



**MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, APRIL 17, 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 Nolte, Alderman Dodge, Alderman Ottenad, Alderman Huether, Alderman Toben, Alderman Baumann, and Mayor Clement. A quorum was present.

**APPROVAL OF THE MINUTES**

*April 3, 2023 Regular Board of Aldermen Meeting*

Alderman Ottenad made the motion to approve the minutes of the Monday, April 3, 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**

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

**CONSIDERATION OF PETITIONS**

*Liquor Picnic License for St. Louis Scottish Games Festival*

Deputy City Clerk Mullins explained that St. Louis Scottish Games has an upcoming festival in Schroeder Park and were applying for a liquor picnic license to sell alcohol at the event. She continued that all outstanding items had been submitted and approved for the license.

Alderman Baumann made the motion to approve the Liquor Picnic License for the St. Louis Scottish Games Festival. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

*Comments from the Public*

None.

**REPORTS FROM THE MAYOR**

*Mayoral Proclamation – Parental Alienation and Child Abuse Prevention Month*

Mayor Clement read the Parental Alienation and Child Abuse Prevention Month acknowledging the need to educate and advocate to protect families and those who have seen or experienced child abuse.

### Mayoral Proclamation – Arbor Day

Mayor Clement read the proclamation to honor and celebrate Arbor Day in the City of Manchester.

### Mayoral Reports

Mayor Clement notified the Board of upcoming events including the Arbor Day Celebration on April 22<sup>nd</sup> and a Civil War Marker Rededication hosted by the Sons of Union Veterans of the Civil War at Manchester’s Harugari Cemetery.

Mayor Clement reported that he and City Staff went to a grand opening of a new Manchester business, Dream Bound Vacations, on Manchester Road.

## **REPORTS FROM THE CITY ADMINISTRATOR**

### Introduction of Police Clerk Erica Martin-Gaines

Chief Will introduced the City’s new part-time Police Clerk, Erica Martin-Gaines. Chief Will explained that Erica came to Manchester from St. Louis City. Erica has 5 years of experience in dispatch and in prisoner processing. She has received Outstanding Performance Awards from previous employers and has been recognized for her handling of an officer in need of aid call with shots fired. Erica is currently working on a degree in Psychology.

### Introduction of Police Officer Sam Borchert

Chief Will introduced Officer Sam Borchert as the City’s newest Police Officer. Officer Borchert joins Manchester from the Overland Police Department. He graduated from the Eastern-Missouri Law Enforcement Police Academy in 2019. Officer Borchert has 3.5 years of experience in Overland and has served as a field training officer.

Chief Will notified the Board that with the addition of Officer Borchert, the Police Department is fully staffed for the first time in around 12 years.

### List of Paid Bills (Warrant dates of 04-03-2023 to 04-16-2023)

There were no questions.

## **Reports from the Committees**

### Planning and Zoning Commission

Alderman Nolte reported that the Planning & Zoning Commission did not meet.

### Veterans Commission

Alderman Huether reported that the Veterans Commission did not meet. She continued that they are looking forward to Memorial Day and the next meeting was scheduled for April 18<sup>th</sup> at 5pm via Zoom.

### Audit and Finance Committee

Alderman Baumann reported that the Audit and Finance Committee did not meet. The next meeting would be on May 1<sup>st</sup>.

### Tree Advisory Board

Alderman Dodge reported that the Tree Board obtained a grant to remove the invasive

Bradford Pears Trees along La Bonne Parkway. He continued that the Missouri Department of Conservation had their Tree City Celebration and Recognition Luncheon on April 11<sup>th</sup>. He explained that were 55 cities there, but Manchester was 1 of 4 to receive a growth award to recognize the milestones and annual activities organized that build long-term sustainable communities and forestry programs. Alderman Dodge gave appreciation to those who helped achieve this award.

### Homecoming Committee

Alderman Ottenad reported that the first meeting will take place on April 19<sup>th</sup> at 6:30pm at the Parks building. She continued that the Committee was excited to welcome three new members this year.

