit with St. Louis County to release the funds but they were about a month late this year. He stated that there are about \$500,000 protested TIF property funds which are held by St. Louis County until that suit is filed.

Director Yucuis stated that government-wide expenses are pretty flat; the 2010 blip is related to TIF. He discussed the General Obligation Bonds issued for concrete streets; that is why there is another such large jump. The General Obligation Bonds for the Police Facility have been paid off in 2018, and the tax revenue bonds and TIF are going down. Revenues have been good, and the City has been able to pay close to \$4 million in principal in the last two years, and that is a good indicator, as it would be good to get that down as quickly as possible

Director Yucuis commented that in the report to the Board, in his opinion, there were too many audit adjustments. He stated that in his short time here, he was unable to get to all the adjustments he wanted to do, so there was another continuation of audit adjustments, and the auditors were very helpful in getting him through that. He said for next year, he is looking for single digit audit adjustments.

Mayor Clement questioned that there were more than single-digit adjustments.

Director Yucuis explained that in 2017, there were 32 adjustments, and they were all entered by Stopp and Van Hoy. He stated that in 2018, there were 30 adjustments, but for over half of those, he has good reasons. He explained that he wanted to get the auditors the majority of the General Ledger, and there is what he calls the “Fund 99”, which is the entries that work to get the footnotes done, and those were not done when the auditors needed the General Ledger, but they understood that. He explained that from the time the auditors got the General Ledger from all adjustments made by the City while the field work was in progress, they considered them as audit adjustments, because they weren’t there when he initially gave the auditors the General Ledger. He said if there are 30 adjustments again, that is not acceptable.

Director Yucuis clarified that there were a couple comments made in 2017 that were repeated again in 2018, and he will be working with the Audit and Finance Committee on that in getting closing procedures down and internal controls and policies in place. It is his goal to get this to the Audit and Finance Committee and then back to the Board for formal approval.

Alderman Hamill made the motion to approve the 2018 Comprehensive Annual Financial Report (CAFR). The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

d. Comments from the Public

Ms. Lee Ann Pitman, 742 Spring Hill Farm Drive, introduced herself as the republican candidate for State Representative District 99 recently vacated by Jean Evans in February when she became the Executive Director of the Missouri GOP. Ms. Pitman said that she has lived in and grown up in the St. Louis area, and has lived in the District for the last 24 years with her husband and two sons. She commented that her campaign issues are education, as she believes we need to work for programs to help students succeed; senior issues, such as maintaining healthcare and looking at taxes; the local economy and jobs, because Missouri needs to continue to grow jobs, and to work with municipalities on their needs for the economy. She said she stands to support law enforcement, first responders, current military and veterans.

Ms. Pitman congratulated the City of Manchester on the Memorial Day event at the Veterans Memorial.

Ms. Pitman said she is looking forward to getting to know everyone.

6. REPORTS FROM THE MAYOR

a. Mayoral Report

Mayor Clement introduced Boy Scouts Jake Bovaconti, Matt Lena, and Evan Ewing, all from Troop 750, sponsored by Wren Hollow School. He also recognized the leader and the parents for their commitment.

Mayor Clement announced that on Tuesday, June 25, there will be a Town Hall meeting with Jake Zimmerman, assessor of St. Louis County. This event will be hosted for

residents and beyond who may have questions regarding their assessments. The meeting is on Tuesday, June 25 at noon in the Police Facility. Mayor Clement stated that it is nice to be able to work with St. Louis County, and that the City has two good councilmen in Mark Harder and Tm Fitch.

Mayor Clement reported that last night's community band concert was terrific! He stated there was a great amount of western music. The evening was perfect; it was a great event, and the weather was good. He commented that there were people who picnicked, brought their dogs, had frisbees and other things. It was a really wonderful evening.

Mayor Clement announced that Butchwax and the Hollywoods will be at the Schroeder Park for the July 4 concert. He commented that people say Manchester's fireworks are the best in the region. Everybody is invited to turn out for that concert and the fireworks.

## 7. REPORTS FROM THE CITY ADMINISTRATOR

### a. List of Paid Bills (Warrant dates of June 2 -June 15, 2019)

There were no questions.