### Annexation Update

Alderman Dodge welcomed Dr. Craig Larson, the Chairman of the Annexation Community Engagement Team, and thanked him for taking this role. He continued that this Team would be comprised of Manchester and annexation area residents focused on educating about annexation. Alderman Dodge encouraged everyone to register to vote.

## **ACTION ON OLD BILLS**

### BILL NO. 23-2499

*Personnel Manual Amendment – Paid Parental Leave*

Alderman Ottenad read for the second time Bill No. 23-2499, entitled: “AN ORDINANCE AMENDING SECTION X, PAID LEAVE (NON-WORK) IN THE PERSONNEL MANUAL BY ADDING A PAID PARENTAL LEAVE POLICY IN THE CITY OF MANCHESTER, MISSOURI,” by title only.

Alderman Ottenad made the motion that Bill No. 23-2499, become Ordinance No. 23-2383. The motion was seconded by Alderman Huether.

A poll of the Board showed:

Alderman Ottenad – aye

Alderman Nolte – aye

Alderman Dodge – aye

Alderman Huether – aye

Alderman Toben – aye

Alderman Baumann – aye

Mayor Clement announced that the motion passed 6 to 0, with no objections from any members of the Board of Aldermen.

## **INTRODUCTION OF NEW LEGISLATION**

### BILL NO. 23-2500

*Chapter 510 and 626 – Right-of-Way Regulations Amendment*

Alderman Baumann read Proposed Bill No. 23-2500 entitled: “AN ORDINANCE REPEALING SECTION 626.030 AND CHAPTER 510 AND ENACTING A NEW CHAPTER 510 RELATED

TO MANAGING THE CITY'S PUBLIC RIGHTS-OF-WAY," by title only.

No further action at this time.

Mayor Clement acknowledged the work put into this by City Staff and counsel.

Resolution No. 23-0924

*Parkway District Partnership Agreement*

Alderman Huether read Proposed Resolution No. 23-0924, entitled: "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A DISTRICT PARTNERSHIP AGREEMENT BETWEEN THE CITY OF MANCHESTER AND THE PARKWAY SCHOOL DISTRICT," by title only.

Alderman Huether made the motion for approval of Resolution No. 23-0924. The motion was seconded by Alderman Toben and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0925

*City of Manchester Post-Annexation Property Tax Plan*

Alderman Nolte read Proposed Resolution No. 23-0925, entitled: "A RESOLUTION ADOPTING THE POST-ANNEXATION PROPERTY TAX PLAN OF THE CITY OF MANCHESTER, MISSOURI," by title only.

Alderman Nolte made the motion for approval of Resolution No. 23-0925. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

Mayor Clement acknowledged City Administrator Klocke's work on this resolution.

Resolution No. 23-0926

*2023 Concrete Street Improvement Project*

Alderman Baumann read Proposed Resolution No. 23-0926, entitled: "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO ENTER INTO A CONTRACT WITH AMCON MUNICIPAL CONCRETE, LLC IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED SIXTY-EIGHT THOUSAND SEVEN HUNDRED TWENTY-ONE DOLLARS AND TWENTY-SEVEN CENTS (\$468,721.27) INCLUDING A FIVE PERCENT (5%) CHANGE ORDER FOR UNFORESEEN WORK CONDITIONS FOR THE 2023 CONCRETE STREET IMPROVEMENT PROJECT TO BE UNDERTAKEN IN VARIOUS LOCATIONS THROUGHOUT THE CITY OF MANCHESTER," by title only.

Alderman Baumann made the motion for approval of Resolution No. 23-0926. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

Resolution No. 23-0927

## *Annexation Community Engagement Commitment*

Alderman Dodge read Proposed Resolution No. 23-0927, entitled: "A RESOLUTION ADOPTING THE COMMUNITY ENGAGEMENT COMMITMENT OF THE CITY OF MANCHESTER, MISSOURI," by title only.

Alderman Dodge made the motion for approval of Resolution No. 23-0927. 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*

None

### **ADJOURNMENT**

There being no further business, Alderman Nolte made the motion to adjourn. The motion was seconded by Alderman Toben and carried unanimously. The meeting adjourned at 7:29 p.m.