### b. Police Department Promotions Sergeant Dan West to Lieutenant Officer Josh Waggener to Sergeant Officer Evan Waters to Sergeant

Chief of Police Scott Will stated he feels it is important to make these promotions in front of the Board of Aldermen and the public. He said this was the first promotion process since he has been here, and he added education to that process. He advised that all candidates did a great job. Candidates were required to submit an application, resume, background, and a statement why they should be promoted. Then, the candidates needed to complete a physical fitness test and a written test. Following the testing, the candidate was required to appear before an oral board consisting of commanders from other jurisdictions and finally a Chief's interview. Once that was completed, there was an eligibility list prepared. Chief Will said this is the first time he has had a chance to promote anyone, and he is pleased that he has three individuals to promote at this time.

Chief Will stated the first promotion is of Officer Josh Waggener to Sergeant. He stated that Sergeant Waggener graduated from Lindenwood University with a bachelor's degree in Criminal Justice. He attended the St. Louis County Police Academy, upon graduation he was hired here by the City of Manchester and has 12 years in law enforcement, all serving the City of Manchester. He spent 10 of those years as a patrol officer. In the past year he has served as acting sergeant and as a detective. He served as part of the St. Louis County Multijurisdictional Drug Task Force for several years. He is one of our firearm instructors, holding several certifications to include pistol, shotgun and AR-15.

In 2018 he received a Meritorious Service Citation. He has also received three Chief's commendations.

Chief Will stated that joining Sergeant Waggener this evening are his parents Jeff and Lori Waggener, and Kevin and Clara Heitz. Sergeant Waggener's father, Jeff, pinned on his new badge.

Chief Will stated that the next promotion is of Officer Evan Waters to Sergeant. He stated that Sergeant Waters graduated from Lindenwood University with a master's degree in Criminal Justice Administration. He attended the St. Louis County Police Academy, and upon graduation, he was hired by the City of Manchester. He has 22 years in law enforcement, all serving the City of Manchester. For the past 13 years he has been one of the City's School Resource Officers.

Chief Will added that Sergeant Waters was "Officer of the Year" in 2009 and C.I.T. (Crisis Intervention) of the year as well.

In addition, Chief Will said that Sergeant Waters has been involved in extra activities for the City of Manchester, such as the Special Olympics events and the "Clean Up for Special Olympics" annual dinner event.

Sergeant Waters will be married for 24 years this year to his wife, Michelle, and has three children, Brianna, Madelyn and Ethan.

Joining Sergeant Waters tonight are his wife, Michelle Waters, daughter Madelyn, son Ethan, his parents Darrell and Sharon Waters and his sister Alma Boss. Michelle Waters, his wife, pinned on his new badge.

Chief Will stated that the next promotion is of Sergeant Dan West to Lieutenant. He stated that Lieutenant West graduated from Lindenwood University Summa Cum Laude with a bachelor's degree in Criminal Justice. He has 22 years in law enforcement, all serving the City of Manchester. He has been a Sergeant for the past 14 years. He is the City's TAC for the department through REJIS for CJIS security and handles UCR reporting and validations. Lieutenant West has been the City's DWI investigator and instructor for many years. Along with several administrative duties, he has assisted with scheduling, policy certifications and grant writing.

Lieutenant West has been a two-time MADD award winner for DWI enforcement, as well as, receiving a commendation for his bravery helping to save a woman from a house fire along with other officers.

Lieutenant West will be married for 25 years this year to his wife Laura, and has two children, Samantha and Doug.

Joining Lieutenant West tonight are his wife, Laura, daughter, Samantha, his parents, Danny and Sonnie West, and some friends.

Lieutenant West's wife, Laura, pinned on his new badge.

Mayor Clement commented that he is happy to see promotions from within the department; that is a very good, very healthy sign.

8. REPORTS FROM COMMITTEES

a. Planning and Zoning Commission

Alderman Hamill stated that the Commission approved three zoning text amendments related to definitions, and a sign approval for Simmons Bank which is replacing Reliance Bank at Sulphur Spring and Big Bend.

b. Homecoming Committee

Alderman Ottenad reported that the Homecoming Committee met on June 12 at the Park building, and they had a committee picture taken, they had a potluck dinner and a meeting. Alderman Ottenad stated that they will be going out for bid for a trailer and stage to replace the ones destroyed by the fire. She mentioned currently having 35 attendance prizes, and they are aiming for 200 attendance prizes as the City had last year. The next meeting will be on July 10 at the Park.

9. ACTION ON OLD BILLS

a. There were none.

10. INTRODUCTION OF NEW BILLS

a. RESOLUTION ACCEPTING A GRANT FOR WASTE REDUCTION

Alderman Huether read proposed Resolution # 19-0680, entitled: "A RESOLUTION ACCEPTING A SAINT LOUIS COUNTY DEPARTMENT OF PUBLIC HEALTH 2019 WASTE REDUCTION GRANT IN AN AMOUNT NOT TO EXCEED THIRTY-EIGHT THOUSAND SEVEN HUNDRED FORTY DOLLARS AND FIFTY CENTS (\$38,740.50) FOR REIMBURSABLE EXPENDITURES INCURRED FOR THE "BACKYARD COMPOSTING AND ELECTRONICS COLLECTION EVENTS" PROJECT, AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT THEREFOR", by title only.

Alderman Ottenad stated that when residents take in their televisions, she is understanding that this money will pay for that. She asked if there is a certain limit on the number of televisions that can be turned in at each event.

Dave Pracht, Assistant Director of Public Works, stated that they are working on a tracking system right now and they have discussed a coupon system.

Alderman Ottenad stated she is inquiring whether, after a certain number of televisions, the people will need to pay for their own, because people will need to know that.

Alderman Huether replied that the grant states that the City will not exceed a certain funding amount. If the City runs out of reimbursable funds in five events, that will be all the events. It is not open ended; when the funding is used up, there will not be any money left. She stated that they are working on a coupon system. The next step is to go to the County Council, and the funding should be available in September.

Alderman Ottenad stated that at subdivision meetings, the residents need to know to bring in their televisions early.

Alderman Huether made the motion to approve Resolution # 19-0680. The motion was seconded by Alderman Ottenad, and the motion carried by a vote of 6 - 0, with no objections from the members of the Board of Aldermen.

b. RESOLUTION APPROVING AN INVESTMENT POLICY

Alderman Toben stated that this proposed policy is consistent with other municipalities in the area, given the guidelines of what we can and cannot invest in. He said there is the ability to change if the market conditions or interest rates change. It is a fluid, but restricted, document. Alderman Toben commented that this proposed policy came out of the Audit and Finance Committee.

Alderman Toben read proposed Resolution # 19-0681, entitled: "A RESOLUTION APPROVING AN INVESTMENT POLICY FOR THE CITY OF MANCHESTER", by title only.

Alderman Toben made the motion to approve Resolution # 19-0681. The motion was seconded by Alderman Ottenad and carried by a vote of 6 - 0, with no objections from the 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 (12) of the Revised Statutes of the State of Missouri pertaining to discussing sealed proposals and related documents, or other documents related to a negotiated contract until a contract is executed, or all proposals are rejected and pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or threatened 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 a motion to go into "Closed Session: Pursuant to Section 610.021 (12) of the Revised Statutes of the State of Missouri pertaining to discussing sealed proposals and related documents, or other documents related to a negotiated contract until a contract is executed, or all proposals are rejected and pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or threatened 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 Ottenad.

A poll of the Board showed:

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

Mayor Clement stated that the motion passed by a vote of 6 - 0, with no objections from members of the Board of Aldermen.

### 13. ADJOURNMENT

At 7:41 p.m., Mayor Clement stated that the open portion of the meeting has ended, and the elected officials will be going into a closed session.

Mayor Clement invited the attendees to have cake and beverages in celebration of the promotions within the Police Department.

At 8:54 p.m., after the Executive Session, there being no further business, Alderman Nolte made the motion to adjourn. The motion was seconded by Alderman Hamill.

A poll of the Board showed:

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

Mayor Clement announced the motion passed by a vote of 6 - 0, with no objections from the members of the Board of Aldermen.

The meeting adjourned at 8:54 p.m.

Respectfully submitted,

Ruth E. Baker, MMC/MPCC  
City Clerk

**Note:** This is a journal of the Board of Aldermen meeting of Monday, June 17, 2019 (summary); not a verbatim transcript. If a recording of the meeting is desired, please contact City Hall.